CALS Curriculum Committee Meeting  
May 16, 2014  
2:00 p.m.  
1031A McCarty Hall D

**Members:** M. Andreu, J. Bartz, J. Clark, J. Culen, T. Frazer, P. Inglett, S. Johnson, B. Kolaczkowski, A. Lucky, A. Mathews, S. Park-Brown, M. Petrella, W. Porter (Chair), D. Rowland, N. Stedman, R. Telg (ex-officio), C. Vath, L. Warren, A. Wysocki (ex-officio), X. Zhao

**Agenda and Index for Materials**

Approve Minutes from April 11, 2014

Dr. Telg: Update from UCC

Graduate New Course Proposals

1. AEC 6932 – Special Topics in AEC

2. FOR 6XXX – Analysis of Forest Ecosystems

Graduate Course Change Proposal

3. AGG 5504 – Critical and Creative Thinking in Problem Solving and Decision Making

Graduate Certificate Proposal

4. Sustainable Agroecosystems

Undergraduate New Course Proposals

5. EVS 4905 – Individual Study in Environmental Science

6. XXX 4932 – Special Topics in _________________ (Template)

Undergraduate Course Change Proposal

7. XXX 4905 – Individual Study in _________________ (Template)

Discussion

8. CALS CC Operating Code
CALS Curriculum Committee Meeting
April 11, 2014
Submitted by James Fant


Substitutes: Bon Dewitt (for M. Andreu)
John Erickson (for Diane Rowland)

Visitors: Svetlana Folimonova and Anthony Andenoro

Call to Order: The College of Agricultural and Life Sciences Curriculum Committee met on April 11, 2014 in Rm. 1031A McCarty Hall D. Dr. Wendell Porter called the meeting to order at 2:05 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 March 14, 2014 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.


Update from UCC: Dr. Telg discussed the concerns being expressed at UF about the decline in the number of course evaluations being completed. The university is investigating whether the decline is statistically significant or not.

Graduate New Course Proposal

1. PLP 6XXX – Frontiers in Plant Biotechnology
   A motion was made by Dr. Stedman to approve this item with changes requested. The motion was approved. On the UCC1 form the prerequisite section needs to be edited. It was suggested to require graduate standing and general knowledge of Genetics, Organic Chemistry and Biochemistry. The syllabus needs to include potential office hours (by appointment is acceptable). Number three on the syllabus should be changed to an overview and the subsection (Through this course students will...) should be the course objectives.
Graduate Curriculum Change

2. Proposal to establish a Medical Microbiology and Biochemistry Concentration as part of current Master’s program
   A motion was made by Dr. Bartz to approve this item as submitted. The motion was approved.

Undergraduate Certificate Program

3. Global Challenge Certificate
   A motion was made by Dr. Stedman to approve this item as submitted. The motion was approved.

Undergraduate New Course Proposals

4. ALS 3XXX – Challenge 2050: Tools for Changing the World
5. ALS 4XXX – Challenge 2050: Taking Action
6. ALS 4XXX – Challenge 2050: The Solution
7. ALS 2XXX – Challenge 2050: Global Uncertainty
8. ALS 3XXX – Challenge 2050: The Experience

A decision was made to view items 4-8 together. A motion was made by Dr. Kolaczkowski to approve these items with changes requested.

The course description for Taking Action needs to indicate at some point that it is an internship. The course instructor information needs to be moved to the top of the syllabuses for Taking Action and Global Uncertainty. At the top of the syllabus for Taking Action the credit value needs to be changed from 3 to 1-6. In the Internship Approval section of the Taking Action syllabus “Students are asked…” should be changed to “Students are required…” or “Students must…” In the credit hour section of the Taking Action syllabus, there needs to be an Approximate Work Hours for one credit since the course is 1 to 6 variable credits. The Course Grading Scale needs to be changed on all syllabuses. The percentages should be changed to points (for example: A 934-1000, A- 900-933, B+ 867-899, etc.) to match the point table above it. Also, make sure descriptions for each course match on all documents.

Conclusion

The meeting was adjourned at 3:14 p.m.
AEC6932 Special Topics in AEC

Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Theus, Kristin
Created: 4/17/2014 10:46:12 AM
Updated: 4/18/2014 6:07:58 PM
Description: This course will explore contemporary and emerging topics in agricultural education and communication.

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Decision

Set status to: [ ]
## UCC: Syllabus Checklist

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

### Syllabus MUST contain the following information:

- Instructor contact information (and TA if applicable)
- Course objectives and/or goals
- A weekly course schedule of topics and assignments
- Required and recommended textbooks
- Methods by which students will be evaluated and their grades determined
- A statement related to class attendance, make-up exams and other work such as: "Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx."
- A statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation."
- Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
- A statement informing students of the online course evaluation process such as: "Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

### It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF’s honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code (http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, http://www.counseling.ufl.edu/cwc/Default.aspx
   
   University Police Department: 392-1111 or 9-1-1 for emergencies.

### The University’s complete Syllabus Policy can be found at:

http://www.aar.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
### UCC1: New Course Transmittal Form

**Department Name and Number:** Agricultural Education and Communication

**Recommended SCNS Course Identification**

- **Prefix:** A
- **Level:** 6
- **Course Number:** 932
- **Lab Code**

**Full Course Title:** Special Topics In ........

**Transcript Title (please limit to 21 characters):** Special Topics in AEC

**Effective Term and Year:** Summer 2014

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<th>Contact Hour:</th>
<th>Rotating Topic</th>
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**Repeatability:**

- **Repeatable Credit:** yes
- **If yes, total repeatable credit allowed:** ___

**Variable Credit:** yes

- **If yes, minimum and maximum credits per semester:** 1, 3

**Course Description (50 words or less):**

This course will explore contemporary and emerging topics in agricultural education and communication.

**Prerequisites:** none

**Co-requisites:** none

**Degree Type (mark all that apply):**

- Baccalaureate
- Graduate
- Professional
- Other

**Category of Instruction:**

- Introductory
- Intermediate
- Advanced

**Rationale and place in curriculum:**

Adding AEC 6932 will provide a more systematic way for this department to offer special topics courses. Currently AEC 6905 has been used in the way. The faculty wish to use AEC 6905 for independent studies and AEC 6932 for special topics courses.

**Department Contact**

- **Name:** Grady Roberts
- **Phone:** 352-273-2568
- **Email:** groberts@ufl.edu

**College Contact**

- **Name:** Ricky Telg
- **Phone:** 352-392-1963
- **Email:** rwtelg@ufl.edu
Special Topics in Developing and Conducting Needs Assessments in Domestic & International Extension Settings
AEC 6932
Summer A, 409 Rolfs, M 1-5, 8:00 a.m. – 3:15 p.m.
3 credits

Instructor: Dr. Amy Harder
Associate Professor
amharder@ufl.edu (E-mail is preferred)
117B Bryant Hall (across from the Hub)
352-273-2569

Office Hours: By appointment; E-mail is the fastest way to reach me.


Additional Materials: Course assignment descriptions, additional readings, and other critical documents will be posted on the course Web site on Sakai.

Course Description:
This course is intended to help educators in the field of extension and other non-formal education organizations: (a) acquire an understanding of needs assessments from theory to practice and (b) strengthen or develop their skills in planning and conducting needs assessments within domestic and international extension settings.

Course Objectives:
Upon successful completion of this course, learners will be able to:

- Explain the relationship between conducting needs assessments and developing programs in domestic and international extension settings
- Determine the appropriate methods for conducting needs assessments based on context in domestic and international settings
- Evaluate the needs of clientele in domestic and international extension settings

Course Philosophy:
AEC 6932 is designed to provide you with a theoretical foundation and opportunities for applied practice that will help you to become an extension professional who thinks critically about what needs to be done and why. The assignments are meant to challenge you to think through each week's topic from a scholarly perspective. In order to be successful, you will need to search the literature beyond the required readings. This will take some time but is a necessary part of gaining mastery of a subject, which is a worthwhile goal for a graduate-level course.
Course Policies:
Since this is a blended learning course, use of the Internet, e-mail, and Sakai is essential. It is important for all students to access Sakai at least once a week in order to keep up with readings and discussion, as well as to check for any announcements. It is your responsibility to make sure your assignments have been received by the instructor; if you suspect you are having computer issues, you will need to submit a copy of a UF Help Desk ticket as proof of your technical issues. Otherwise, any missed assignments will receive zero points.

