The meeting began at 8:00 a.m.

The Chair welcomed the Committee.

The following items were unanimously approved, as amended (and discussed below), without discussion.

Consent Agenda:

1. College of Aeronautics
   a. CRC – AVS 4202 – Unmanned Aerial Systems
   b. CGR – B.S. Aviation Meteorology

2. College of Business
   a. CGR – Minor in Human Resources Management
   b. CGR – B.A. Business Administration – Management
   c. CGR – B.A. Business Administration – Marketing

College of Engineering
3. Department of Biomedical Engineering
   a. ANC – BME 4050 – Special Topics in Biomedical Engineering
   b. ANC – BME 4300 – Independent Study in Biomedical Engineering
      (Tabled from previous meeting.)

4. Construction Management
   a. ANC – CON 1005 – Construction Plan Reading & BIM Applications
   b. ANC – CON 4006 – Construction Equipment
   c. CRC – CON 2001 – Construction Methods and Operations
   d. CRC – CON 4000 – Constr. Controls, Budget, Schedule & Quality
   f. CGR – B.S. Construction Management (pages 1 and 2)

College of Science
5. Department of Biological Sciences
   a. CRC – BIO 4904 – Field Bio. and Evol. of the Galapagos Islands

College of Psychology and Liberal Arts
6. School of Arts and Communication
   a. ANC – HUM 1001 – Humanities Freshman Seminar
   b. ANC – MUS 1201 – Group Beginning Guitar
   c. Deactivation of HUM 1150 – Fundamentals of Music
Consent Agenda Comments

2. College of Business
   a. CGR – Minor in Human Resources Management
      Prior to the meeting, a typo on the CGR was discovered. “EMG 3311” should have read “EMG 3331”. This was corrected prior to the meeting. In addition, it was suggested that the line “EMG 3398 Organization Theory (DROP)” be struck since it will not be included on the elective list, and was only shown for emphasis. This was done before the meeting. The Committee was made aware of the changes prior the vote on the Consent Agenda.

College of Engineering
3. Department of Biomedical Engineering
   b. ANC – BME 4300 – Independent Study in Biomedical Engineering
      (Tabled from previous meeting.)
      Prior to the meeting, it was noted that the updated contact hours on the ANC form did not translate to the submitted syllabus. This was the Chair’s oversight, and corrected prior to the meeting. The Committee was made aware of the change prior to the vote on the Consent Agenda.

4. Construction Management
   a. ANC – CON 1005 – Construction Plan Reading & BIM Applications
      Prior to the meeting, the contact hours were adjusted to be consistent with the definition of a credit hour: 32 lecture hours and 22 lab hours. The Committee was made aware of this change prior to the vote on the Consent Agenda.

College of Psychology and Liberal Arts
6. School of Arts and Communication
   a. ANC – HUM 1001 – Humanities Freshman Seminar
      Prior to the meeting, it was noted that “Freshman standing” was written in the course description, but not added to the course restrictions on the ANC form. The form was so amended prior to the meeting, and the Committee was made aware of this change prior to the vote on the Consent Agenda.

The following item was withdrawn from the Agenda and not considered.

7. School of Psychology
   a. ANC – CRM 3105 – Contemporary Policing Strategies

Discussion Items:
1. Request for Undergraduate Course to Have the Same Number on Campus and Online (Received prior to meeting)
   PSY 2510 – Research and Computer Literacy
   The Chair noted the request and indicated the form was available if anyone wished to review it. This is not an issue that required a vote.

2. Changes to the CRC/CGR forms. (Raised at meeting)
   It was noted that the ANM and ANC forms include sections related to curriculum assessment that must be filled out and potentially considered by the Committee. However, the CRC and CGR forms do not contain such sections, and it was suggested that perhaps these forms should be modified to include an indication whether a change in course restrictions/credits or changes to graduation requirements will impact a program’s assessment. It was asked if there should be an indicator in the University Catalog as to which
courses were being used for assessment purposes, but the consensus was that this was not necessary since this information would be for internal, not public use. A concern was raised that modifying the forms would lead to a whole other layer of review and signatures, but it was pointed out that additional review and signatures would only be needed on those forms where assessment might be impacted, and that that was a small fraction of the changes that the Committee considers each month. It was decided to ask Dr. Monica Baloga (Assoc. VP for Institutional Effectiveness) for her opinion on the matter, and made a decision on whether the forms should be modified at the next meeting.

