

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
September 9, 2002
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; J. Araman, H. Ball, R. Daniel, S. Daniel, J. Davis for P. Knox, D. Ford, V. Fowler, R. Goss, P. Koelling for M. Deisenroth, S. Leslie for G. N. Brown, M.A. Lewis for J. Niles, S. McConnell, A. Smith, N. Spencer for R. E. Sorensen, K. Stephenson for L. Geyer, B. Watford for M. McPherson

Absent: R. Avery, L. Chang, J. Chen-Yu, M. Graham, R. Luken, M. McNamee, M. Paget, L. A. Swiger, D. Vaughan, A. Zink-Sharp

Visitors: M. Foushee, N. Hughes, B. Pendergrass, M. Preston, K. Torgersen

_ Call to Order and Announcements

Don Hatfield called the meeting to order at 3:05 p.m.

_ Adoption of the Agenda

The agenda was adopted as distributed.

_ Introduction of Commission Members

Commission members and visitors attending introduced themselves.

_ Reading of the Commission Charge

The Chair read the commission charge and mentioned that restructuring of the university may require additional meetings and responsibilities from the commission. Conversely, when possible, unnecessary meetings will be eliminated by electronic voting on minutes and reports of the commission and committees.

_ Report of Commission Sub-Committees

The minutes and reports for the month of April 2002 of the University Core Curriculum were presented by Marlene Preston. The motion was made and seconded to accept the UCCC minutes of April 17, 2002.

The motion passed unanimously.

The motion was made and seconded to approve the April 17, 2002 report of the UCCC. Marlene noted that Philosophy had requested PHIL 2304 be removed from Area 1 as a writing intensive course. It was noted that students who had enrolled in this course for Fall 2002 would receive WI credit even though the course would not be taught as a WI course due to resource limitations. There was some disapproval as to the fairness of some students receiving WI credit for a non-WI course. The motion to approve the report passed unanimously.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

April 17, 2002

(minutes of 4/17/02 approved electronically on 4/24/02)

The following courses were APPROVED for Core Curriculum:

Effective Fall 2002:

HD 3314, Human Sexuality, Area 7, effective Fall 2002.

IDST 4114, Senior Research Seminar, Area 1 (WI), effective Fall 2002.

Effective Spring 2003:

GEOL 1014, The Earth and Life Through Time, Area 4, effective Spring 2003.

REMOVAL from Area 1 (WI) effective Spring 2003:

PHIL 2304, Global Ethics from Area 1 (WI), effective Spring 2003 (course will remain in Area 2 and Area 7).

The motion was made and seconded to accept the UCCC minutes of April 30, 2002. The motion passed unanimously. The motion was made and seconded to approve the April 30, 2002 report of the UCCC. The motion was approved unanimously.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

April 30, 2002

(minutes of 4/30/02 approved electronically on 5/22/02)

The following courses were APPROVED for Core Curriculum:

Effective Fall 2002:

CHEM 3626, Second Semester Physical Chemistry Laboratory, Area 1 (WI), effective Fall 2002.

ENGL 1604, Introduction to Poetry, Area 2 and 6, effective Fall 2002.

ENGL 1614, Introduction to Short Fiction, Area 2 and 6, effective Fall 2002.

ENGL 1634, Introduction to Shakespeare, Area 2 and 6, effective Fall 2002.

ENGL 1654, Introduction to Science Fiction and Fantasy, Area 2, effective Fall 2002.

ENGL 1664, Introduction to Women's Literature, Area 2, effective Fall 2002.

ENGL 1674, Introduction to African American Literature, Area 2, effective Fall 2002.

ENGL 2515, 2516, Survey of British Literature, Area 2, effective Fall 2002.

ENGL 2525, 2526, Survey of American Literature, Area 2, effective Fall 2002.

LAT 3004, Directed Readings in Latin Literature, Area 1 (WI), effective Fall 2002.

Effective First Summer 2002:

HD 2335, Principles of Human Services, Area 1 (WI), effective First Summer 2002.

HD 2336, Principles of Human Services, Area 1 (WI), effective First Summer 2002.

Report of the Undergraduate Admissions Appeal Committee

Karen Torgersen reported on the activity of the Undergraduate Admissions Appeal Committee and provided handouts summarizing the progress of those students admitted last year through appeal, and the action taken on this year's appeals. Karen noted that having the admissions appeal policies and criteria firmly established helps her department in dealing with requests for exceptions, etc.