Attendance and Make-Up Work
You will find attending class on a regular basis provides the best opportunity for success in this course. You are expected to complete all assignments within the course during the time frame specified. Assignments are due on the dates listed in the syllabus.

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Courtesy
Basic courtesy is expected from all the members of this course. Use of technology is permitted, as long as it does not become disruptive.

Course Assignments:

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<th>Due Date</th>
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<td>Concept Checks</td>
<td>Weeks 1-5</td>
<td>20/100</td>
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<tr>
<td>Data Interpretation Discussions</td>
<td>Weeks 2-5</td>
<td>30/120</td>
</tr>
<tr>
<td>Reflexive Journal</td>
<td>Weeks 2-5</td>
<td>50/200</td>
</tr>
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<td>Results Presentation</td>
<td>Week 6</td>
<td>100</td>
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<tr>
<td></td>
<td>June 16</td>
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Course Grading Scale:

| A > 483                          | B+ = 452 - 467 | C+ = 400 - 415 | D+ = 348 - 363 |
| A- = 468 - 483                   | B = 431 - 451  | C = 379 - 399   | D = 327 - 347  |
|                                  | B- = 416 - 430 | C- = 364 - 378  | D- = 312 - 326 |

E < 312

Grades and Grade Points:
For information on current UF policies for assigning grade points, see https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
Assignment Descriptions:

Concepts Checks (Weekly, 20 points each)
We will begin class each week with a Concept Check. The purpose of the Concept Check is to assess your understanding of the content you are assigned to explore as pre-class preparation. This will help you to assess your own understanding of the concepts, help your peers expand their understanding, and will ensure everyone is prepared to engage in the class activities for the week. To earn the full 20 points each week, you will need to arrive prepared with:

- a hard copy of a journal article, NGO publication, or government report related to the week’s topic;
- two questions for promoting discussion related to your chosen publication; and
- a list of any questions you may want answered to help clarify the out-of-class content.

Data Interpretation Discussions (Weekly, 30 points each)
We will meet for one hour, time/day to be determined as a class based on everyone’s schedules, following our community needs assessments in Weeks 2-5. The discussion will focus on interpreting your data. Come prepared to discuss your interpretation of the data collected during the preceding community needs assessment. Points will be awarded for your active participation.

Reflexive Journal (Weekly, 50 points each)
You will be responsible for writing in a reflexive journal in Weeks 2-5, which you’ll use to reflect upon the methods and techniques you practiced that week. Each journal entry should be submitted by 5 p.m. on Friday of that week (see Course Schedule for exact dates) using the Assignments feature in Sakai. Your entries need to address the following prompts:

- What technique(s) did you practice this week?
- What types of information were you able to collect with the technique(s)?
- How did the technique(s) impact the quality of information you received, compared to your prior experiences?
- How did the context influence the process?
- How did you feel during the process?
- What would you do similarly/differently in the future?

Results Presentation (Week 6, 100 points)
Communicating the results of a needs assessment to stakeholders is an important part of building positive relationships, and also serves as a form of member checking. Therefore, you will need to present the results from the needs assessments you conducted during the course to an external panel (TBD). A rubric will be used to assess the quality of your work. You will need to:

- Share the results of your work in a 15-20 minute oral presentation
- Create one communication product designed to be widely disseminated; e.g. press release, postcard, or YouTube video.
Helpful Information

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/sccr/process/student-conduct-honor-code.

Online Course Evaluation Process:
Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

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/
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/](http://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/](http://www.crc.ufl.edu/)

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.
### AEC 6932 – Special Topics in Developing and Conducting Needs Assessments in Domestic & International Extension Settings

#### Class Schedule

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<th>Topic</th>
<th>Readings*</th>
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| 1    | **May 12**  
Three Phase Model of Needs Assessment | Ch. 1-4 | Concept Check – May 12 |
| 2    | **May 19**  
Surveys, Interviews, and the Critical Incident Technique | Ch. 6 | Concept Check – May 19  
Reflexive Journal – May 23 |
| 3    | **May 26**  
Basic Group Processes | Ch. 7 | Concept Check – May 26  
Reflexive Journal – May 30 |
| 4    | **June 2**  
Future-Oriented Needs Assessment Procedures | Ch. 9 | Concept Check – June 2  
Reflexive Journal – June 6 |
| 5    | **June 9**  
Causal Analysis | Ch. 10 | Concept Check – June 9  
Reflexive Journal – June 6 |
| 6    | **June 16**  
Communicating Results with Stakeholders | See Sakai | Results Presentation – June 16 |

* Additional content can be found on Sakai in each weekly module.  
** A portion of class time will occur off-campus during these weeks; details to be provided in class.
new course FOR6XXX Analysis of Forest Ecosystems

Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Sager, Scott A
Created: 4/17/2014 10:23:10 AM
Updated: 4/17/2014 11:09:50 AM
Description: new course, 6000-level

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Decision

Set status to: [ ]

Submit decision
**UCC1: New Course Transmittal Form**

**Department Name and Number**: School of Forest Resources & Conservation - 60460000/514946001

**Recommended SCNS Course Identification**

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**Full Course Title**: Analysis of Forest Ecosystems

**Transcript Title (please limit to 21 characters)**: ANALYSIS FOR ECOSYST

**Effective Term and Year**: Spring 2015

**Amount of Credit**: 3

**Contact Hour**: Base 3  or Headcount __________

**Repeatable Credit**: no  If yes, __________ total repeatable credit allowed

**Variable Credit**: no  If yes, __________ minimum and __________ maximum credits per semester

**Course Description (50 words or less)**

Concepts of the ecosystem, the role of models for understanding ecosystem dynamics, disturbance regimes and stability theory, nutrient cycles, and ecosystem energetics.

**Prerequisites**

BSC2010, or instructor consent

**Co-requisites**

**Degree Type (mark all that apply)**

- Baccalaureate
- Graduate
- Professional
- Other

**Category of Instruction**

- Introductory
- Intermediate
- Advanced

**Rationale and place in curriculum**

Provides instruction on analyzing and modeling forest ecosystems. Intended for graduate students with a biology/ecology background interested in more advanced understanding of ecosystem processes and functions.

**Department Contact**

<table>
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<tr>
<th>Name</th>
<th>Scott A. Sager</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>352.846.0846</td>
<td><a href="mailto:sasager@ufl.edu">sasager@ufl.edu</a></td>
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**College Contact**

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<th>Name</th>
<th>Al Wysocki</th>
<th>Email</th>
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<tbody>
<tr>
<td>Phone</td>
<td>352.392.1963</td>
<td><a href="mailto:wysocki@ufl.edu">wysocki@ufl.edu</a></td>
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FOR6XXX Analysis of Forest Ecosystems
3 CREDITS – SPRING 2015

INSTRUCTOR: Wendell Cropper, Associate Professor
School of Forest Resources & Conservation
wcropper@ufl.edu
352-846-0859
Office Hours on Tuesdays, 1pm-3pm

COURSE DESCRIPTION: Concepts of the ecosystem, the role of models for understanding ecosystem dynamics, disturbance regimes and stability theory, nutrient cycles, and ecosystem energetics.

COURSE GOALS AND/OR OBJECTIVES: This course is designed to provide an introduction to the ecosystem concept and methods of ecosystem analysis that are relevant to ecological restoration. Students completing the course will be able to:

- Summarize and explain key concepts concerning ecosystem dynamics and applications of ecosystem theories.
- Explain dynamic ecosystem models, understand how model outputs depend on parameters, and discuss possible applications of simulation models for management.
- Critically evaluate scientific literature using ecosystem approaches.

