CALS Curriculum Committee Meeting
March 14, 2014
2:00 p.m.
1031A McCarty Hall D


Agenda and Index for Materials

Approve Minutes from February 14, 2014

Dr. Telg: Update from UCC

Graduate New Course Proposal

1. ANS 6XXX – Supervised Extension
   (Resubmission from November 2013)

Graduate Course Change Proposal

2. ANS 6XXX – Supervised Teaching
   (Resubmission from November 2013)

Graduate Curriculum

3. Revisions to the existing Master of Forest Resources and Conservation degree

Discussion

4. Proposed CALS CC Operating Code
CALS Curriculum Committee Meeting  
February 14, 2014  
Submitted by James Fant  


Substitute: Kimberly Moore for S. Park-Brown  

Call to Order: The College of Agricultural and Life Sciences Curriculum Committee met on February 14, 2014 in Rm. 1031A McCarty Hall D. Dr. Wendell Porter 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. Warren to approve the minutes from the December 13, 2013 and January 10, 2014 meetings 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.  


Update from UCC: Summarized the new Grand Challenges undergraduate course initiative. Grand Challenges courses will be developed for the social sciences (S) and natural sciences (B or P), with a collaboration of at least three colleges for each course. CALS will be soliciting course proposals within the week.  

Graduate New Course Proposal  

1. SWS 5XXX – Communicating In Academia (Resubmission from December 2013)  
   A motion was made by Dr. Stedman to approve this item as submitted. The motion was approved.  

Graduate Course Change Proposal  

2. SWS 6648 – Biogeochemistry of Wetlands  
   A motion was made by Dr. Kolaczkowski to approve this item as submitted. The motion was approved.
Undergraduate Course Change Proposals

3. ORH 4236C – Landscape and Turfgrass Management
   A motion was made by Dr. Andreu to approve this item with changes requested. The
   motion was approved. “Ornamental” needs to be added to the new course title to make it more
   specific and 73 needs to be added to the grading scale in the syllabus.

4. PCB 4233 – Immunology
   A motion was made by Dr. Andreu to approve items 4, 6, 7 and 8 as submitted. The
   motion was approved.

5. MCB 4905 – Undergraduate Research
   Item was withdrawn prior to meeting.

6. MCB 4320C – Bacterial Genome Sequencing and Analysis
   See item #4.

7. MCB 4034L – Advanced Microbiology Lab
   See item #4.

8. MCB Environmental Microbiology
   See item #4.

Conclusion
   The meeting was adjourned at 2:33 p.m.
ANS6XXX Supervised Extension

Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Fischer, Joann M
Updated: 2/17/2014 11:19:21 AM
Description: This course provides graduate students the opportunity to develop extension skills in the Animal Sciences under the guidance of faculty member. The focus is to equip students with attributes, skills and experiences that will make them effective communicators of technologies that will beneficially impact the operations of livestock producers.

At the end of this study, students will be able to develop, prepare, deliver and evaluate an extension program or activity.

Documents

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Decision

Set status to:
MEMORANDUM

TO: The CALS Curriculum Committee
FROM: Gbola Adesogan
SUBJECT: New course request

Attached please find a new course transmittal form for a Supervised Extension (ANS 6XXX) course. This course will give students interested in pursuing an extension career a structured opportunity to learn how to develop, deliver, and evaluate an extension program. Students will choose an extension program to work on in conjunction with a supervisor. Such supervisors will be faculty with at least a 30% extension appointment because they typically have an active extension program with multiple opportunities and they are more dedicated to extension. One unit of supervised extension will be based on 30 hours per semester. Students will be required to prepare one EDIS or similar publication per unit of Supervised Extension in the area of emphasis of their extension program. Students will be involved in developing, preparing, delivering and evaluating the program. They will also deliver oral presentations as deemed appropriate by the supervisor. Letter grades will be assigned to allow us to better indicate the students’ proficiency in extension. In particular, letter grades will also make it possible to differentiate between students who excel in the course and those who merely pass the course in the student’s transcript. This course will complement our existing Supervised Teaching and Supervised Research courses and provide students interested in an extension career the opportunity to learn how to plan, implement and evaluate extension programs properly.
Department Name and Number: Animal Sciences, 514909000

Recommended SCNS Course Identification
Prefix: ANS Level: 6 Course Number: XXX Lab Code: 
Full Course Title: Supervised Extension
Transcript Title (please limit to 21 characters): Supervised Extension

Effective Term and Year: Fall 2013 Rotating Topic: yes, no
Amount of Credit: 1-5 Contact Hour: Base: X or Headcount: S/U Only: yes, no
Repeatable Credit: yes, no If yes, 5 total repeatable credit allowed
Variable Credit: yes, no If yes, minimum and maximum credits per semester

Course Description (50 words or less):
Develop extension skills in the Animal Sciences under the guidance of faculty member.