Election of Representatives to Commission Standing Committees

Don stated that Virginia Fowler of Arts and Sciences has agreed to serve as chair of the Committee on Academic Policies, and David Vaughan of CALS has agreed to serve as chair of the Academic Support Committee for the coming year. However, representatives to the Commencement Committee, University Core Curriculum Committee, Academic Support Committee and Committee for Academic Policies still needed to be chosen. Jack Davis of CAUS volunteered to serve as the dean representative to the Committee on Academic Policies. No other representatives were voted on, however, individuals were identified to be asked to serve. Final approval of representatives will be made at the next meeting on September 23rd.

Other Business

Bev Watford asked what safeguards there might be to prevent a recurrence of a situation this summer when Chemistry eliminated 16 labs needed by engineering students. Bev stated that notification was sent to students before the administration was notified. The elimination of these labs in the fall will necessitate students taking two to three labs in the spring. Bev felt this was indicative of a larger issue of territorialism and the lack of concern of the impact on others certain actions will have. David Ford indicated he will work closely with Marvin Foushee to stay aware of the number of sections of courses being offered and/or cancelled, hopefully eliminating similar problems in the future.

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,
Nadine C. Hughes

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
September 23, 2002
President's Boardroom, 3:00 P.M.

Present: J. Araman, R. Avery, H. Ball, J. Crunkilton for L. A. Swiger, R. Daniel, S. Daniel, J. Davis for P. Knox, V. Fowler, L. Geyer, R. Goss, A. Jayne for S. McConnell, P. Koelling for M. Deisenroth, R. Oderwald for G. N. Brown, A. Smith, B. Watford for M. McPherson

Absent: L. Chang, J. Chen-Yu, D. Ford, M. Graham, D. Hatfield, R. Luken, M. McNamee, J. Niles, M. Paget, R. E. Sorensen, D. Vaughan, A. Zink-Sharp

Visitors: J. Dudley, M. Foushee, N. Hughes, N. Kegley, B. Pendergrass

_ Call to Order and Announcements

Pat Koelling, acting chair, called the meeting to order at 3:00 p.m.

_ The agenda was adopted as distributed.

_ The minutes of September 9, 2002 were approved as distributed.

_ Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for September 10, 2002 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

Report of the Committee on Undergraduate Curricula
September 10, 2002

For First and Second Reading
Unanimous Approval

Courses Approved Effective Fall 2002
(with modifications)

EDTE 2604 Introduction to Technology Education (New)
FiW 4534 Ecology and Management of Wetland Systems (New)
(Graduate credit requested)

Concentration to be Dropped Effective Graduating Class of 2004

Human Resources and Education, Human Resources concentration

_ Representation on Governance Committees

Pat announced that all committee positions, with one exception, have been filled, and thanked those present who have volunteered to serve on these committees. Still needed is a dean to serve on the University Commencement Committee, and Pat indicated effort will be made to have that position filled by the next CUSP meeting.

– **New University Honors Designation**

Jack Dudley, University Honors Program Director, reported to the commission on a proposed fifth honors designation. The Honors Scholar is intended to reflect significant accomplishments of students in traditional forms of scholarship. Eighteen credit hours in the Honors Program will be required for this designation.

– **Report of the Undergraduate Honor System**

The report on the Undergraduate Honor System was given by Leon Geyer, Faculty Advisor. Leon introduced Adam Smith, Chief Justice, and Neal Kegley, Honor System Operations Manager. Leon noted that a wider source of cases over the past year indicates more faculty are using the system, however, he feels many more faculty members, as well as students, need to be educated in the purpose and process of the honor system. Without a large backlog of cases common in recent years, time for such education should be available this year. Leon also reported that a permanent home within Squires has been established and he feels this will reflect well on the importance the Honor System should have within the university system. This will be Leon's final report to the commission as his second term as faculty advisor expires at the end of this academic year. Specific data on caseloads, etc. will be forwarded electronically to commission members. This data includes the following:

	Fall 2001	Spring 2002	Summer I 2002	Summer II 2002	Total
Total Cases	133	97	20	6	256
Guilty	80	20	*	*	100
Not Guilty	34	12	*	*	46
Dismissed	18	*	*	*	18
Pending	1	65	20	6	92

