CALS Curriculum Committee Meeting
October 12, 2012
Submitted by James Fant


Guests: Sandra Wilson (for S. Park-Brown)

Call to Order: The College of Agricultural and Life Sciences Curriculum Committee met on October 12, 2012 in Rm. 1031A McCarty Hall D. Dr. Phil Kaufman called the meeting to order at 2:13 p.m.

Previous agenda items and supporting material can be found on the CALS Curriculum Committee homepage under archived information:
http://www.cals.ufl.edu/faculty_staff/curriculum_committee.shtml

Approval of Minutes: A motion was made by Dr. Bartz to approve the minutes from the September 14, 2012 meeting of the CALS CC. The motion was approved.

All items approved by the committee will be forwarded to either the Graduate Curriculum Committee (GCC), Graduate Council (GC) or the University Curriculum Committee (UCC) once any changes requested are made and the submission is complete.

Syllabus Statements – http://www.cals.ufl.edu/faculty_staff/curriculum_committee.shtml

Update from UCC:

There were only a few CALS items on the UCC agenda in September and all have been approved. Two policy issues of interest making their way through Faculty Senate: 1) a co-listed course policy, which is modeled on the CALS policy approved back in 2009 and 2) a revised policy on using undergraduate students as TAs. Both policies are on the October 18 Faculty Senate agenda as Action Items: http://fora.aa.ufl.edu/docs/78//2012-2013//SENATE%20OCTOBER%202012%20agenda.pdf. To comply with the university’s co-listed course policy, new course or course change submissions need to include both syllabuses (undergraduate and graduate) in the course request. Make-up policy and attendance policies continue to be closely monitored at the university level.

Discussion topic: Posthumous degree policy

The CALS CC was asked to respond to three questions put forth by the Faculty Senate’s Academic Policy Council. The questions and responses (per Dr. Kaufman) are as follows:

1. Should the university have a new policy for the awarding of posthumous degrees?

   Yes, the university policy should be revised to emphasize the primary role of the program/department and college in the decision to award a posthumous degree. The faculty of the student’s program/department are closest to the student.
2. Should there be specific requirements for awarding posthumous degrees to students who pursued the undergraduate, graduate, and professional degrees?
   None beyond verification of good academic standing and good conduct standing.
3. If so, what should these be? Please identify requirements by degree type.
   Verification of good academic standing and good conduct standing.

**Graduate New Course Proposals**

1. FOS 5XXX – Functional Food and Nutraceuticals
   A motion was made by Dr. Giuliano to approve this item with changes requested. The motion was approved. On the UCC1 form the Contact Hour Base needs to be 3, the course description needs to match the course description on the syllabus. The category of instruction for a 5000 level course with no prerequisites should be something other than advanced. If there is no textbook required for the course this should be indicated on the syllabus. Clarify whether both exams will be 100 pts each. The Course Grading section needs to show a table matching point values to percentages and then letter grades. The word “points” should be added to “15” in the term paper section of the syllabus for the lines “Research 5 years old…” and “Current Research…” The link to the Registrar’s website on grades needs to be included with the grading scale (link listed above). The word “points” should be added to “15” in the term paper section of the syllabus for the lines “Research 5 years old…” and “Current Research…” The link to the Registrar’s website on grades needs to be included with the grading scale (link listed above). The link to the Registrar’s website on grades needs to be included with the grading scale (link listed above). The word “points” should be added to “15” in the term paper section of the syllabus for the lines “Research 5 years old…” and “Current Research…” The link to the Registrar’s website on grades needs to be included with the grading scale (link listed above). The word “points” should be added to “15” in the term paper section of the syllabus for the lines “Research 5 years old…” and “Current Research…” The link to the Registrar’s website on grades needs to be included with the grading scale (link listed above). The word “points” should be added to “15” in the term paper section of the syllabus for the lines “Research 5 years old…” and “Current Research…” The link to the Registrar’s website on grades needs to be included with the grading scale (link listed above).

2. PLP 6XXX – Colloquium on the Ecology and Evolution of Emerging Pathogens
   A motion was made by Dr. Giuliano to recycle this item back to the department for changes and resubmission. The motion was approved. Simplify the course description by removing extraneous words such as “This is” and “Each week.” On the syllabus a potential course period needs to be included rather than just a starting time. Measurable course objectives need to be included. See [http://cals.ufl.edu/faculty_staff/pdfs/cc/learningObjectives.pdf](http://cals.ufl.edu/faculty_staff/pdfs/cc/learningObjectives.pdf) for guidance. More explanation of what is expected of the student needs to be included in the assessment section. A make-up policy needs to be included with the attendance policy. More of an explanation is needed regarding expectations in the S/U grading policy.