3. Procedure for Deactivating/Reactivating Courses (Raised at meeting)
In light of the Committee’s discussion on Sept. 12, 2014 (minutes available at www.fit.edu/ugcc), it was asked if we need to decide on a procedure to reactivate or deactivate a course. The Registrar’s Office indicated that requests to reactivate a course occasionally come through their office, and it is that office’s opinion that the UGCC should approve such requests. When asked why, the Chair suggested that if a course has been inactive for a long period of time, a review of an updated syllabus and the course restrictions might be in order.

It was asked what process currently exists for deactivating a course; it was thought that once a course was no longer taught that, after some period of time, it was just simply “deactivated” in BANNER. The Registrar’s Office responded that periodically they will go through the course listings and contact an academic unit if one of its courses has not been taught in quite a while, and inquire whether it should be deactivated. However, this has not been done in the last few years. It was then asked how long does it take for a course to be deactivated, to which the response was “it depends.” Elective courses could be deactivated almost immediately since an academic unit could opt to simply never teach the course again. Required courses would need to wait until all students whose programs need that course have either taken the course or left the University, a process which could take up to several years.

It was asked if reactivated courses could be taught under their old course name and number before they reappear in the Catalog (in light of the discussion on Sept. 12, 2014). The answer was “no,” that this would be a mid-year change that is no longer permissible, but that the reactivated course could be offered through a “Selected Topics” course.

A question was asked why the “electronic” Catalog does not override the “printed” Catalog, to which the response was that the catalogs need to be consistent for SACS purposes, and that the practice of distributing print-versions of the catalog was likely to be discarded in favor of an all-electronic catalog. In fact, the current print-version of the Catalog may be the last such printed version. This raised the question that, if this were true about the printed catalog, could the academic units submit curriculum changes through this November, as discussed on Sept. 12? The response was “no,” that to accommodate any transition, the earlier deadline for this year has now passed, but it is hoped that the deadline would be extended in future years.

4. 2000-level Selected Topics Courses (Raised at meeting)
The Chair indicated that he had sent an email after the Sept. 12 meeting to address a concern about offering new 1000- and 2000-level courses through a 2000-level “Selected Topics” course, but had not received any feedback, and thus now wished to solicit such feedback. He had indicated that to resolve the concern over a proliferation of 1000- and 2000-level courses that would not be approved by the Committee, he proposed that before any new course could be offered through a 2000-level “Selected Topics” course, the proposed
1000- or 2000-level course must be submitted to the Committee using an ANC form with a unique title and course number, and be approved, as is current practice. The Committee agreed this was a reasonable procedure.

5. New Summer UG Research Courses (Raised at meeting)
Advanced notice was given that it is anticipated that the Colleges will be submitting ANC forms for new courses related to a new summer undergraduate research program wherein students would receive various forms of tuition waivers by participating in the program. It was explained that the administration felt this was necessary to track the participating students. It is expected that these new courses would be offered in Summer 2015, and that they would be an exception to the mid-year change policies discussed at the Sept. 12 meeting. The Committee generally did not understand why it was necessary to introduce new courses for the sole purpose of tracking the participants, and suggested there are probably better ways of doing so without impacting the academic curriculum. For example, it was suggested that each academic unit already has special “research-type” courses, and that for each academic unit, a special section with a unique designator could be created, and only the participating students would enroll into this section. Since this was only advance notification, no action was taken or issue decided.

6. Nominations for and Election of UGCC Chair 2015 – 2017
The Chair made a third call for nominations (including self-nominations) for the Chair position for the 2015-2017 term. Hearing none, and with only Dr. Archambault (Mechanical & Aerospace Engineering) having been nominated (and having accepted), a motion was made to elect Dr. Archambault to Chair for another term. Dr. Archambault abstained from the vote, and was elected to the Chair position for the 2015-2017 term on a vote of 12-0-1. Dr. Archambault thanked the Committee members for their confidence in him.

Our next regular meeting is Fri., Oct. 24 at 8:00 a.m. in the Physical Sciences conference room. Agenda items are due Fri., Oct. 17.

The meeting ended at 8:49 a.m.

Respectfully submitted,

Mark Archambault – Chair