– **There was no other business.**

– **The meeting was adjourned at 3:25 p.m.**

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
October 14, 2002
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; J. Araman, K. Brown, J. Crunkilton for L. A. Swiger, J. Davis for P. Knox, V. Fowler, L. Geyer, A. Jayne for S. Daniel, P. Koelling for M. Deisenroth, M.A. Lewis for J. Niles, S. Martin for M. Paget, R. Oderwald for G. N. Brown, P. Patel for S. McConnell, A. Smith, N. Spencer for R. E. Sorensen, B. Watford for M. McPherson

Absent: R. Avery, H. Ball, L. Chang, J. Chen-Yu, R. Daniel, D. Ford, M. Graham, R. Goss, M. McNamee, D. Vaughan, A. Zink-Sharp

Visitors: N. Auer, P. Heilker, N. Hughes

_ Call to Order and Announcements

Don Hatfield called the meeting to order at 3:05 p.m.

_ The agenda was approved as presented.

_ The minutes of September 23, 2002 were approved as amended.

Don explained to the members that all CUSP minutes will now be submitted for approval electronically. This will allow for a more timely submission to the University Council.

_ Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for September 24, 2002 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. Approval was unanimous.

Report of the Committee on Undergraduate Curricula
September 24, 2002

For First and Second Reading
Unanimous Approval

Courses Approved Effective Fall 2002

(with modifications)

HORT 4205, 4206 Public Gardens Maintenance and Management (Revised)

Courses Approved Effective Spring 2003

AOE/ME 4174 Spacecraft Propulsion (New)

(graduate credit requested)

ECE 4574 Large-Scale Software Development for Engineering Systems (New)

(graduate credit requested)

ENGL 1624 Introduction to Detective Fiction (New)

(core curriculum requested — Area 2)

ENGL 3724 Creative Writing: Creative Non-Fiction (New)

ENGL 4724 Creative Writing: Fiction for Young People (New)

Courses Approved Effective Spring 2003

(with modifications)

CSES 4564 Integrated Management of Turf Systems (New)

Courses Approved Effective Fall 2003

ENGL 3204 Medieval Literature (New)
ENGL 3214 Renaissance Literature (New)
ENGL 3234 Romantic Literature (New)
ENGL 3244 Victorian Literature (New)
ENGL 3254 American Literature Before 1900 (New)
ENGL 3264 Modernist British Literature (New)

Checksheets Approved for Graduating Class of 2004

Statistics major (Revised)

College Name and Designator Change Effective Fall 2002

From: Human Resources and Education (HRE)

To: Human Sciences and Education (HSE)

Department Name and Designator Change Effective Fall 2002

From: Near Environments (NE)

To: Apparel, Housing, and Resource Management (AHRM)

Courses to be Dropped Fall 2003

ENGL 3014	ENGL 4614
ENGL 3024	ENGL 4154
ENGL 3044	ENGL 4304
ENGL 3054	ENGL 4354
ENGL 3064	ENGL 4604
ENGL 4104	

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee of September 19, 2002 were presented by Leon Geyer. The motion was made and seconded to accept the minutes as presented. Don mentioned that Dixie Reaves and Ron Daniel will be invited to give the commission an update on UCCC's Summer Work Group. Norrine noted that departments within Pamplin College of Business that had filed assessments of their writing intensive courses as requested by UCCC, had never received feed back from the committee on those assessments. Leon will express Norrine's concern in this matter to the committee. Approval of the motion to accept the minutes was unanimous.

The report of the University Core Curriculum Committee of September 19, 2002 was presented by Leon Geyer. The motion was made and seconded to approve the report as presented. Approval was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

September 19, 2002

(minutes of 9/19/02 approved electronically on 9/27/02)

*Submitted to Nadine Hughes 10/7/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Fall 2001:

Renumbering of ECE 3534, Microprocessor System Design (formerly ECPE 4535), Area 1 (WI), effective Fall 2001.

ECPE 4535 was approved for Area 1 (WI) in 1997. In March 2001, ECE 3534 was submitted as a newly numbered course but without changes from ECPE 4535. The department thought that the course would still have WI status since there was no significant change from ECPE 4535. The new course was put into place effective Fall 2001 and the old course was no longer taught. A comparison of the original course proposal ECPE 4535 was done with the new course ECE 3534. The courses are duplicates.