PREREQUISITES: BSC2010, or equivalent at the discretion of the instructor

COURSE WEBSITE: https://lss.at.ufl.edu/

REQUIRED TEXT: No required text. Readings will include a variety of scientific and technical papers, likely including but not limited to:


ADDITIONAL RESOURCES: Narrated power point modules with web links, and readings for each module, can be found at https://lss.at.ufl.edu/. Download the free Wolfram CDF player at http://www.wolfram.com/cdf/.

COURSE POLICIES
Participation is critical for this course. Two important ways that you will participate involve discussion threads and model wikis. When a discussion thread is scheduled you should be prepared to summarize the main points of the paper(s) add commentary, and raise additional questions. A general discussion thread will always be open for other matters related to the power points or papers. There are a series of web based modeling exercises with specific questions from the power points. You should address those questions in the model wikis.
The major project of this course will be a **written paper that deals with a theoretical or applied aspect of ecosystem science related to forests**. The topic of your paper must be approved by the end of week 3. The literature review of your topic (usually incorporated in the final paper) will be due by the end of week 7. Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Late work will be penalized 5 points per day.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Discussions</td>
<td>4 @ 5 points - 20</td>
</tr>
<tr>
<td>Model Wikis</td>
<td>4 @ 5 points - 20</td>
</tr>
<tr>
<td>Literature Review (on approved topic)</td>
<td>20</td>
</tr>
<tr>
<td>Paper (on approved topic)</td>
<td>40</td>
</tr>
</tbody>
</table>

Letter grades will be assigned as follows:

- A 93-100 points
- A- 90-92 points
- B+ 86-89 points
- B 83-85 points
- B- 80-82 points
- C+ 76-79 points
- C 73-75 points
- C- 70-72 points
- D+ 66-69 points
- D 63-65 points
- D- 60-62 points
- E less than 60 points

For information on current UF policies for assigning grade points, see https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

**COURSE SCHEDULE:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ecosystem Concept</td>
<td>Pickett and Cadenasso 2002</td>
<td>Discuss paper</td>
</tr>
<tr>
<td>2</td>
<td>Philosophy of Models</td>
<td>Peck 2004</td>
<td></td>
</tr>
</tbody>
</table>
|   | Simulation | Loudermilke et al. 2011 | Get approval for paper topic  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Stability Concepts</td>
<td>Traill et al. 2010</td>
<td>Model Wiki</td>
</tr>
<tr>
<td>5</td>
<td>Stability Concepts</td>
<td>Harwell et al. 1977</td>
<td>Model Wiki</td>
</tr>
<tr>
<td>6</td>
<td>Alternate Stable States</td>
<td>Beckage et al. 2009</td>
<td>Discuss paper</td>
</tr>
</tbody>
</table>
| 7 | Chaotic Dynamics | Pool 1989 | Literature Review  
|     |                       |                        | Model Wiki                   |
| 8 | Disturbance Regimes | Papaik et al. 2010 |                            |
| 9 | Nutrient Cycling | Garcia-Montiel et al.  
|     |                       | 2001                     | Discuss paper                |
| 10 | Nutrients and Competition | Huston and DeAngelis  
|     |                       | 1994                     | Model Wiki                   |
| 11 | Trophic dynamics and Energetics | Pace et al. 1999  
|     |                       | Teskey et al. 1994 |                             |
| 12 | Eddy Flux | Powell et al. 2008 | Discuss paper                |
| 13 | Global Ecology | Finzi et al. 2011 |                             |
| 14 | Ecosystem Research Networks | LTER Brochure  
|     |       | Neon Breaks Ground  
|     |       | Neon Strategy | Final paper due               |

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.

**Online Course Evaluation Process**
Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

**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/scrr/process/student-conduct-honor-code.

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.

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/

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/
AEC5504 Critical and Creative Thinking in Problem Solving and Decision Making

Process: Graduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Theus, Kristin
Created: 4/9/2014 2:31:31 PM
Updated: 4/9/2014 2:59:51 PM
Description: Request to replace the prefix of AGG with AEC for consistency in course offerings in the department.

Documents

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<th>Title</th>
<th>Submitter</th>
<th>Created</th>
<th>Actions</th>
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<tr>
<td>AEC5504_syllabus.pdf</td>
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<tr>
<td>AEC5504_checklist.pdf</td>
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Actions

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<th>Status</th>
<th>Group</th>
<th>User</th>
<th>Comment</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
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<td>CALS - Agricultural Education and Communication</td>
<td>Osborne, Edward Wayne</td>
<td></td>
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</tr>
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<td>College</td>
<td>Pending</td>
<td>CALS - College of Agricultural and Life Sciences</td>
<td></td>
<td></td>
<td>4/9/2014</td>
</tr>
</tbody>
</table>

Graduate Curriculum Committee
University Curriculum Committee
SCNS Approval

Decision

Set status to:

Submit decision
All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

**Syllabus MUST contain the following information:**
- Instructor contact information (and TA if applicable)
- Course objectives and/or goals
- A weekly course schedule of topics and assignments
- Required and recommended textbooks
- Methods by which students will be evaluated and their grades determined
- A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.”
- A statement related to accommodations for students with disabilities such as: “Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.”
- Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog webpage: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
- A statement informing students of the online course evaluation process such as: “Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

**It is recommended that syllabi contain the following information:**
1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF’s honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code (http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, http://www.counseling.ufl.edu/cwc/Default.aspx
   University Police Department: 392-1111 or 9-1-1 for emergencies.

**The University’s complete Syllabus Policy can be found at:** http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
**UCC2: Course Change Transmittal Form**

**Department Name and Number** Agricultural Education & Communication (60260000)

**Current SCNS Course Identification**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level</th>
<th>Course Number</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGG</td>
<td>5</td>
<td>504</td>
<td></td>
</tr>
</tbody>
</table>

**Course Title** Critical & Creative Thinking in Problem Solving & Decision Making

**Effective Term and Year** Spring 2014

**Terminate Current Course** ☐  **Other Changes (specify below)** ☑

**Change Course Identification to:**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level</th>
<th>Course Number</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC</td>
<td>5</td>
<td>504</td>
<td></td>
</tr>
</tbody>
</table>

**Full Course Title**

**Transcript Title (please limit to 21 characters)** CRIT/CREA THINK PROB

**Credit Hours:** From ___ To ___  **Contact Hours:** ☐ Base or ☐ Headcount From ___ To ___

<table>
<thead>
<tr>
<th>Rotating Topic</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ yes</td>
<td>☐ no</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S/U Only</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ yes</td>
<td>☐ no</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variable Credit</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ yes</td>
<td>☐ no</td>
</tr>
</tbody>
</table>

If yes, ___ minimum and ___ maximum credits/semester

<table>
<thead>
<tr>
<th>Repeatable Credit</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ yes</td>
<td>☐ no</td>
</tr>
</tbody>
</table>

If yes, ___ total repeatable credit allowed

**Prerequisites**

From
To

**Co-requisites**

From
To

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

From Critical and creative thinking skills applied to agricultural, life sciences, and natural resources problem solving and decision making.

To This course creates a foundation for effective leadership practice through the analysis and development of critical and creative thinking skills and dispositions as applied to dynamic organizational and community contexts. Contexts include agriculture, life sciences, natural resources, and related settings.

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

We would like to change the prefix to be consistent with our other departmental course offerings and the description to be more consistent with the course content.

**Department Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Anthony C. Andenoro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>352.294.1999</td>
</tr>
</tbody>
</table>

**College Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 23 of 67  Rev. 10/10
"We cannot solve our problems with the same thinking we used when we created them."
- Albert Einstein

Course Overview
The quote above signifies that as leaders, we have the opportunity to leap beyond mediocrity with others and embark upon journeys that will result in the creation of cultures of excellence for our organizations. However, this is not possible without critical and creative thinking that creates a foundation for timely and appropriate responses to organizational issues. This course provides a foundation for the development of our cognitive capacities that increase our individual and organizational potential.

This course creates a foundation for effective leadership practice through the analysis and development of critical and creative thinking skills and dispositions as applied to dynamic organizational and community contexts. Contexts include agriculture, life sciences, natural resources, and related settings.