Prerequisites
To enroll in this course, the student must be accepted into the Animal Sciences or Animal Molecular and Cell Biology graduate programs and be recommended by a faculty member in the Department of Animal Sciences.

Co-requisites

Degree Type (mark all that apply): Baccalaureate, Graduate, Professional, Other
Category of Instruction: Introductory, Intermediate, Advanced

Rationale and place in curriculum
This course will complement our existing Supervised Teaching and Supervised Research courses. It will provide students interested in pursuing a career involving extension the opportunity to learn how to develop, deliver and evaluate an extension program properly. It will be required of all PhD students who matriculate after January 2013 and it can be taken at any time during the PhD program.

Department Contact
Name: Adegbola Adesogan
Phone: 352 392 7527 Email: adesogan@ufl.edu

College Contact
Name: Elaine Turner
Phone: 352 392 1963 Email: returner@ufl.edu
UNIVERSITY OF FLORIDA
DEPARTMENT OF ANIMAL SCIENCES, CALS, IFAS
Course Syllabus

Course Code: ANS 6XXX: Supervised Extension

Course Coordinator: Adegbola Adesogan, 100B Building 459, Animal Sciences. Tel. 352 292 7527. Email- adesogan@ufl.edu

Course Description: This course provides graduate students the opportunity to develop extension skills in the Animal Sciences under the guidance of faculty member.

Credit Hours: 1 to 5 credits

Course Objectives: Upon completion of this course, students will be able to:
- Develop extension goals
- Learn to organize extension activities and programs
- Learn to effectively deliver extension information
- Learn to evaluate the impact of their extension activities and programs
- Assist faculty members in conducting extension programs.

Course Content and Critical Dates: A general topical outline and a list of critical dates are not applicable for this course because topics will vary with the assigned extension activities and programs. Nevertheless, the student is required to attend extension programs such as the Extension symposium, The Beef Cattle Short Course, the Florida Ruminant Nutrition Symposium or Reproduction Schools.

Course Prerequisites: To enroll in this course, the student must be accepted into the Animal Sciences or Animal Molecular and Cell Biology graduate programs and be recommended by a faculty member in the Department of Animal Sciences.

Frequency: The course will be offered in the Spring, Fall, and Summer semesters, each year.

Attendance and Exam Make-up Policy: Students are expected to attend all assigned extension activities and programs. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the faculty supervisor prior to the scheduled activity or program. Instructors will make an effort to accommodate reasonable requests. A grade penalty may be assigned for unexcused seminar or absences. The faculty supervisor will indicate the preferred method of notification about imminent absences.
Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found at: http://gradecatalog.ufl.edu/content.php?catoid=5&navoid=1054#attendance

Credit Assignment

One credit of Supervised Extension will be equivalent to devotion of 30 hours of time to the program. Therefore, 60 and 90 hours will be equivalent to 2 and 3 credits, respectively.

Course Requirements, Expectations and Grading Criteria

Grades will be assigned by the faculty supervisor based on the following criteria:

1. Planning (Involvement in creating/modifying the extension program) - 25%
2. Implementation (Involvement in initiating and establishing the program) – 30%
3. Participation (Participation in and or presentation of the program to stakeholders) – 15%
4. Evaluation (Generating and summarizing methods of evaluation of the program) – 10%
5. Publication (Summarizing the program as an EDIS publication and other publications as appropriate) – 20%

The supervisor will monitor and evaluate the students’ performance and define additional expectations if any when the student begins the course.

Final Grades: The faculty supervisor is required to grade the student and he or she will be present at at least 3 of the assigned extension activities to evaluate the performance of the student. The grading scheme will be as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A, A-</td>
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<tr>
<td>D</td>
<td>60.0-69.9%</td>
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<tr>
<td>F</td>
<td>59.9% or less</td>
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Recommended reading list:


The faculty supervisor will recommend additional texts depending on the assigned extension activities and programs.