Submitted by Karen Strickler, Office of the Provost (kstrickler@vt.edu; 1-3341)

_ Report of Commission Standing Committees

University Athletic Committee

The minutes of the April 23, 2002 meeting of the University Athletic Committee were presented by Bev Watford. The motion was made and seconded to accept the minutes as presented. Bev reported that the gender equality study concluded that there was a high level of satisfaction with gender equality issues, although some minor issues will be addressed. This study will be conducted every five years. Of continuing concern is the issue of Excused absences for athletes. Leon Geyer presented the Faculty Senate's view that this problem can largely be addressed by students contacting their instructors directly. Following a brief discussion regarding the different facets of this issue, approval of the motion was unanimous.

_ Plagiarism Detection Service Turnitin.com

Paul Heilker, Director of the First-Year Writing Program, spoke on the issue of preventing plagiarism in the 130 sections per semester of ENGL 1105, 1106 and H1204. A four-prong approach has been suggested that includes: (1) student education on intellectual property; (2) faculty education for reducing the potential for plagiarism; (3) deterrence and detection using such services as Turnitin.com; (4) establishment of a uniform policy response that is effectively articulated to all faculty and GTAs. After a brief discussion, Paul asked that any suggestions or comments on this issue be forwarded to him.

_ Other Business

Don announced the final committee appointments and thanked representatives for their willingness to serve.

Norrine asked if there was a specific policy addressing resignations due to Active Military Duty. The policy was originated in 1991 for the Gulf War, and was used again last year for the war in Afghanistan.

_ The meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Nadine Hughes
Office of the University Registrar

<p style="text-align: center;">MINUTES COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES October 28, 2002</p>

Present: *The commission agreed that lack of an agenda should not impede the curricula approval process. Therefore the commission established the process to electronically approve curricula in the absence of other agenda*

Absent: *items.*

- _ The minutes of October 14, 2002 were approved electronically and have been forwarded to the University Council. No dissenting votes or comments were received.**
- _ The report of the Committee on Undergraduate Curricula for October 15, 2002 was distributed for electronic voting. The report was approved as presented with no dissenting votes or comments.**

Report of the Committee on Undergraduate Curricula
October 15, 2002

For First and Second Reading
Unanimous Approval

Courses Approved Effective Spring 2003

ENGL 1644 Introduction to World Literature (New)

(Core requested for Area II or VII)

ENGL 4804 Grant Proposals and Reports (New)

(graduate credit requested)

ENGL 4814 Writing for the Web (New)

(graduate credit requested)

SOC 4194 Senior Seminar (New)

Courses Approved Effective Spring 2003

(with modifications)

BIOL 1004 Biology Orientation Seminar (Revised)

PSCI/AINS 3684 Indigenous Peoples and World Politics (New)

(Core requested for Area VII)

Courses Approved Effective Fall 2003

ENGL 3274 Modernist American Literature (New)

Courses Approved Effective Fall 2003

(with modifications)

ENGL 3224 Augustan Literature (New)

Courses to be Dropped Spring 2003

ENGL 2244

Courses to be Dropped Fall 2003

ENGL 3034 ENGL 4254

ENGL 3064 ENGL 4654

Respectfully submitted,
Nadine Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
November 11, 2002
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; H. Ball, J. Crunkilton for L. A. Swiger, R. Daniel, S. Daniel, J. Davis, D. Ford, V. Fowler, R. Goss, P. Koelling for M. Deisenroth, M. A. Lewis for J. Niles, S. Martin for M. Paget, E. Matuszek for J. Araman, S. McConnell, R. Oderwald for G. N. Brown, A. Smith, N. Spencer for R. E. Sorensen, K. Stephenson for L. Geyer, J. Via for L. Chang, B. Watford for M. McPherson

Absent: R. Avery, J. Chen-Yu, M. Graham, M. McNamee, D. Vaughan, A. Zink-Sharp

Visitors: M. Foushee, N. Hughes, M. Preston, T. Wildman

_ Call to Order and Announcements

Don Hatfield called the meeting to order at 3:05 p.m.

Don reminded members that due to the Thanksgiving holiday, the next commission meeting will be Monday, December 9, 2002. He also requested that members unable to attend meetings send a substitute so the necessary quorum will be present for conducting commission business.

_ The agenda was adopted as distributed.