The most important skills and capacities that students in this class will develop are linked to our social construction and deconstruction of adaptive issues that we face through our organizations. Through the processes of critical and creative thinking enhanced understanding can emerge and sustainable solutions are possible.

Given their participation in this course, students should have a greater ability to think critically and creatively, engage in a more holistic understanding of organizational issues, and develop a propensity for adaptive leadership practice within dynamic contexts. This course will have application for contexts within the fields of Agriculture, Natural Resources, and beyond.

Instructor Information
Tony Andenoro, PhD
Assistant Professor of Leadership Education
Department of Agricultural Education & Communication
Rolfs Hall 219

IM/Office Hours – By Appointment Only
352.294.1999 (Office) 979.571.6487 (Cell) 352.392.9585 (Fax)
E-mail – andenoro@ufl.edu
IM – Skype, G-Chat, & Yahoo Messenger – andenoro

Course Competencies
Given participation in this course, the student will have the opportunity to engage in the mastery of the following competencies:

- Develop perspective for and the ability to practice critical thinking.
- Develop perspective for and the ability to practice creative thinking.
- Understand and learn to apply creativity in a variety of contexts.
- Engage with and create adaptive solutions to dynamic problems.
- Identify ways to influence and empower the critical and creative thinking of others.
Course Requirements

*Creative Educational Experience (CEE):* Students are asked to develop a 60 minute presentation in groups that creates a context for learning and innovation based on one of the chapters in the text. Groups and chapters will be assigned during the first week of class. Each group will go twice during the semester and is strongly encouraged to provide their learners with outside materials to supplement their educational experience.

You are permitted the autonomy and creative freedom to convey your educational experience by any means necessary. Show your genius and produce a quality product worthy of your education.

*Barriers to Personal Innovation:* The class will provide tremendous opportunities for reflection. Students are asked to utilize these opportunities to develop an understanding for the barriers in their life that promote stagnation and inhibit innovation. Students are asked to detail these perspectives in a 6-8 page paper.

*Creative Application:* The student is asked to assess the creativity and the creative process within a given organization. Students are asked to detail what creativity is for the organization and a plan to promote and enhance the innovative spirit of the organizational membership. Students should provide their assessment and suggested plan via a 6-8 page paper.

*Innovative Discovery:* Based on your application of the course materials and outside sources, students are asked to develop an innovation that will transform their organizations. This should be something both novel and appropriate and should have maximum potential for adoption and diffusion within the organization.

You are permitted the autonomy and creative freedom to convey your innovative discovery by any means necessary. Show your genius and produce a quality product worthy of your education.

Course Materials

*The following books are required:*


*The following books are recommended:*


* Please only buy one of these if you choose to purchase one.

Course Structure

This course will be an adventure. Each class period will be devoted to dissection of the designated topic. This dissection will include a discussion of prescribed theory or ideology as outlined by the course materials. This discussion will be followed by a candid debate of said theory’s applicability. Finally, we will test our perspective using case studies to further enhance our understanding of the concept. Students will also have an opportunity to facilitate activities to enhance their development and the development of their classmates later in the semester.
This course will challenge many of your perspectives and affirm others. Attend class with readiness and an eagerness to defend and debate your perspectives.

Course Policies

Absences: It is an expectation that you attend every class session. This will be an intensive attempt at gaining the foundation of leadership theory and its application to practice confined by the university calendar to a 16 week period. Because of this and the value of our class interactions, it is paramount that you are in class barring an unforeseen emergency.

Should you be unable to attend class, please contact me prior to the class session you will be absent from. More information regarding attendance can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

E-Learning: All students are expected to check E-Learning (http://lss.at.ufl.edu) on a regular basis. Please ensure that you have access to this service. Additional handouts, readings and supplemental material will be housed on E-Learning, this includes your grades.

Academic Integrity: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

In the fall of 1995, the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. (See UF Rule 6C1-4.017)

Students are required to be honest in all of their university class work. Faculty members have a duty to promote ethical behavior and avoid practices and environments that foster cheating. Faculty should encourage students to bring incidents of dishonesty to their attention. A faculty member, in certain circumstances, can resolve an academic dishonesty matter without a student disciplinary hearing. The procedures and guidelines are available from the Student Guide.

Student Pledge: On my honor, I have neither given nor received unauthorized aid in doing this assignment.

(Source: 2013-2014 Graduate Catalog)

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.

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. Both the Counseling Center and Student Mental Health Services provide 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. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health Services is located on the second floor of the Student Health Care Center in the Infirmary.

- University Counseling Center, 301 Peabody Hall, 392-1575, www.counsel.ufl.edu
- Career Resource Center, CR-100 JWRU, 392-1602, www.crc.ufl.edu/
- Student Mental Health Services, Rm. 245 Student Health Care Center, 392-1171, www.shcc.ufl.edu/smhs/
  - Alcohol and Substance Abuse Program (ASAP)
  - Center for Sexual Assault / Abuse Recovery & Education (CARE)
  - Eating Disorders Program
  - Employee Assistance Program
  - Suicide Prevention Program

University of Florida
Department of Agricultural Education & Communication
A.C. Andenoro
Spring 2014
Students with Disabilities: "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."

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

Late Assignments: Barring an unforeseen emergency, all work is due in class or via email to me by 11:59 PM EST on the assigned date. Should you fail to turn your work into me without contacting me, you will receive a grade of 0.

Challenge Policy: This is your education and as such I would like you play an active role in it. Should you feel that I have unfairly graded or inaccurately assessed your work product, you have the ability to challenge. I encourage you to schedule an appointment with me to discuss your perspectives in an effort to change my opinion of your work. If successful, I will be more than happy to change your grade, as part of being an effective leader is effective communication.

Course Grading
Grades will be earned based on the degree to which the student fulfills the assigned requirements for the designated project, integrates course discussions and perspectives, provides support from the literature for his or her findings, and synthesizes his or her own independent thought into the assignment.

Course grades will fall in accordance with the following standards and be awarded based on an A through F scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>80 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>70 - 74</td>
</tr>
<tr>
<td>C-</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>60 - 65</td>
</tr>
<tr>
<td>D-</td>
<td>59 or below</td>
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</table>

The following point totals will be assigned to the projects:

<table>
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<tr>
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<th>Points</th>
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<td>Creative Educational Experience 1</td>
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<tr>
<td>Barriers to Personal Innovation</td>
<td>150,000</td>
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<tr>
<td>Creative Application</td>
<td>225,000</td>
</tr>
<tr>
<td>Innovative Discovery</td>
<td>225,000</td>
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<td>Total</td>
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More information regarding the University of Florida Grade & Grade Points Policy can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#grades.

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading (Before Class)</th>
<th>Assignment Due</th>
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<tr>
<td>Week 1 (1.6.14)</td>
<td>Syllabus, Expectations, &amp; Why are We Here?</td>
<td>None</td>
<td></td>
</tr>
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<td>Week 2 (1.13.14)</td>
<td>Critical Thinking, CEE - Concept of Creativity &amp; Historical Perspectives</td>
<td>Part 1 - Ruggiero, Part 1 - Sternberg</td>
<td></td>
</tr>
<tr>
<td>Week 3 (1.20.14)</td>
<td>No Class due to MLK Jr. Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4 (1.27.14)</td>
<td>Barriers to Personal Innovation, CEE - Psychometric Approaches to Creativity &amp; Experimental Studies of Creativity</td>
<td>Part 2 - Ruggiero, Chapters 3/4 - Sternberg</td>
<td></td>
</tr>
<tr>
<td>Week 5 (2.3.14)</td>
<td>Being Critical &amp; Communicating Your Ideas, CEE - Case Study Method, Systems Approach, and Historiometric Perspective</td>
<td>Part 3 &amp; 4 - Ruggiero, Chapters 5/6 - Sternberg</td>
<td>Barriers to Personal Innovation Due 11:59PM on 2.3.14</td>
</tr>
<tr>
<td>Week 6 (2.10.14)</td>
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Sustainable Agroecosystems

Process: Graduate Certificate Programs
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Chakrabarty, Debolina
Created: 4/16/2014 1:19:44 PM
Updated: 4/16/2014 2:47:53 PM

Description: The Agronomy and Soil and Water Science Departments at the University of Florida will jointly offer graduate-level Certificate Program in Sustainable Agroecosystems. The program can be completed online and is also available to on-campus students. This certificate program requires 12 credit hours of course work comprised of three core courses and one elective course. The program will be of interest to county extension agents, state and federal employees, crop consultants as well as individuals interested in updating their knowledge base in current global issues related to agriculture and production systems without formally pursuing any graduate degree. In addition, individuals who are interested in pursuing a graduate program in agricultural science, but with limited agricultural background will also benefit from this certificate program.

