The meeting started at 8:00am.

Welcome and Introductions:
The Chair welcomed the Committee. Committee members introduced themselves.

Consent Agenda:
The following item was withdrawn from the Consent Agenda:
1. College of Business
   a. CRC – EMK 3607 – Advertising Management

The following items remained on the Consent Agenda and were unanimously approved:

College of Engineering and Science
3. Department of Mechanical and Civil Engineering
   b. CGR – B.S. Civil Engineering
   c. CGR – B.S. Construction Management

College of Psychology and Liberal Arts
4. School of Arts and Communication
   b. CGR – B.A. Applied Behavioral Analysis
   c. CGR – A.A. Applied Psychology
   d. CGR – B.A. Applied Psychology
   e. CRC – CRM 4820 – Violent Crime
   f. CRC – CRM 4810 – Serial Killers
   g. CRC – CRM 3522 – Community Corrections

Consent Agenda Discussion Items:
The following item was discussed and unanimously approved:

College of Engineering and Science
2. CoES
   a. CRC – EGN 2100 – Machine Shop Certification 2

A request was made to remind the Committee what EGN 1150 – Combined Machine Shop Certification was about, and to explain the reasoning behind the change. The Chair apologized for not providing a cover memo, and explained that the purpose of EGN 1150 was to permit students the opportunity to attain machine shop certification at levels 1 and 2 with a single course registration, rather than through two separate courses. The reason for the change was that some student who enroll in EGN 1150 are successful in achieving level 1 certification, but not level 2. Some of those students later wish to again attempt to attain level 2 certification through EGN 2100, but only EGN 1100 – Machine Shop Certification 1 is a prerequisite.

Also, the Chair noted that a valid level 1 certification was being added as a prerequisite, and recognized that the Registrar’s office cannot automatically check that that prerequisite is satisfied. The plan is that the valid
certification will be checked manually by the course instructor, and those students who do not meet the requirement will automatically be dropped from the course through a mechanism already in place for that course.

The following item was discussed and unanimously approved:
3. Department of Mechanical and Civil Engineering
   a. ANC – CVE 2083 – Construction Measurements Lab
A typo was noticed on the provided flowcharts, leaving the word “Lab” off the course name. This was corrected. The ANC form did not need a correction.

A question was also asked about the grading scheme for the course. The syllabus indicated that 70% of the course grade would be from lab reports, and the remainder from a final report. However, how the grade would be assigned was omitted. In response, it was explained that the standard University grading system would be employed (i.e., 100% - 90% = A, etc.).

The following item was discussed and unanimously approved, as amended:
   College of Psychology and Liberal Arts
4. School of Arts and Communication
   a. ANC – HUM 3274 – Science, Technology, and the American Narrative
The Chair noted that the “AND” checkbox on “Additional Restrictions” was checked, when in fact the “OR” box should have been checked. Also, it was noted that the original forms now had the proper signatures in place; the ones posted on the website did not have any signatures.

A more general question arose regarding how to list all the humanities core courses as potential prerequisites on future courses, noting that the entire list would be cumbersome on the forms. It was suggested that if all of the humanities core courses would be used, simply indicating “HUM Core 1” and/or “HUM Core 2” would be sufficient on the forms submitted to the UGCC. A similar suggestion was offered for the several math courses that might need to be similarly listed. The Committee expressed its support for this future practice.

Informational Items:
1. Deactivation of ISC programs (Military Science, Aeronautics) – Added during meeting
   The Chair presented a memo from the Department of Mathematics indicating that the Interdisciplinary Science – Aeronautics, B.S. and Interdisciplinary Science – Military Science, B.S. programs would be terminated effective Fall 2019. The general Interdisciplinary Science, B.S. program will continue, and the aeronautics and military science specializations will be incorporated into the general program through the use of electives. Because the Committee does not need to approve this action, this was presented for informational purposes only.

Discussion Items:
1. Honors Sections
   The Chair summarized that while honors sections in physics and biology were offered in the Fall 2018 term, the University has no definition of what an honors section is. In preparation for the Spring 2019 term, the Registrar’s office has received multiple requests for several other honors sections of existing courses, and this has caused concern, not only because of a lack of definition for an honors section, but also because there
are no guidelines for the level of rigor of such sections or who should enroll, because there is no mention of honors sections in the University Catalog, and because not all honors sections in the current term had a parallel non-honors section to allow students to transfer out of an honors section without completely disrupting their course schedule. As a result, the Registrar’s office was reluctant to schedule honors sections for the Spring 2019 term. The Chair requested that the Committee begin to address these concerns.

Dr. Baloga (Provost) was in attendance and noted that while honors programs and related topics have been discussed in other forums, the UGCC is the governing body in this matter and that policies need to be put into place. She also indicated that an announcement of an honors college would likely come sooner than anyone originally anticipated, and that Florida Tech was looking to join the National Collegiate Honors Council.

It was suggested that it will take time to develop proper policies associated with honors sections, courses, etc., but that perhaps in the meantime, if a program wants to offer an honors section, it must first be brought before the Committee to be reviewed, and if approved, listed in the University Catalog before the section could be offered. An exception could be made for the programs which offered honors sections in Fall 2018 so that they could proceed with their plans to offer such sections in the Spring, however they too would need to bring their honors sections before the Committee for review. After some discussion, the Committee endorsed this plan. Ms. Fox (Director of Catalog) offered to create a new form for this purpose. It was suggested that upon seeing several examples, the Committee might be in a better position to establish guidelines. It was also further required that all honors sections must have a parallel non-honors section for student to switch into should they feel the honors section is too much for them.

The question of enrollment requirements was asked, to which the response was that instructor approval was required for all honors sections.

A concern about assessment was also discussed. For general education courses, all students are required to meet assessment thresholds, and the concern is that existing assessment plans may not be applicable to honors sections. In response, the requirement would be that the honors sections must still meet the minimums outlined for the non-honors sections, and that the existing assessment plans must continue to be fulfilled.

With a plan to move forward in place, the discussion was tabled with the expectation that guidelines and policies would be revisited as the Committee receives more information on which to base its discussions.

2. Other
A question was asked about whether the Committee needed to approve courses as compliant for QEP2 (i.e., the Cross-Cultural program), and if so how. This had to do with approving a “CC” designation for a course in the University Catalog. In response, it was explained that the Committee need not approve the “CC” designation, but that one should contact Dr. Mary Bonhomme (Assoc. Provost for Extended Studies) regarding such questions.

The Chair noted the date and time of the next meeting, and the due date for agenda items.
Our next regular meeting is Fri., Nov. 30 at 8:00 a.m. in the Physical Sciences Bldg. conference room (OPS 202). Agenda items are due Tues., Nov. 20.
The meeting ended at 8:55am.

Respectfully submitted,

Mark Archambault – Chair