_ The minutes of October 28, 2002 were voted on electronically and have been forwarded to the University Council. No dissenting votes or comments were received.

_ Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for October 29, 2002 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. Approval was unanimous.

*Report of the Committee on Undergraduate Curricula
October 29, 2002*

*For First and Second Reading
Unanimous Approval*

Courses Approved Effective Fall 2003

ENGL 4624 *Studies in a British Author After 1800 (New)*
(graduate credit requested)
MGT 2944 *Military Leadership Practicum (New)*

Courses Approved Effective Fall 2003

(with modifications)

ENGL 4114 *Chaucer (Revised)*
(graduate credit requested)

Checksheets Approved for Graduating Class of 2004

Economics minor, Graduating Class of 2004 (Revised)
Interdisciplinary Studies, American Indian Studies minor, Graduating Class of 2004 (New)
History major, Russian Area Studies minor, Graduating Class of 2004 (New)

Discontinuation of a Major

Human Resources and Education, Physical Education major, effective Graduating Class of 2006

_ Report of Commission Standing Committees

University Athletic Committee

The minutes of the September 24, 2002 meeting of the University Athletic Committee were presented by Bev Watford. The motion was made and seconded to accept the minutes as presented. Bev requested suggestions for agenda items for the coming year, and distributed three handouts from UAC's September meeting. Those handouts were: *Status of Recommendations Made Pursuant to Recent Reviews of Athletics Compliance; Information About The Division I Graduation-Rates Report; Student Athlete Academic Support Services for Spring 2002*. The motion to accept the minutes was approved unanimously.

_ CEUT: Mission, Programs, Faculty Participation, and Campus Collaborations

Terry Wildman, Director of the Center for Excellence in Undergraduate Teaching, spoke on the Center for Excellence in Undergraduate Teaching, noting that despite its name, CEUT serves both the undergraduate and graduate communities. Terry gave a brief history of the center, explained its mission, and with Marlene Preston, CEUT Assistant Director, spoke of the programs and study groups available for instructors and faculty. A handout detailing these subjects and challenges facing the center in the future was distributed.

_ There was no other business.

_ The meeting was adjourned at 3:58 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
December 9, 2002
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; J. Araman, R. Avery, H. Ball, J. Crunkilton for L. A. Swiger, R. Daniel, S. Daniel, J. Davis for P. Knox, V. Fowler, R. Goss, E. Joyce, P. Koelling for M. Deisenroth, M. A. Lewis for J. Niles, C. Link, S. McConnell, M. McNamee, R. Oderwald for G. N. Brown, A. Smith, N. Spencer for R. E. Sorensen, B. Watford for M. McPherson

Absent: L. Chang, J. Chen-Yu, D. Ford, L. Geyer, M. Graham, M. Paget

Visitors: C. Boone, M. Foushee, N. Hughes, D. Reaves

– **Call to Order and Announcements**

Don Hatfield called the meeting to order at 3:10 p.m.

– **Adoption of the Agenda**

The agenda was adopted as amended.

– **The minutes of November 11, 2002 were approved electronically and have been forwarded to the University Council. No dissenting votes or comments were received.**

– **Resolution CUSP2002-03B, University Core Curriculum
Temporary Freeze on Course Proposals — First Reading**

The motion was made and seconded to enter Resolution CUSP2002-03B, University Core Curriculum Temporary Freeze on Course Proposals for first reading. Ron Daniel presented the resolution. Concern was expressed that exceptions to the freeze listed in the resolution take the teeth out of the resolution. Ron noted that the University Core Curriculum Committee can choose to reject the justification for an exception. He also stated that this resolution was not meant to impede what has to go forward due to restructuring. Second reading of the resolution is scheduled for January 27, 2003. Questions or comments may be directed to Leon Geyer or Beth Waggenpack, UCCC chair.

– **Report of Commission Standing Committees**

University Athletic Committee

The motion was made and seconded to accept the minutes of the University Athletic Committee for October 24, 2002 as presented by Bev Watford. The motion was approved unanimously.

– **Report of Commission Sub-Committees**

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for November 12, 2002 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. Approval was unanimous.