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Removed Documents (3)

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Decision

Set status to:
Dear Dr. Hochmuth,

Academic Programs Committee has reviewed your application for the Graduate Certificate Program in Sustainable Agroecosystems. The committee agrees that the requirements are reasonable and we fully support its implementation.

Sincerely,

Max Teplitski

Associate Professor
Soil and Water Science Department
Genetics Institute
University of Florida
## New Graduate Certificate

### Transmittal Form

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### Certificate Description (50 words or less)

The courses included in this certificate program will give the students a diverse, interdisciplinary background that emphasizes sustainability, resource management, valuation of ecosystem services, system productivity, and profitability. All courses are available as distance education and have on-campus resident instruction sections as well.

### Requirements:

*For each course indicate prefix, number, title, # credits, and established grading scheme (letter graded, and/or S/U). The title should be identical to the official title of the course as listed in the Graduate Catalog.*

**Core Courses:**
- ALS 5155 Global Agroecosystems (3 credit hours) – Letter Graded
- AGR 5444 Ecophysiology of Crops (3 credit hours) – Letter Graded
- SWS 5050 Soils for Environmental Professionals (3 credit hours) – Letter Graded

Choose one of the following:
- AGR 5511 Crop Ecology (3 credit hours) – Letter Graded
- AGR 6422 Environmental Crop Nutrition (3 credit hours) – Letter Graded
- PLS 5632C Integrated Weed Management (3 credit hours) – Letter Graded
- SWS 5208 Sustainable Agriculture & Urban Land Management (3 credit hours) – Letter Graded
- SWS 5246 Water Resource Sustainability (3 credit hours) – Letter Graded

### Prerequisites

Prior to enrolling in any course, the student must ensure that either the prerequisites for the course, if any, have been met, or he or she must obtain approval from the course instructor to waive the requirement. Students must have a PC with access to the internet and a UF Gatorlink account. High-speed connections to the internet are a prerequisite.
Rationale 1.) Give a rationale for offering the certificate. 2.) Please include this statement and the appropriate answer (Yes or No): "A Graduate Council approved concentration already exists in this area of study." 3.) If Yes, include a statement of the differences between the concentration and proposed certificate. 4.) If the program has students currently pursuing a non-Graduate Council approved certificate, please provide the transition plan for these students.

There is a high demand in the job market for persons with broad knowledge and skills in production agriculture and its relationship to environmental and societal issues. This program will provide individuals an integrated perspective and skill set to meet the industry standards and demands and will provide a wide variety of career options.

There is no currently approved Graduate Council concentration in Sustainable Agroecosystems or any similar program.

This is a new graduate certificate program, thus we currently have no students enrolled and there is no need for a transition plan.

Student Learning Outcomes: List each outcome and assessment method.

Agronomy/Soil and Water Science Department; Sustainable Agroecosystems
Contact: Dr. Diane Rowland, dlrowland@ufl.edu; 352-273-3408

SLOs:
a. Students will be able to describe and analyze the interactions of production agriculture and the natural environment.
b. Students will be capable of identifying elements of a sustainable agricultural system, and implementing concepts of plant production for conservation of water, soil, and inputs.
c. Students will have an understanding of current global issues related to agriculture and production systems.
d. Students will gain valuable skills for a future profession in the agricultural sciences.

Assessment:
Students will complete an on-line examination covering the content of the core courses in the certificate program. A minimum of 10 questions from each core course will be presented to students to test their competency for the SLO’s associated with the courses. Students will be required to score a minimum of 75% correct to pass the exam. The exam may be taken multiple times if necessary.

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<tr>
<td></td>
<td>Dr. Diane Rowland</td>
<td>352-273-3408</td>
<td><a href="mailto:dlrowland@ufl.edu">dlrowland@ufl.edu</a></td>
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<tr>
<td></td>
<td>Dr. Ricky Telg</td>
<td>352-273-2094</td>
<td><a href="mailto:twtelg@ufl.edu">twtelg@ufl.edu</a></td>
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EVS4905: Individual Study in Environmental Science

Process: Undergraduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Telg, Ricky W
Created: 5/2/2014 3:13:30 PM
Updated: 5/2/2014 3:14:31 PM
Description: Requesting approval of new course: EVS4905: Individual Study in Environmental Science. EVS is only CALS major that currently does not have an independent study course designation.

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Decision

Set status to: [ ]
MEMORANDUM

TO: University Curriculum Committee

FROM: Ricky Telg, Interim Associate Dean
        College of Agricultural and Life Sciences

CC: Wendell Porter, Chair, CALS Curriculum Committee
    James Fant

DATE: May 2, 2014

SUBJECT: UCC 1 new course: EVS 4905: Individual Study in Environmental Science

Recently, the College of Agricultural and Life Sciences created 4911: Supervised Research and 4915: Honors Research for departments in the college so that all course numbers and course titles matched. We are requesting a similar approach to making changes to the current course number XXX 4905. Currently, XXX 4905 has been used for a number of purposes, including special topics, independent study, and individual study. The college would like all 4905 course numbers to be used for “individual study.” In a separate request, the college is asking for currently existing 4905 course numbers to change the title to “Individual Study in _____ (major) _____. “ However, one major – Environmental Science – does not have 4905. Therefore, we are requesting approval of EVS 4905: Individual Study in Environmental Science.

The attached Excel spreadsheet “XXX4905 for CALS” provides details of the specific request to revise course names and to add EVS 4905. In addition to the Excel spreadsheet, we have included a syllabus template that would be used for all majors, including Environmental Science.

Please contact me if you have any questions.
# UCC: Syllabus Checklist

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

## Syllabus MUST contain the following information:

- [☑️] Instructor contact information (and TA if applicable)
- [☑️] Course objectives and/or goals
- [☑️] A weekly course schedule of topics and assignments
- [☑️] Required and recommended textbooks
- [☑️] Methods by which students will be evaluated and their grades determined
- [☑️] A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.”
- [☑️] A statement related to accommodations for students with disabilities such as: “Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.”
- [☑️] Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
- [☑️] A statement informing students of the online course evaluation process such as: “Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

## It is recommended that syllabi contain the following information:

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF’s honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, http://www.counseling.ufl.edu/cwc/Default.aspx
   University Police Department: 392-1111 or 9-1-1 for emergencies.

### The University's complete Syllabus Policy can be found at:
http://www קורהee.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
Department Name and Number: School of Natural Resources and Environment, 516117001

Recommended SCNS Course Identification
Prefix: E V S
Level: 4
Course Number: 9 0 5
Lab Code
Full Course Title: Individual Study in Environmental Science
Transcript Title (please limit to 21 characters): Individual Study

Effective Term and Year: Fall 2014
Rotating Topic: yes  no

Amount of Credit: 1-3
Contact Hour: Base or Headcount: 1
S/U Only: yes  no

Repeateable Credit: yes  no
If yes, 6 total repeateable credit allowed

Variable Credit: yes  no
If yes, 1 minimum and 3 maximum credits per semester

Course Description (50 words or less):
Individual study in environmental science.

Prerequisites
None

Co-requisites

Degree Type (mark all that apply):
- Baccalaureate
- Graduate
- Professional
- Other

Category of Instruction:
- Introductory
- Intermediate
- Advanced

Rationale and place in curriculum:
Mentored individual study on topics related to natural resources and the environment. Category of instruction varies with the level of student and proposed work.