**Academic Honesty**

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "*On my honor, I have neither given nor received unauthorized aid in doing this assignment.*"

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: [http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code](http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code).

1. A statement regarding software use. A standard statement is provided below.

**Software Use:**

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

2. A statement related to accommodations for students with disabilities. A standard statement is provided below.
Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

3. A statement related to resources for students. A standard statement is provided below.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

• University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/
  Counseling Services
  Groups and Workshops
  Outreach and Consultation
  Self-Help Library
  Wellness Coaching

• Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/
Academic Approval Tracking - ANS6940 Supervised Teaching

ANS6940 Supervised Teaching

Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Fischer, Joann M
Created: 11/4/2013 9:47:04 AM
Updated: 2/17/2014 11:19:51 AM
Description: We would like to assign letter grades for this course instead of S/U grades because the course is now required for our Ph.D. students. This change will allow us to better reflect our student's teaching proficiency.

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Graduate Curriculum Committee
University Curriculum Committee
SCNS Approval

Decision

Set status to: [ ]
MEMORANDUM

TO: The CALS Curriculum Committee
FROM: Gbola Adesogan
SUBJECT: Course change request

We would like to change the grading system for Supervised Teaching (ANS 6940) from S/U grades to letter grades because the course is now required for our Ph.D. students and letter grades will allow us to better indicate our students’ teaching proficiency. In particular, letter grades will also make it possible to differentiate between students who excel in the course and those who merely pass the course in the student’s transcript.

One unit of Supervised Teaching will be a minimum of 2 and a maximum of 4 contact hours per week. That translates to 30 - 45 contact hours over a 15 week semester, per credit.

Faculty supervisors of students who intend to enroll in this course will submit a brief description of the proposed workload and credit hour(s) warranted to the Graduate Committee for approval. Examples of such descriptions are given below.

ANS 3319C – lab instruction requires students to attend the first lab of the week to observe and then be responsible for their own 2 hour lab section in addition to assisting with grading. This effort would warrant 2 credit hours of supervised teaching.

ANS 3440 – This is a lecture course in which teaching assistants attend 4 lecture periods per week, take attendance, assist with grading and teach one or more lectures under the direction of the professor in charge. This effort would warrant 2 credit hours of supervised teaching.
**UCC2: Course Change Transmittal Form**

**Department Name and Number:** Animal Sciences, 514909000

**Current SCNS Course Identification**
- Prefix: ANS
- Level: 6
- Course Title: Supervised Teaching
- Course Number: 940
- Lab Code: __

**Effective Term and Year:** Fall, 2013

**Terminate Current Course:** ☐

**Other Changes (specify below):** ☐

**Change Course Identification to:**
- Prefix: __ __ __
- Level: __
- Course Number: __ __ __ __
- Lab Code: __

**Full Course Title:**

**Transcript Title (please limit to 21 characters):** Supervised Teaching

**Credit Hours:** From 1 To 5

**Contact Hours:**
- Base or ☐ Headcount
- From __ To __

**Rotating Topic:**
- From ☐ yes To ☐ yes
- From ☐ no To ☐ no

**S/U Only:**
- From ☐ yes To ☐ yes
- From ☐ no To ☐ no

**Variable Credit:**
- From ☐ yes To ☐ yes
- From ☐ no To ☐ no

**If yes, minimum and maximum credits/semester:**

**Repeatable Credit:**
- From ☐ yes To ☐ yes
- From ☐ no To ☐ no

**If yes, total repeatable credit allowed:**

**Prerequisites**

**Co-requisites**

From
To

**Course Description (50 words or less; if requesting a change, please attach a syllabus):**

From
To Develop teaching skills in the Animal Sciences under the guidance of faculty member.

**Rationale / Place in Curriculum / Impact on Program:**

We would like to assign letter grades for this course instead of S/U grades because the course is now required for our Ph.D. students. This change will allow us to better reflect our student's teaching proficiency.

