

UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes for January 8, 2024

PRESENT: Ronald “Oscar” Bernard, Chair (NR), Adriana Uruena-Agnes, Vice Chair (AC), Catherine Belden (NR), Brendan Cook (AC), Allyson Duffy (NR), Alessio Gaspar (EN), Jocilyn Martinez (AC), Christine McGuire-Wolfe (PH), Bonita Pollock (LIB), Nasreen Sadeq (BC), Mike Sinclair (BU), Andrea Smith (BC), Michael Snipes (AC), Erica Toothman (AC)

ABSENT: Chantale Bégin (AC), Robert Hoy (AC), Marc Lajeunesse (AC), Ryan Toomey (EN)

GUESTS/EX-OFFICIO: Kyna Betancourt (US), Amber Bieske (AC), Marie Bourgeois (PH), Joseph Boyd (ODS), Cynthia Brown Hernandez (APOR-ODS), Kaushik Dutta (BU), Mazhab (Mazi) Ferguson (OCE&P), Vinay Gupta (EN), Lorene Hall-Jennings (US), Timothy Henkel (CITL), Lisa Landis (BC), Stephen Lappano (AC), Dirk Libaers (BU), Jennifer Lister (BC), Ali Mrani Alaoui (US), Ashley Reese (US), Dmytro Savchuk (BU), Robyn Tornay (RO), Ismail Uysal (EN), Stavros Vakalis (EN), Abla Zayed (EN)

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Meeting Called to Order at 3:01 p.m. (EST).

1. Welcome and Announcements

Oscar Bernard welcomed everyone to the first Undergraduate Council (UGC) meeting of 2024. He thanked UGC members and colleagues for their efforts with USF’s undergraduate curriculum and he is appreciative for their assistance.

- Oscar announced that Lorene Hall-Jennings will be supporting the UGC (from Undergraduate Studies).
- Oscar announced that Rob Hoy had accepted a rotating program director position with NSF for a two-year period.
- Oscar announced that Chantale Bégin is on sabbatical this semester and that either Lydia Wassink or Peter Stiling will stand in her stead.

2. Approval of November 27, 2023 Undergraduate Council Meeting Minutes

The meeting minutes were approved as submitted (no revisions).

3. Informational Items

a. Proposed Policy for Academic Offerings – Kyna Betancourt

Kyna discussed the need to update USF policy to better define the number of credits (and whether there should be overlap or not) for all types of undergraduate curricular offerings (i.e., Majors, Concentrations, Minors, Certificates, etc.). Kyna notes that today’s discussion is specifically related to undergraduate certificates (nine (9) credit

hours, with one course (3 credit hours) that would overlap with the major or would not overlap). Kyna is requesting UGC's feedback on whether there can be overlap with the major or no overlap with the major for course requirements that make up an undergraduate certificate and specifically, what defines an undergraduate certificate.

After much discussion, Kyna will continue this discussion at a future UGC meeting before submitting the drafted policy to General Counsel.

b. CEL Course Attributes (Course Section Level) – Kyna Betancourt

Kyna advises that prior to Enhanced General Education, there was an attribute (SLCC) used to track service-learning courses, and this attribute was manually added at the section level to specific course offerings each semester versus all course sections having the SLCC attribute. Also, the SLCC is noted on each student's transcript, which is a manual process by the Office of the Registrar to add this information to graduating students. This is the only attribute that works in this manner.

Currently, service-learning courses are approved by the General Education Council (GEC) with an attribute of CEL, Community Engaged Learning. The CEL attribute is classified as a high impact learning attribute and not used at the course section level.

The informational items are: 1) the desire to sunset the SLCC attribute and use the CEL attribute; and 2) getting feedback from UGC on how to ensure that there is matching rigor in all the requirements for sections that have the CEL attribute.

Kyna advises she will continue to work with Mazi Ferguson, Office of University Community Partnerships, to for courses requesting the former SLCC attribute at the section-level. As additional requests are received, they will be processed in Curriculog with UGC oversight.

c. Mathematics Pathways – Kyna Betancourt

Kyna discussed an outcome of Senate Bill 266 was a change in how Math was handled for the General Education (GE) purposes. She notes that some math courses that are not GE are included in the Mathematic Pathways. She notes that the institution is responsible for identifying the pathway that goes with each of our USF programs. Also, there will be a catalog page for each program clearly identifying the corresponding Mathematics Pathway.