Department Contact
Name: Tom Frazer
Phone: 352-392-9230
Email: frazer@ufl.edu

College Contact
Name: Ricky Telg
Phone: 352-392-1963
Email: nwtelg@ufl.edu
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**NO CHANGE NEEDED**

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<td>no change needed</td>
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<tr>
<td>no change needed</td>
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<td>no change needed</td>
</tr>
<tr>
<td>Individual Study in Horticultural Sciences</td>
<td>Individual Study</td>
<td>Individual study in an area of horticultural sciences.</td>
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<tr>
<td>Individual Study in Packaging Science</td>
<td>Individual Study</td>
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</tr>
<tr>
<td>Individual Study in Plant Pathology</td>
<td>Individual Study</td>
<td>Individual study in areas of special interest in plant pathology.</td>
</tr>
<tr>
<td>Individual Study in Soil and Water Science</td>
<td>Individual Study</td>
<td></td>
</tr>
<tr>
<td>Individual Study in Wildlife Ecology and Conservation</td>
<td>Individual Study</td>
<td></td>
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</tbody>
</table>
EVS 4905, Individual Study in Environmental Science
Credits: 1-3

Catalog Description:
Individual study in environmental science.

Pre-requisites and Co-requisites: None.

Instructor Information: Name, Office location, Telephone number, Email address
Office hours: Day(s), time(s)

Course Objectives: Learning objectives will be customized to the student's topic of study.

Textbooks/Required Materials:
Required materials will be determined by the instructor based on the student's topic of study.

Attendance Policy:
Students completing an individual study course are expected to exercise a significant degree of autonomy in their work. Nevertheless, the student should dedicate a minimum number of hours that is consistent with the total credit hours sought for the experience. Besides the minimum expectations outlined in this section of this syllabus, the instructor may also have additional expectations for participation.

1-3 Credit Hours: Students are expected to devote a minimum of three hours per week of actual work in this class for each credit in which they are enrolled. Students can enroll in a total of 6 credit hours of this course during their undergraduate study at UF. Students should carefully discuss with their faculty adviser the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated in the Independent Study Contract Form.

The policies for allowable absences and make-up work follow the university attendance policies:

Assessment:
Assessment of the student's work will be determined by the instructor and a grading scale included to document how the student's grade will be determined.

For more information on grades and grading policies, please visit:
http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html
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:

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.

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
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0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/
COLLEGE OF AGRICULTURAL AND LIFE SCIENCES
INDIVIDUAL STUDY CONTRACT FORM

Once this application is completed, the student should bring it to 2002 McCarty Hall D and see Emelie Matthews to be registered in ALS 4905.

Student Information (to be completed by the student applicant):

Date: ______________________

Term: ______________________  Number of credits: ______________________

<table>
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<tr>
<th>Name (last, first, middle initial):</th>
<th>UFID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Street Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Major:</td>
<td>Current Class/College:</td>
</tr>
<tr>
<td>Gatorlink E-mail Address:</td>
<td>Expected Graduation Date:</td>
</tr>
</tbody>
</table>

BRIEF DESCRIPTION OF INDIVIDUAL STUDY EXPERIENCE AND EXPECTATIONS FOR COMPLETION:

I have prepared the description above in consultation with my faculty mentor. I have reviewed the learning objectives outlined in the syllabus and understand how my performance will be assessed and graded.

Student's Signature: ______________________
Faculty Adviser Information (to be completed by Faculty Adviser):

<table>
<thead>
<tr>
<th>Name:</th>
<th>College and Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address:</td>
<td>Campus P.O. Box:</td>
</tr>
</tbody>
</table>

What are the expectations for the student’s attendance in this course (e.g., estimated hours/week in individual study, meetings, field work, etc.)?

I approve of the individual study description submitted by the student applicant. I have customized the syllabus with specific learning objectives for this course and provided details on how the student’s performance will be assessed.

Faculty Adviser’s Signature: ____________________________

Page 43 of 67
XXX4932: Special Topics in _________

Process: Undergraduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Telg, Ricky W
Created: 5/2/2014 3:19:06 PM
Updated: 5/9/2014 6:27:10 AM

Description: CALS would like all 4905 course numbers to be used for "Individual Study in ______(major)______". However, because six majors had been using 4905 for independent study AND for "special topics" courses, these six majors will need a special topics course. We are requesting that XXX 4932: Special Topics in ______(major)______ be created for AEC, ANS, ENY, EVS, FYC, and PLP.

Documents

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Removed Documents (1)

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<td>Student Academic Support System Implementation</td>
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Decision

Set status to: □
MEMORANDUM

TO: University Curriculum Committee

FROM: Ricky Telg, Interim Associate Dean
College of Agricultural and Life Sciences

CC: Wendell Porter, Chair, CALS Curriculum Committee
James Fant

DATE: May 2, 2014

SUBJECT: UCC 1 new course: xxx 4932: Special Topics in _________(AEC, ANS, ENY, EVS, FYC, PLP)

Recently, the College of Agricultural and Life Sciences created 4911: Supervised Research and 4915: Honors Research for departments in the college so that all course numbers and course titles matched. We are requesting a similar approach to making changes to the current course number XXX 4905, which has been used for a number of purposes, including special topics, independent study, and individual study. The college would like all 4905 course numbers to be used for “Individual Study in ___ (major)____.” However, because six majors had been using 4905 for independent study and for “special topics” courses, these six majors will need a special topics course. Using the attached UCC1 form, we are requesting that XXX 4932: Special Topics in ____ (major) ____” be created for AEC, ANS, ENY, EVS, FYC, and PLP. The UCC1 form is to create EVS 4932. We ask that this UCC1 be used as a template for the other courses being requested.

The attached Excel spreadsheet “XXX4932 for CALS” provides details of the specific request to add XXX4932 to these majors. In addition to the Excel spreadsheet, we have included a syllabus template that would be used for all majors. The attached syllabus includes the required sections for a syllabus, but because this is a “special topics” course and would not lend itself to a standard syllabus for an ongoing course, we have only included the required sections and not completed full sections of the syllabus.

Please contact me if you have any questions.
# UCC: Syllabus Checklist

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

<table>
<thead>
<tr>
<th>Syllabus MUST contain the following information:</th>
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<tbody>
<tr>
<td>✔ Instructor contact information (and TA if applicable)</td>
</tr>
<tr>
<td>✔ Course objectives and/or goals</td>
</tr>
<tr>
<td>✔ A weekly course schedule of topics and assignments</td>
</tr>
<tr>
<td>✔ Required and recommended textbooks</td>
</tr>
<tr>
<td>✔ Methods by which students will be evaluated and their grades determined</td>
</tr>
<tr>
<td>✔ A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <a href="https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.%E2%80%9D">https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.”</a></td>
</tr>
<tr>
<td>✔ A statement related to accommodations for students with disabilities such as: “Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.”</td>
</tr>
<tr>
<td>✔ Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page: <a href="https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx">https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx</a></td>
</tr>
<tr>
<td>✔ A statement informing students of the online course evaluation process such as: “Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <a href="https://evaluations.ufl.edu">https://evaluations.ufl.edu</a>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <a href="https://evaluations.ufl.edu.%E2%80%9D">https://evaluations.ufl.edu.”</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>It is recommended that syllabi contain the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critical dates for exams and other work</td>
</tr>
<tr>
<td>2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)</td>
</tr>
<tr>
<td>3. UF’s honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: &quot;On my honor, I have neither given nor received unauthorized aid in doing this assignment.&quot; The Honor Code (<a href="http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/">http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/</a>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.</td>
</tr>
<tr>
<td>4. Phone number and contact site for university counseling services and mental health services: 392-1575, <a href="http://www.counseling.ufl.edu/cwc/Default.aspx">http://www.counseling.ufl.edu/cwc/Default.aspx</a></td>
</tr>
<tr>
<td>University Police Department: 392-1111 or 9-1-1 for emergencies.</td>
</tr>
</tbody>
</table>

The University’s complete Syllabus Policy can be found at: http://www.acl.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
**UCC1: New Course Transmittal Form**