**Department Contact**

- Name: ADEGBOLA ADESOGAN
- Phone: 352 392 7527
- Email: adesogan@ufl.edu

**College Contact**

- Name: Elaine Turner
- Phone: 352 392 1963
- Email: returner@ufl.edu
UNIVERSITY OF FLORIDA
DEPARTMENT OF ANIMAL SCIENCES, CALS, IFAS
Course Syllabus

Course Code: ANS 6940: Supervised Teaching

Course Coordinator: Adegbola Adesogan, 100B Building 459, Animal Sciences. Tel. 352 292 7527. Email- adesogan@ufl.edu

Course Description: Develop teaching skills in the Animal Sciences under the guidance of faculty member.

Credit Hours: 1 to 5 credits

Course Objectives: Upon completion of this course, students will be able to:
- Develop teaching goals
- Learn to effectively deliver course material
- Learn to evaluate student learning through the development and grading of quizzes and exams, as well as appropriate assignments.
- Assist faculty members in the development, preparation and execution of instructional activities.

Course Content and Critical Dates: A general topical outline and a list of critical dates are not applicable for this course because topics will vary with the course taught. Nevertheless, the student is required to attend scholarship of teaching and learning programs offered by CALS, the Teaching Resource Center and the graduate school.

Course Prerequisites: To enroll in this course, the student must be accepted into the Animal Sciences or Animal Molecular and Cell Biology graduate programs and be recommended by a faculty member in the Department of Animal Sciences.

Frequency: The course will be offered in the Spring, Fall, and Summer semesters, each year.

Attendance and Exam Make-up Policy: Students are expected to be present for all planned teaching activities. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the faculty supervisor prior to the scheduled class. Instructors will make an effort to accommodate reasonable requests. A grade penalty may be assigned for unexcused seminar or absences. The faculty member will advise the method of notification for absences to the faculty supervisor e.g. phone, email, and notification of facility.
Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies that can be found in the Graduate Catalog [http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1054#attendance](http://gradcatalog.ufl.edu/content.php?catoid=5&navoid=1054#attendance)

Credit Assignment
One credit of Supervised Teaching will be equivalent to a minimum of 2 and maximum of 4 contact hours per week. This translates to 30 - 45 contact hours over a 15-week semester, per credit. Faculty supervisors of students who intend to enroll in Supervised Teaching will need to submit a brief description of the proposed workload and credit hour(s) warranted to the Graduate Committee for approval the semester before the course will be taken.

Course Requirements, Expectations and Grading Criteria
Grades will be assigned by the faculty supervisor based on the following criteria:

1. Teaching proficiency – Demonstrate adequate preparation for teaching as well as proficiency in understanding and delivering lectures clearly and concisely (30%).
2. Grading proficiency – Demonstrate fairness and timeliness in grading (20%). Graded assignments and examinations should typically be returned to students within a week unless a longer period is approved by the faculty supervisor.
3. Punctuality and attendance - Demonstrate punctuality and have no unexcused absences from assigned teaching tasks (20%). One unexcused absence will result in a drop in a letter grade and two will result in failure of the course.
4. Teaching portfolio - Submit evidence of his/her accomplishment of the course objectives in a teaching portfolio that must pass a final review (30%). The portfolio will include objectives, schedule of work, teaching philosophy, grading plans and accomplishments and other sections considered necessary by the faculty supervisor. The student's major adviser and faculty supervisor will direct and evaluate the portfolio.

The supervisor will define the additional expectations if any and present them when the student registers for the class.

Final Grades: The faculty supervisor will grade the student. The grading scheme will be as follows:

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For information on current UF policies for assigning grade points, see [https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx)
Recommended reading list:


The faculty supervisor will recommend additional texts depending on the course being taught.

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- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/
  Counseling Services
  Groups and Workshops
  Outreach and Consultation
  Self-Help Library
  Wellness Coaching

- Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/
January 29, 2014

To: Dr. R. Elaine Turner  
Dean, College of Agricultural and Life Sciences

From: Dr. Taylor Stein  
Graduate Coordinator, Forest Resources and Conservation/Geomatics

We are requesting revisions to the existing Master of Forest Resources and Conservation (MFRC) degree administered through the School of Forest Resources & Conservation. This degree is intended to be a professional masters degree, providing students interested in advancing their career opportunities through a terminal graduate degree focused on the ecological, economic, and/or social aspects of forest management.