- This mandate is for students entering the 2024-2025 academic year.
- There will be a state approved gateway course and USF can choose the second course.
- There will be three designated pathways for students to choose:
 - Algebra through Calculus
 - MAC 1105 College Algebra (Gateway course)
 - MAC 2311 Calculus I (substitution options will be honored)
 - Statistical Reasoning
 - STA 2023 Introductory Statistics I (Gateway course)

- Any course that requires STA 2023 or its equivalent as a prerequisite
 - Mathematical Thinking in Context (new courses at SCNS)
 - MGF 1131 Mathematics in Context (Gateway course)
 - MGF 1130 Mathematical Thinking
- d. UGC Support Staff Change (Spring 2024) – Kyna Betancourt
- Kyna advised that Lorene Hall-Jennings will be UGC Support Staff this semester.
 - Kyna advised that the Curriculog vendor (Modern Campus) is working to complete the skip logic enhancement feature, which is expected to be ready for implementation and working for the next catalog production.
- e. Plan Update for UGC Reviewer Proposal Edits – Oscar Bernard
- a. All changes and edits request for proposals should be directed to the general curriculum email box (UGS-DOCurriculum@usf.edu) (and copy the proposer).
- f. Graduation without Certification Exam (College of Education) – Kyna Betancourt
- Kyna discussed that the College of Education found out from the Florida Department of Education that the educational teacher preparation programs are allowed to graduate students without having passed their general teaching certificate or general knowledge tests. The USF Provost has approved removal of this graduation requirement.
- g. Academic Planning’s Applications and Websites – Cynthia Brown Hernandez
- Cynthia advised that some applications on the website are being updated and reprogrammed. In addition, Academic Planning will be sending a Microsoft Forms survey to frequent users of the Academic Planning website seeking feedback on their experiences with the website applications. If you would like to have the survey sent to you, please email your request to: cynthiab@usf.edu or contact Cynthia in Teams.
- h. Intent Proposal Process – Cynthia Brown Hernandez
- Cynthia advises that the Academic Master Plan website is being updated to include an addendum that includes all the intent proposals that have gone through the Academic Planning Office the past two or three years.
- i. INTO Pathway Curriculum Code Terminations – Cynthia Brown Hernandez
- Cynthia advised that the INTO partnership with USF has been terminated. She is working with the Office of the Registrar to terminate the INTO codes attached to students, as they are no longer used.
- j. Discontinued Course Proposals – Oscar Bernard
- Oscar notes that these proposals are informational, and they do not require a vote by UGC. Please see **Attachment 1** for a list of discontinued course proposals.

4. Consent Agenda

Course Change Short Form Proposals

1. [ACG 3103 Intermediate Financial Accounting I](#) **APPROVED**
2. [BME 3008 Introduction to Biomedical Engineering](#) **APPROVED**
3. [COP 4313 Symbolic Computations in Mathematics](#) **APPROVED**
4. [FIN 3005 Fundamentals of Business Finance](#) **APPROVED**
5. [FIN 3124 Financial Planning](#) **APPROVED**
6. [FIN 4128 Personal Financial Planning Process and Development](#) **APPROVED**
7. [FIN 4133 Retirement Planning](#) **APPROVED**
8. [ISM 3011 AI and Analytics for Organizations](#) **APPROVED**
9. [ISM 4212 Database Design and Administration](#) **APPROVED**
10. [ISM 4541 Data Mining and Predictive Analytics](#) **APPROVED**
11. [ISM 4542 Statistical Programming for Business Analytics](#) **APPROVED**
12. [ISM 4543 Applied Data Science](#) **APPROVED**
13. [MAD 4515 Mathematics of Quantum Computing](#) **APPROVED**
14. [MAN 4631 Global Perspectives and Management Choices](#) **APPROVED**
15. [MAT 1033 Intermediate Algebra](#) **APPROVED**
16. [MHS 3204 Fundamentals of Applied Behavior Analysis](#) **APPROVED**
17. [MHS 4202 Behavioral Assessment and Intervention Planning](#) **APPROVED**
18. [MHS 4204 Skills Assessment and Training in Applied Behavior Analysis](#) **APPROVED**
19. [MHS 4208 Organizational Behavior Management](#) **APPROVED**
20. [MHS 4412 Research Methods in Applied Behavior Analysis](#) **APPROVED**
21. [MHS 4704 Ethics in Applied Behavior Analysis](#) **APPROVED**
22. [REE 3043 Real Estate Decision Making](#) **APPROVED**
23. [REE 4103 Real Estate Valuation](#) **APPROVED**
24. [REE 4732 Real Estate Development](#) **APPROVED**
25. [REE 4940 Real Estate Internship](#) **APPROVED**

5. Old Business

Course Proposals (Proposals Under Review)

New Course Proposals

1. [BME 4101 Biomaterials Engineering](#) (ANDREA SMITH) **TABLED**
2. [BME 4550 Embedded Systems for BME](#) (CATHERINE BELDEN) **TABLED**
3. [BME 4581 Fundamental of BioMEMS](#) (ALESSIO GASPAR) **APPROVED**
4. [BME 4724 Biomedical Data Analysis](#) (MARC LAJEUNESSE) **TABLED**
5. [EEL 4513L Wireless Communication Systems Laboratory](#) (JOCILYN MARTINEZ) **APPROVED**
6. [EEL 4916 Undergraduate Internship Experience](#) (BONITA POLLOCK) **APPROVED**