**Department Name and Number**: School of Natural Resources and Environment, 516117001

**Recommended SCNS Course Identification**
- **Prefix**: E  V  S  
- **Level**: 4  
- **Course Number**: 9 3 2  
- **Lab Code**:  
- **Full Course Title**: Special Topics in Environmental Science  
- **Transcript Title (please limit to 21 characters)**: Special Topics  

**Effective Term and Year**: Fall 2014  
**Rotating Topic**: [ ] yes  [ ] no  
**Amount of Credit**: 1-3  
**Contact Hour**: Base: 
**or Headcount**: 1  
**S/U Only**: [ ] yes  [ ] no  
**Repeatable Credit**: [ ] yes  [ ] no  
**If yes, total repeatable credit allowed**: 6  
**Variable Credit**: [ ] yes  [ ] no  
**If yes, minimum and maximum credits per semester**: 1 3  

**Course Description (50 words or less)**
*Variable subjects provide content for the study of environmental science topics not offered in other courses.*

**Prerequisites**
- **None**

**Co-requisites**

**Degree Type (mark all that apply)**
- [ ] Baccalaureate  
- [ ] Graduate  
- [ ] Professional  
- [ ] Other  

**Category of Instruction**
- [ ] Introductory  
- [ ] Intermediate  
- [ ] Advanced  

**Rationale and place in curriculum**
*Opportunity for emerging topics to be presented. Category of instruction will vary with topic. Enrollment may require permission of instructor or department and if so, registration will be departmentally controlled.*

**Department Contact**
- **Name**: Tom Frazer  
- **Phone**: 352-392-9230  
- **Email**: frazer@ufl.edu

**College Contact**
- **Name**: Ricky Telg  
- **Phone**: 352-392-1963  
- **Email**: rwtelg@ufl.edu
<table>
<thead>
<tr>
<th>Department Name</th>
<th>Department Num</th>
<th>Prefix</th>
<th>Proposed Course Number</th>
<th>Proposed Course Title</th>
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<td>Special Topics in Agricultural Education and Communication</td>
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<td>Animal Sciences</td>
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<td>ANS</td>
<td>4932</td>
<td>Special Topics in Animal Sciences</td>
</tr>
<tr>
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<td>ENY</td>
<td>4932</td>
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<td>4932</td>
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<td>PLP</td>
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<td>New Course Description</td>
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<tr>
<td>Special Topics</td>
<td>Variable subjects provide content for the study of agricultural education and communication topics not offered in other courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td>Variable subjects provide content for the study of animal sciences topics not offered in other courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td>Variable subjects provide content for the study of entomology topics not offered in other courses.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td>Variable subjects provide content for the study of environmental science topics not offered in other courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td>Variable subjects provide content for the study of family, youth, and community science topics not offered in other courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td>Variable subjects provide content for the study of plant pathology topics not offered in other courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ALS 4932, Special Topics
Credits: (1-3)
Days/Class periods offered

Catalog Description:
Variable subjects provide content for the study of agricultural topics not offered in other courses. (NOTE: A course description will be customized to the specific topic of the course)

Pre-requisites and Co-requisites: None
(Note: enrollment may be subject to instructor/department approval.)

Instructor Information:
Name, Office location, Telephone number, Email address
Office hours: Day(s), time(s)

Course Objectives:
Learning objectives will be customized to the topic of the course.

Textbooks/Required Materials:
Required materials will be determined by the instructor based on the topic of the course.

Attendance Policy:
The policies for allowable absences and make-up work follow the university attendance policies:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Assessment:
Assessment of the student's work will be determined by the instructor and a grading scale included to document how the student's grade will be determined.

For more information on grades and grading policies, please visit:
http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html

Schedule of Topics
Weekly schedule of topics, assignments and assessments.
Online Course Evaluation Process
Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

Distance Learning Issues (included if course is taught online)
Each online distance learning program has a process for, and will make every attempt to resolve, student complaints within its academic and administrative departments at the program level. See http://distance.ufl.edu/student-complaints for more details.

Academic Honesty
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  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Training Programs
  - Community Provider Database

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0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)
Academic Approval Tracking
UNIVERSITY of FLORIDA

XXX4905: Individual Study in

Process: Undergraduate Courses
Status: Pending at CALS - College of Agricultural and Life Sciences
Submitter: Telg, Ricky W
Created: 5/2/2014 2:55:41 PM
Updated: 5/2/2014 3:09:39 PM
Description: Currently, XXX 4905 has been used for a number of purposes, including special topics, independent study, and individual study, for majors in the College of Ag and Life Sciences. With this request, we are asking that all 4905 courses have the same course title: "Individual Study in ______ (major)______." This will keep the course number and name consistent throughout all departments.

In order to do that, we are requesting that the sample syllabus (attached) be used as a template for all department 4905 submissions. Each department has agreed to use the syllabus template. Therefore, instead of submitting changes to 19 course titles individually, we are requesting approval of this course name change collectively.

Documents

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<td>Telg, Ricky W</td>
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<td>5/2/2014</td>
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<tr>
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<td>5/2/2014</td>
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<tr>
<td>Student Academic Support System Implementation</td>
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</table>

Decision

Set status to: 

Page 53 of 67

http://apps.aa.ufl.edu/Approval/Requests/Info/9358  5/9/2014
MEMORANDUM

TO: University Curriculum Committee

FROM: Ricky Telg, Interim Associate Dean
       College of Agricultural and Life Sciences

CC: Wendell Porter, Chair, CALS Curriculum Committee
    James Fant

DATE: May 2, 2014

SUBJECT: UCC 2 course change request for “Individual Study in _____” courses

Recently, the College of Agricultural and Life Sciences created 4911: Supervised Research and 4915: Honors Research for departments in the college so that all course numbers and course titles matched. We are requesting a similar approach to making changes to the current course number XXX 4905. Currently, XXX 4905 has been used for a number of purposes, including special topics, independent study, and individual study. With this request, we are asking that all 4905 courses have the same course title: “Individual Study in _____ (major) _____.” This will keep the course number and name consistent throughout all departments.

In order to do that, we are requesting that the sample syllabus (attached) be used as a template for all department 4905 submissions. Each department has agreed to use the syllabus template. Therefore, instead of submitting changes to 19 course titles individually, we are requesting approval of this course name change collectively.

The attached Excel spreadsheet “XXX4905 for CALS” provides details of the specific request. The 4905 course title for three majors (Family, Youth, and Community Sciences; Forest Resources and Conservation; and Geomatics) will remain the same. Geomatics would prefer to keep “Special Problems in Geomatics”; “Individual Study” appears on transcripts for Geomatics majors. For all other majors – except Environmental Science – we are requesting the course name be changed (UCC 2 form) to “Individual Study in _____.” For
Environmental Science, we will be submitting a separate UCC 1 form because that major currently does not have a 4905 course on the book.

In addition to the Excel spreadsheet, we have included a syllabus template that would be used for all majors and the UCC 2 form, to incorporate all course name changes.

Please contact me if you have any questions.
UCC: Syllabus Checklist

All UCC1 forms and each UCC2 form that proposes a change in the course description or credit hours must include this checklist in addition to a complete syllabus. Check the box if the attached syllabus includes the indicated information.

**Syllabus MUST contain the following information:**

- [x] Instructor contact information (and TA if applicable)
- [x] Course objectives and/or goals
- [x] A weekly course schedule of topics and assignments
- [x] Required and recommended textbooks
- [x] Methods by which students will be evaluated and their grades determined
- [x] A statement related to class attendance, make-up exams and other work such as: “Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.”
- [x] A statement related to accommodations for students with disabilities such as: “Students requesting classroom accommodation must first register with the Dean of Student Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.”
- [x] Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page:
  https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx
- [x] A statement informing students of the online course evaluation process such as: “Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

**It is recommended that syllabi contain the following information:**

1. Critical dates for exams and other work
2. Class demeanor expected by the professor (e.g., tardiness, cell phone usage)
3. UF’s honesty policy regarding cheating, plagiarism, etc. Suggested wording: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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.” The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of TAs in this class.
4. Phone number and contact site for university counseling services and mental health services: 392-1575, http://www.counseling.ufl.edu/cwc/Default.aspx
   University Police Department: 392-1111 or 9-1-1 for emergencies.

