CALS Curriculum Committee Meeting
April 19, 2013
Submitted by James Fant


Visitors: George Baker – Food Science
Bryan Kolaczkowski - Microbiology

Call to Order: The College of Agricultural and Life Sciences Curriculum Committee met on April 19, 2013 in Rm. 1031A McCarty Hall D. Dr. Phil Kaufman called the meeting to order at 2:04 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. Porter to approve the minutes from the March 15, 2013 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
All items submitted by CALS for consideration by the UCC at the April 16 meeting were approved with one exception – FOS5XXX, Functional Foods and Nutraceuticals was recycled for some clarification and also inclusion of a make-up policy statement compliant with university guidelines.

Graduate New Course Proposals

Four new FOS courses were submitted for consideration. These courses will form an online graduate certificate program. All four submissions were approved with changes requested. Several changes were common to all four courses and will be listed here. Additional changes specific to each course are listed below.

General changes needed:
- UCC1: Change Department Number to 51491500.
- UCC1: Remove “Graduate Certificate Program Only” from the course titles. Restriction of courses to those in the certificate program can be done by departmentally controlled registration.
- UCC1: Change Category of instruction to “Intermediate.”
- UCC1 (for all but FOS 6100): Change Prerequisite to FOS 6100.
- Syllabus: Remove “Graduate Certificate Program Only” from the course titles.
- Syllabus: include either proposed meeting times or a statement that the course is delivered online asynchronously.
- Syllabus: Include a sample reading list.
- Syllabus: Restate learning objectives so they are measurable; it was suggested that this section should be nearer to the beginning of the syllabus and that this include general course objectives rather than the objectives for each module.
- Syllabus: Change prerequisite to FOS 6100; it was suggested that this information should at the beginning of the syllabus.
- Syllabus: Update standard statements for Academic Honesty (etc.) using the Syllabus Statements boilerplate (link provided above).
- Syllabus: The make-up policy must conform to university policy (see Syllabus Statements for an example).
- Syllabus: Statement on Class Attendance is confusing – contact is not the instructor and the role of the contact person is not identified.
- Syllabus: Suggest including a statement on how the integrity of exams and quizzes will be maintained (e.g., ProctorU).

1. FOS 6XXX – Introduction to Food Safety
A motion was made by Dr. Porter to approve this item with changes requested. The motion was approved. Additional changes include:
- Suggest revising the title to Principles of Food Safety or Fundamentals of Food Safety (UCC1 and syllabus) given that it is a graduate course.
- Suggest reworking the course description to “A multidisciplinary approach to food safety that includes aspects of food chemistry, food toxicology, food biotechnology, food microbiology, food defense and food processing. Enrollment restricted to students in the Food Safety Graduate Certificate Program.” Make sure the course description on the UCC1 form and syllabus match.
- UCC1: Change Prerequisite to “Bachelor’s degree.”

2. FOS 6XXX – Food Safety Systems
A motion was made by Dr. Porter to approve this item with changes requested. The motion was approved. Additional changes include:
- Suggest revising course description to “Analysis of the seven steps of Hazard Analysis Critical Control Point (HACCP) and prerequisite programs associated with seafood, meat, poultry, vegetable, grain and beverage processing facilities. Enrollment restricted to students in the Food Safety Graduate Certificate Program.” Make sure the course description on the UCC1 form and syllabus match.
- Syllabus: In the grading section suggest including points along with percentages for exams and the term paper. Are quizzes not counted in the course grade?
• Syllabus: Suggest language for assignment be consistent – maybe “HACCP assignment” as the generic title rather than HACCP plan or term paper since it may be either.

3. FOS 6XXX – Food Safety, Sanitation and Microbiology
A motion was made by Dr. Myers to approve this item with changes requested. The motion was approved. Additional changes include:
• Suggest revising course description to “Microbial, chemical and biological safety of food and principles of sanitation for the food processing and retail food industries. Enrollment restricted to students in the Food Safety Graduate Certificate Program.” Make sure the course description on the UCC1 form and syllabus match.
• Syllabus: In the Required Reading section, fix typo “no longer” instead of “not longer” in the sentence that begins “You will also be required…”
• Syllabus: Remove “Enter number of examinations or quizzes here” from the Examinations section.
• Syllabus: In the Assignments section, class assignments should be described.
• Syllabus: In the Grading section, suggest including points along with percentages for exams and the term paper. Are quizzes not counted in the course grade?

4. FOS 6XXX – Food Regulations
A motion was made by Dr. Porter to approve this item with changes requested. The motion was approved. Additional changes include:
• Suggest revising course description to “Federal laws and regulations associated with the food industry related to food safety, adulteration, misbranding, standards of identify, ingredients and additives. Structure and function of U.S. government agencies involved in food regulation. Enrollment restricted to students in the Food Safety Graduate Certificate Program.” Make sure the course description on the UCC1 form and syllabus match.
• Syllabus: In the grading section, a table showing points that come from exams and quizzes would be useful.

Graduate Course Change Proposal

5. FOS 6126C – Psychophysical Aspects of Food (Change: Course number)
A motion was made by Dr. Porter to approve this item as submitted. The motion was approved.

Graduate Certificates

6. Graduate Certificate in Food Safety
A motion was made by Dr. Porter to recycle this item back to the department for reconsiderations. The motion was approved. It was suggested that based on the changes to items
1-4 the certificate proposal required adjustments. The prerequisite for the certificate should be changed to simply a Bachelor’s degree. The SLO’s for this certificate need to be simplified.

7. Graduate Certificate in Teaching and Learning in Agriculture & Natural Resources
   A motion was made by Dr. Porter to approve this item with the department giving consideration to a possible name change. The motion was approved.

**Undergraduate Course Change Proposal**

8. PLP 2060 – Molds, Mildews, Mushrooms and Man (Change: Course title)
   A motion was made by Dr. Porter to approve this item with changes requested. The motion was approved. A request for a course name change does not need to include a syllabus, so suggest that it be removed from the request.

   The syllabus posted is not currently in compliance with CALS, university and General Education Committee requirements. The following changes are needed:
   - Proposed course meeting times need to be included on the syllabus.
   - The grading section is a little confusing. Consider referring to midterms as exams 1 and 2 and indicate final cannot be dropped. The points in the “D” range on the grading scale need to be changed to 252-267.
   - The newest version of the University Syllabus Statements boilerplate needs to be included. The link to this page is provided above.
   - See the General Education website [http://gened.aa.ufl.edu/syllabus.aspx](http://gened.aa.ufl.edu/syllabus.aspx) for syllabus requirements related to general education status of the course.

**Curriculum**

9. Change in Entomology and Nematology Requirements
   This submission was broken up into three categories, each requiring a vote.
   A. Requiring certain courses be taken live for the major
      A motion was made by Dr. Porter to approve this item as submitted. The motion was approved.
   B. Requiring certain courses be taken live for the minor
      A motion was made by Dr. Porter to approve this item as submitted. The motion was approved.
   C. GPA and minimum grade requirements for specialization electives in each major
      A motion was made by Dr. Bartz to approve this item as submitted. The motion was approved.

**Conclusion**

The meeting was adjourned at 3:36 p.m.