There are four proposed modifications:

- Allow up to six credits of “S” grades obtained from Transfer Credit (currently limited to three credits) to count toward the degree.

- Allow one credit of FOR6940 Supervised Teaching to count toward the degree.

- Allow up to six credits of FOR6905 Independent Study to count toward the degree.

- Reduce the number of required credits to 30 (currently requires 32).

We believe these modifications will bring the degree further in line with similar degree programs throughout the University of Florida, and at peer institutions; and that these changes will provide additional flexibility for students whose interests are focused on educational careers, or narrowly-focused on topics for which formal courses have not been developed.

Please contact either myself or Scott Sager with any questions.

Dr. Taylor Stein  
tstein@ufl.edu

Direct responses to: Scott A. Sager, Education/Training Coordinator  
sasager@ufl.edu  352.846.0846
Master of Forest Resources and Conservation

The Master of Forest Resources and Conservation (M.F.R.C.) degree is for additional professional preparation rather than primary research. Requirements are the same as those listed under General Regulations for master's degrees.

Work required: At least 32-30 credits of letter-graded course work, with at least 12 credits of graduate course work in the major are required. A thesis is not required, but the student must complete a technical project in an appropriate field. This project may take various forms, such as a literature review, extension publication, video, training manual, or curriculum. The M.F.R.C. requires a final examination covering the candidate’s entire field of study. The student must present the work to the supervisory committee in an on-campus public forum before the final examination.
Fant, James T

From: Turner, R Elaine
Sent: Sunday, February 23, 2014 1:59 PM
To: Telg, Ricky W; Wysocki, Allen F; Fant, James T; Porter, Wendell A
Subject: CALS CC
Attachments: CALS CC Operating Code Draft.docx;
HHPCollege_Curriculum_Committee_OC_Approved_9-27-2011.pdf

I'm serving on the IFAS Constitution Review Committee and in the process of looking at how other college's define the responsibilities of their curriculum committees, I came across the attached "Operating Code" from the College of Health and Human Performance. We all know how the committee functions, but it hasn't been written down and I thought this might be a helpful thing to do. So, I've drafted a CALS CC operating code for you to look at and see if/how you want to proceed. This isn't critical, just something to think about while we are in the process of reviewing the IFAS Constitution.

In the IFAS Constitution Revision, there has been some discussion about the role of the Faculty Assembly in curriculum/academic policy business, and so I am recommending some minor edits following edits to that section of the Constitution:

Current:

1. **Curriculum Committee**: The Curriculum Committee shall perform the following functions pertaining to undergraduate and graduate programs:

   a. Review and make recommendations to the University Curriculum Committee, Graduate Curriculum Committee and Graduate Council regarding course and curricular proposals, changes and other curricular matters.

   b. Review and recommend changes in academic policy and programs to the Faculty Assembly.

   c. Review and update the Undergraduate and Graduate Catalog.

Proposed:

2. **Curriculum Committee**: The College of Agricultural and Life Sciences Curriculum Committee shall act on behalf of the faculty and perform the following functions pertaining to undergraduate and graduate programs:

   a. Review and make recommendations to the University Curriculum Committee, Graduate Curriculum Committee and Graduate Council regarding course and curricular proposals, changes and other curricular matters.

   b. Review, recommend and make changes to college-wide policies in the CALS Policy and Procedures Manual.
UF/IFAS
College of Agricultural and Life Sciences
CALS Curriculum Committee Operating Code

Article 1 – Purpose
The CALS Curriculum Committee, as a standing committee of the IFAS Faculty Assembly, acts on behalf of the faculty to 1) review and make recommendations to the University Curriculum Committee, Graduate Curriculum Committee and Graduate Council regarding undergraduate and graduate course and curricular proposals, changes and other curricular matters; and 2) reviews, recommends and makes changes to college-wide policies in the CALS Policy and Procedure Manual.

Article 2 – Membership
The committee will consist of elected faculty representatives with teaching responsibilities from each academic department and school; plus one CALS undergraduate student selected by the Agricultural and Life Sciences College Council and one CALS graduate student appointed by the CALS Dean. The Associate Deans serve as ex-officio members of the committee.