**The University’s complete Syllabus Policy can be found at:**
http://www.aas.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf
### UCC2: Course Change Transmittal Form

**Department Name and Number**: Agricultural and Life Sciences, 519403000

**Current SCNS Course Identification**

- **Prefix**: A
- **L**: S
- **Level**: 4
- **Course Title**: Problems in Agriculture
- **Course Number**: 905
- **Lab Code**: __

**Effective Term and Year**: Fall 2014

**Terminate Current Course**: ☐

**Other Changes (specify below)**: ☐

**Change Course Identification to**:

- **Prefix**: __ __ __ __
- **Level**: __
- **Course Number**: __ __ __ __
- **Lab Code**: __

**Full Course Title**: Individual Study in Agricultural and Life Sciences

**Transcript Title (please limit to 21 characters)**: Individual Study

**Credit Hours**: From ___ To ___

**Contact Hours**: ☐ Base or ☐ Headcount From ___ To ___

**Rotating Topic**: From ☐ yes To ☐ yes

**S/U Only**: From ☐ yes To ☐ yes

**Variable Credit**: From ☐ yes To ☐ yes

**Repeatable Credit**: From ☐ yes To ☐ yes

If yes, __ minimum and __ maximum credits/semester

**Prerequisites**

- From
- To

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

- From Individual study in agriculture
- To Individual study in agricultural and life sciences

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

Mentored individual study on topics related to agricultural and life sciences.

**Department Contact**

- **Name**: Al Wysocki
- **Phone**: 352-392-1963
- **Email**: wysocki@ufl.edu

**College Contact**

- **Name**: Elaine Turner
- **Phone**: 352-392-1963
- **Email**: returner@ufl.edu
<table>
<thead>
<tr>
<th>Department Name</th>
<th>Department Number</th>
<th>Prefix</th>
<th>Course Number</th>
<th>Current Course Title</th>
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<td>Agricultural and Life Sciences</td>
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<td>Problems in Agriculture</td>
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<tr>
<td>Agricultural Education and Communication</td>
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<td>Problems in Entomology</td>
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NO CHANGE NEEDED
COURSE DOES NOT EXIST YET
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<tr>
<td>Individual Study in Agronomy</td>
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<tr>
<td>Individual Study in Animal Sciences</td>
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</tr>
<tr>
<td>Individual Study in Entomology</td>
<td>Individual Study</td>
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<tr>
<td>Individual Study in Nematology</td>
<td>Individual Study</td>
<td>Selected problems for study in nematology.</td>
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<tr>
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<tr>
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<td>Individual Study</td>
<td>Individual study in areas of special interest in plant pathology.</td>
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<td>Individual Study in Soil and Water Science</td>
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<tr>
<td>Individual Study in Wildlife Ecology and Conservation</td>
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ALS 4905, Individual Study in Agricultural and Life Sciences  
Credits: 1-3

**Catalog Description:**  
Individual study in agricultural and life sciences.

**Pre-requisites and Co-requisites:** None.

**Instructor Information:** Name, Office location, Telephone number, Email address  
Office hours: Day(s), time(s)

**Course Objectives:** Learning objectives will be customized to the student’s topic of study.

**Textbooks/Required Materials:**  
Required materials will be determined by the instructor based on the student’s topic of study.

**Attendance Policy:**  
Students completing an individual study course are expected to exercise a significant degree of autonomy in their work. Nevertheless, the student should dedicate a minimum number of hours that is consistent with the total credit hours sought for the experience. Besides the minimum expectations outlined in this section of this syllabus, the instructor may also have additional expectations for participation.

**1-3 Credit Hours:** Students are expected to devote a minimum of three hours per week of actual work in this class for each credit in which they are enrolled. Students can enroll in a total of 6 credit hours of this course during their undergraduate study at UF. Students should carefully discuss with their faculty adviser the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated in the Independent Study Contract Form.

The policies for allowable absences and make-up work follow the university attendance policies:  

**Assessment:**  
Assessment of the student’s work will be determined by the instructor and a grading scale included to document how the student’s grade will be determined.

For more information on grades and grading policies, please visit:  
[http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html](http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html)
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:

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.

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
  Training Programs
Community Provider Database

- **Career Resource Center**, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)

**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/](http://www.dso.ufl.edu/drc/)
COLLEGE OF AGRICULTURAL AND LIFE SCIENCES
INDIVIDUAL STUDY CONTRACT FORM

Once this application is completed, the student should bring it to 2002 McCarty Hall D and see Emelie Matthews to be registered in ALS 4905.

Student Information (to be completed by the student applicant):

Date: _______________________

Term: ______________________ Number of credits: ______________________

<table>
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<tr>
<th>Name (last, first, middle initial):</th>
<th>UFID Number:</th>
</tr>
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<td></td>
</tr>
<tr>
<td>City, State, Zip Code:            Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Major: Current Class/College:     Expected Graduation Date:</td>
<td></td>
</tr>
<tr>
<td>Gatorlink E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

BRIEF DESCRIPTION OF INDIVIDUAL STUDY EXPERIENCE AND EXPECTATIONS FOR COMPLETION:

I have prepared the description above in consultation with my faculty mentor. I have reviewed the learning objectives outlined in the syllabus and understand how my performance will be assessed and graded.

Student’s Signature: ________________________________________
Faculty Adviser Information (to be completed by Faculty Adviser):

<table>
<thead>
<tr>
<th>Name:</th>
<th>College and Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address:</td>
<td>Campus P.O. Box:</td>
</tr>
</tbody>
</table>

What are the expectations for the student's attendance in this course (e.g., estimated hours/week in individual study, meetings, field work, etc.)?

I approve of the individual study description submitted by the student applicant. I have customized the syllabus with specific learning objectives for this course and provided details on how the student's performance will be assessed.

Faculty Adviser's Signature: ___________________________
Fant, James T

From: Telg, Ricky W
Sent: Monday, May 05, 2014 3:38 PM
To: Fant, James T
Subject: FW: CALS CC
Attachments: CALS CC Operating Code.docx

Please place this on the next CALS CC agenda.

Ricky Telg Ph.D.
Interim Associate Dean
College of Agricultural and Life Sciences
2002 McCarty Hall D
PO Box 110270
Gainesville FL 32611-0270
Main Office: 352-392-1963
352-273-2094
FAX: 352-392-8988
rwtelg@ufl.edu

-----Original Message-----
From: Turner, R Elaine
Sent: Saturday, May 03, 2014 10:16 AM
To: Telg, Ricky W
Subject: RE: CALS CC

Ricky

I accepted the edits to the CALS CC Operating Code and added the sentence about developing policies in consultation w/Faculty Assembly and Dean's office as in the revised constitution. Obviously, I've let this sit in email for a while...

Anyway, since we hadn't finalized with Faculty Assembly, could you please have CALS CC review and give final approval? Document is in P:/Curriculum

Thanks

ET

Dr. R. Elaine Turner
Dean
College of Agricultural and Life Sciences
University of Florida
2001 McCarty Hall D
PO Box 110270
Gainesville, FL 32611-0270
Phone: 352-392-1961
Fax: 352-392-8988
Email: returner@ufl.edu

CONFIDENTIALITY NOTICE: The information contained in this electronic message may be part of an educational record and is protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Any re-disclosure of this information must be done in accordance FERPA or with the student's consent. If you are not the intended recipient of this message, you are hereby notified that any dissemination, distribution, or copying of this e-mail or any of its components is strictly prohibited. If you have received this e-mail in error, please notify me.
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 (UCC), Graduate Curriculum Committee and Graduate Council regarding undergraduate and graduate course and curricular proposals, changes and other curricular matters; and 2) review, recommend and make changes to college-wide policies in the CALS Policy and Procedure Manual. Proposals for new policies that have broad impact on faculty should be developed in consultation with the Faculty Assembly Executive Committee and CALS Dean’s Office to determine if review by Faculty Assembly is warranted.

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 fulfill his or her duties. At the November 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 November meeting of the following academic year. The Chair’s term of service is therefore extended by two months and ends with the November meeting.

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