New Course – Tabled Courses

1. [CGN 4914 Advanced Undergraduate Research Experience](#) (ALESSIO GASPAR) **TABLED**
2. [ECH 4914 Advanced Undergraduate Research Experience](#) (ALESSIO GASPAR) **APPROVED**

Course Change Proposal

1. [CGN 4851C Concrete Construction Materials](#) (MIKE SINCLAIR) **APPROVED**

6. New Business

Curriculum Proposals - (Proposal Needing Reviewer Assignment)

1. [B.S. in Exercise Science and Kinesiology](#) (Pre-Proposal) (OSCAR BERNARD AND ALLYSON DUFFY)

New Course Proposals - (Proposals Needing Reviewer Assignment)

1. [ACG 4843 Advanced Auditing - Regulation Technology and Analytics](#) (MIKE SINCLAIR)
2. [ACG 4848 Financial and Managerial Reporting with Data Analytics](#) (MIKE SINCLAIR)
3. [AFA 3353 Feminisms and Black Male Studies](#) (BRENDAN COOK)
4. [APK 2100C Applied Human Anatomy with Lab](#) (OSCAR BERNARD AND ALLYSON DUFFY)
5. [APK 2105C Applied Human Physiology with Lab](#) (OSCAR BERNARD AND ALLYSON DUFFY)
6. [APK 3091 Leadership and Professionalism in Kinesiology](#) (OSCAR BERNARD AND ALLYSON DUFFY)
7. [APK 3200 Motor Development and Learning](#) (OSCAR BERNARD AND ALLYSON DUFFY)
8. [APK 3220C Biomechanical Basis of Movement](#) (OSCAR BERNARD AND ALLYSON DUFFY)
9. [APK 4144 Movement NeuroScience](#) (OSCAR BERNARD AND ALLYSON DUFFY)
10. [APK 4163 Sport Nutrition and Exercise Metabolism](#) (OSCAR BERNARD AND ALLYSON DUFFY)

11. [CHM 4138 Mass Spectrometry](#) (ANDREA SMITH)
12. [CHM 4251 Advanced Organometallic Chemistry](#) (ANDREA SMITH)
13. [EML 4940 Industry Internship](#) (BONITA POLLOCK)
14. [FIN 4770 Foundations of FinTech](#) (MIKE SNIPES)
15. [HIM 4657 Electronic Health Records Foundations](#) (CATHERINE BELDEN)
16. [MAE 4353 Teaching Elementary School Mathematics III - STEM Integration](#) (ERICA TOOTHMAN)
17. [PHM 4120 Major Black Thinkers](#) (BRENDAN COOK)
18. [RMI 4224 Property and Casualty Insurance Products](#) (ADRIANA URUENA-AGNES)
19. [RMI 4226 Risk and Insurance Data Analytics](#) (ADRIANA URUENA-AGNES)
20. [TAX 4402 Estate and Income Tax Planning for Financial Planners](#) (MIKE SINCLAIR)

The meeting adjourned at 4:18 p.m. (EST)

Next UGC Meeting: Monday, January 22, 2024

Upcoming Undergraduate Council Meeting Schedule*

Spring 2024

1. January 22, 2024
2. February 12, 2024
3. February 26, 2024
4. March 11, 2024
5. March 25, 2024
6. April 8, 2024
7. April 22, 2024

Fall 2024 (Tentative Schedule)

1. August 26, 2024
2. September 9, 2024
3. September 23, 2024
4. October 14, 2024
5. October 28, 2024
6. November 25, 2024

Spring 2025 (Tentative Schedule)

1. January 13, 2025
2. January 27, 2025
3. February 10, 2025
4. February 24, 2025
5. March 10, 2025
6. March 24, 2025
7. April 14, 2025
8. April 28, 2025

***All Undergraduate Council Meetings are scheduled to be held via Microsoft Teams**

Attachment 1 – Discontinued Courses – See Informational Item Section

1. [ACG 4351 Cost Accounting and Control II](#) (Spring 2025)
2. [ACG 4642 Auditing II](#) (Spring 2025)
3. [AMS 4935 Senior Seminar in American Studies](#) (Fall 2024)
4. [AMS 4936 American Studies Pro-Seminar](#) (Fall 2024)
5. [GRK 1120 Beginning Modern Greek I](#) (Fall 2024)
6. [GRK 1121 Modern Greek II](#) (Fall 2024)
7. [GRK 2220 Modern Greek III](#) (Fall 2024)
8. [GRK 2221 Modern Greek IV](#) (Fall 2024)
9. [ISM 4141 Java Programming](#) (Fall 2024)
10. [MAD 4471 Introduction to Cryptography and Coding Theory](#) (Fall 2024)
11. [MAR 2931 Selected Topics in Marketing](#) (Fall 2024)
12. [SPT 3100 Masterpieces of Hispanic Literature](#) (Fall 2024)
13. [TAX 4011 Federal Tax Accounting II](#) (Spring 2025)