Article 3 – Terms of Service
Faculty representatives will have two-year terms, with half the committee elected each year. Student representatives shall have one-year terms. Faculty members may be re-elected to the committee. A membership list with terms of service is maintained by the CALS Dean’s Office. The Associate Dean with primary responsibility for curriculum will solicit names of new members for the following year prior to the May meeting of each academic year.

Article 4 – Officers and Duties
Elected officers are the Chair and Chair-Elect. The Chair presides at the meetings and serves as a liaison between the voting members and the Dean’s Office. The Chair does not vote. The Chair is also a member of the IFAS Faculty Assembly Executive Committee. The Chair-Elect acts as Chair in the event the Chair is absent or otherwise unable to act. At the September Curriculum Committee meeting, a Chair-Elect is elected from the members who are in the first-year of their two-year term. The Chair-Elect becomes Chair at the September meeting of the following academic year.

Article 5 – Meetings
The CALS Curriculum Committee meets monthly from September through May. Meeting dates are set for the academic year in accordance with UCC meetings to ensure timely submission of UCC agenda items. Additional meetings may be requested by any member of the Curriculum Committee, the Associate Deans or the Dean for the purpose of discussing items of concern or interest. A quorum for any meeting of the Curriculum Committee shall consist of one-half plus one of the voting membership. Decisions will be made by a simple majority vote. When necessary, decisions can be made electronically. The meeting agenda will consist of items pending at the college level in the Academic Approval Tracking system. Additional agenda items may be added by the Chair or the Dean’s Office.

Article 6 – Administrative Liaisons
The CALS Dean’s Office provides clerical support to the committee for compiling the agenda, meeting minutes and committee records, and providing information for the Chair’s annual report to the IFAS Faculty Assembly. The Dean’s Office will communicate committee actions to the department representative and submitter of items under review. The Associate Dean with primary responsibility for curriculum submits the committee’s recommendations to the University Curriculum Committee (UCC),
Graduate Curriculum Committee or Graduate Council as appropriate. The CALS Dean's Office maintains and updates the CALS Policy and Procedure Manual.

Article 7 – Amendments
Amendments to this Operating Code may be proposed by Curriculum Committee members, the Dean's Office or members of the IFAS Faculty Assembly. These amendments will be presented along with an appropriate rationale to the Curriculum Committee for review to ensure consistency with this operating code and the IFAS Constitution. A simple majority vote will be required for approval. The approved amended CALS Curriculum Committee Operating Code must be brought to and approved by the IFAS Faculty Assembly.

Approved by:

CALS Curriculum Committee: Date

IFAS Faculty Assembly: Date
Article 1 – Objective and Purpose
The College Curriculum Committee (CCC) reviews all new and revised undergraduate and graduate academic program and/or course changes and makes recommendations to the University Curriculum Committee (UCC) for final decision.

Article 2 - Membership
The undergraduate and graduate coordinator from each department serves on the committee.
Undergraduate and graduate coordinators are appointed by their respective department chairpersons. The Associate Dean for Academic Affairs serves as an ex-officio member to the CCC.

Article 3 – Terms of Service
Members of CCC serve this role as long as they serve as department undergraduate or graduate coordinator.

Article 4 – Responsibilities
Committee recommendations will be based on UCC guidelines.

Article 5 – Officer and Duties
The Chair, appointed by the Dean, is the sole officer. The chair is responsible for establishing meeting times, conducting meetings and setting the agenda based on submitted curricular items and input from CCC members and the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will submit appropriate college curricular recommendations to the UCC. The Chair communicates with the Associate Dean for Academic Affairs and the Dean on matters of concern related to academic and/or course curricula matters as requested by CCC members.

Article 6 – Meetings
The CCC meets monthly during fall and spring semesters in accordance with UCC meetings to ensure timely UCC agenda item submissions. Meetings may be called by any member of the CCC, the Associate Dean for Academic Affairs, or by the Dean for the purpose of discussing items of concern or interest. Meetings will typically take place in person. When necessary, committee decisions can be made electronically with secured access to curricular materials limited to committee members only.

Article 7 – Amendments
Amendments to this Operating Code may be proposed by CCC members or members of the College Council. These amendments will be presented along with an appropriate rationale to the CCC for review to ensure consistency with this operating code and the College Constitution. A simple majority by committee members will be required for approval (ex-officio members do not vote). The approved amended Operating Code must be brought to and approved by College Council.

Approved by College Council: September 27, 2011