**Graduate Course Change Proposals**

3. FOR 6543 – Valuation of Forest Resources
   A motion was made by Dr. Giuliano to approve this item with changes requested. The motion was approved. A letter of support is requested from Food and Resource Economics. A point value for the quizzes needs to be added to the syllabus. Also, total points relative to final letter grade percentages needs to be shown. An updated version of the boilerplate on academic honesty and campus helping resources needs to be added to the syllabus (link listed above).

**Graduate Certificate Programs**

5. Sustainable Land Resource and Nutrient Management
6. Soil Ecosystem Services

A decision was made to review these three items together. A motion was made by Dr. Giuliano to approve these items with changes requested. The motion was approved. The certificate descriptions need to be rewritten to show what the student will gain from the curriculum. A statement regarding required minimum grades and/or GPA needs to be added. The SLOs need to show a greater expectation of critical thinking. For example, “calculate” or “analyze” suggests higher-order thinking compared to “describe.” See http://cals.ufl.edu/faculty_staff/pdfs/cc/learningObjectives.pdf for guidance on writing learning objectives.

7. Medical Entomology

A motion was made by Dr. Erickson to approve this item as submitted. The motion was approved.

Graduate Programs

8. Concentration – Natural Resource Policy and Administration

A motion was made by Dr. Oli to recycle this item to the department for changes and resubmission. A list of required coursework for the concentration needs to be included with the submission.

Undergraduate New Course Proposals

9. BSC 4XXX – Independent Studies in Bioinformatics
10. BSC 4XXX – Advanced Independent Studies in Bioinformatics

A decision was made to review these two items together. A motion was made by Dr. Oli to recycle these items back to the department for updates and resubmission. On the UCC1 form for each submission the course number needs to read 4XXX, contact hours should be determined by headcount, not base because this is an individual studies course (see http://approval.ufl.edu/Data/Sites/34/media/ucc1-and-ucc2-form-instructions_final.pdf for information on how to calculate headcount hours), the course description needs to be more specific (e.g., remove “This course provides students”), The course description for the second course should show how it builds off of the first. The rationale can show courses are linked, but there should be clear differences. Reconsider indicating both as capstone courses. Each syllabus should be distinctive from the other. On the syllabus only one course number and title should be at the top and section numbers removed. Again, the learning outcomes for the advanced course should show how this course builds off the first. There need to be separate learning objectives for each course. There needs to be a grading scale on each syllabus and information on how assignments relate to that scale. Suggest removal of the section on recommendation letters. The most updated version of the boilerplate on academic honesty and campus helping services needs to be added (link listed above).

11. MCB 4XXX – Environmental Microbiology

A motion was made by Dr. Oli to approve this item with changes requested. The motion was approved. The item needs to be submitted on the updated UCC1 form available on the
Academic Approval Tracking website. The contact hour base needs to be changed to 3 or a headcount included. The course description should be more streamlined. Also, the description on the syllabus should match the description on the UCC form. Remove words like “This course…” Jury duty needs to be removed from the category of “catastrophic events” that result in absences. The most recent version of the boilerplate containing statements on academic honesty and campus helping services needs to be added (link listed above).

**Undergraduate or Professional Certificate Proposals**

12. CALS Honors Scholar  
   A motion was made by Dr. Oli to approve this item as submitted. The motion was approved.

13. Sustainable Horticulture Management  
   A motion was made by Dr. Wilson to approve this item with changes requested. The motion was approved. The proposed title needs to be changed to include Ornamental or Environmental before Horticulture or a sign off from the Horticultural Science department is required. There needs to be a statement requiring a grade of C or better in the requirements section and the SLOs of the proposal. Also, if more certificates from this department are forthcoming the course selection may need to be slimmed down to avoid overlap.

**Undergraduate Curriculum Changes**

14. Interdisciplinary Studies – Environmental Management in Agriculture and Natural Resources  
   A motion was made by Dr. Erickson to approve this item as submitted. The motion was approved.

**General Education**

15. ENY 1001 – Bugs and People  
   This item did not require any committee action.

**Conclusion**

The meeting was adjourned at 4:42

**Note:** Items #12, #13 & #14 required additional votes. Due to members having to leave before the meeting was adjourned there was no longer a quorum present when these items were discussed. An email was sent out to members not in attendance requesting additional votes. Approval votes for these items were received from Dr. Porter and Dr. Myers making committee votes official.