*For First and Second Reading
Unanimous Approval*

Courses Approved Effective Spring 2003

MATH 4454 *Applied Mathematical Modeling (Revised)*
(graduate credit requested)

Courses Approved Effective Spring 2003

(with modifications)

AOE 4334 *Ship Dynamics (New)*

(graduate credit requested)

BLST 4354 *Issues in Black Studies (New)*

HD 1115-1116 *Introduction to the Education Profession I (New)*

HD 2115-2116 *Introduction to the Education Profession II (New)*

Courses Approved Effective Second Summer 2003

STAT/MATH 4584 *Advanced Calculus for Statistics (New)*

(graduate credit requested)

Courses Approved Effective Fall 2003

CSES 4524 *Agrometeorology (New)*

(graduate credit requested)

ENGL 4634 *Studies in an American Author Before 1900 (New)*

(graduate credit requested)

ENGL 4644 *Studies in an American Author After 1900 (New)*

(graduate credit requested)

Courses Approved Effective Fall 2003

(with modifications)

MGT 3434 *Managing Diversity in the Workplace (New)*

Checksheets Approved for Graduating Class of 2004

History major (Revised)

History major, Global/Comparative History option (New)

History major, History of Science/Technology/Environment option (New)

History major, Military/Diplomatic/Political History option (New)

History major, Social/Cultural/Economic History option (New)

Designator Change Effective Spring 2003

College of Architecture and Urban Studies, Interior Design designator change from NEID to ITDS

Courses to be Dropped

AOE 3234 *Ship Dynamics — Effective Spring 2003*

University Core Curriculum Committee

The motion was made and seconded to accept the minutes of the University Core Curriculum Committee for October 17, 2002 as presented by Ron Daniel. Approval was unanimous.

The motion was made and seconded to approve the report of the University Core Curriculum Committee for October 17, 2002 as presented by Ron. Approval was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

October 17, 2002

(minutes of 10/17/02 approved on 11/14/02)

*Submitted to Nadine Hughes 12/3/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Spring 2003:

FOR 4434, Forest Resource Policy, Area 1 (WI), effective Spring 2003.

Submitted by Karen Strickler, Office of the Provost (kstrickler@vt.edu; 1-3341)

The motion was made and seconded to accept the minutes of the University Core Curriculum Committee for November 14, 2002 as presented by Ron Daniel. Approval was unanimous.

The motion was made and seconded to approve the report of the University Core Curriculum Committee for November 14, 2002 as presented by Ron. Approval was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

November 14, 2002

(minutes of 11/14/02 approved electronically on 11/22/02)

*Submitted to Nadine Hughes 12/3/02
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Fall 2001:

COMM 3174, Broadcast Writing, Area 1 (WI), effective Fall 2001.

Effective Fall 2003:

FR 4314, Studies in French Literature, Area 1 (WI), effective Fall 2003.

GER 3106, Grammar, Composition & Conversation, Area 1 (WI), effective Fall 2003.

SPAN 4324, Studies in Twentieth-Century Literature, Area 1 (WI), effective Fall 2003.

Submitted by Karen Strickler, Office of the Provost (kstrickler@vt.edu; 1-3341)

Review of the Core Curriculum /

General and Integrative Education at Virginia Tech

Ron Daniel and Dixie Reaves reported on the Summer 2002 Working Group for the University Core Curriculum Committee. Dixie noted that the original mission of the group was changed when members recognized a foundation for a core curriculum cannot be laid until there is agreement as to what a general education at Virginia Tech should encompass. Ron and Dixie reviewed the issues the group considered and the recommendations that were made to UCCC and recommendations for further action by the

Provost's office. The report of the Working Group will be distributed through the DDDH electronic listserve and will be posted on the Provost's website. The first university community discussion is scheduled for March 28, 2003.

– **Budget Cuts and Effects on Undergraduate Education**

Provost Mark McNamee reported on the effects the latest round of budget cuts is expected to have on undergraduate education at Virginia Tech. Rounds one and two of the budget cuts resulted in a \$61.5 million loss in state support for Virginia Tech. Last spring's buyout was accepted by approximately 300 faculty and staff. The university hopes to protect instructional and research faculty as much as possible from any additional cuts. College structures will be looked at for improved efficiency, but there will be no major design changes in the curriculum, and the quality of programs will be maintained. Provost McNamee indicated that the tuition increase for Spring 2003 and the planned tuition increase for Fall 2003 will help a great deal with the budget cuts, but will not offset the entire amount. In the future, he sees a trend toward students paying a greater share of the cost of their education. In response to a question, Provost McNamee indicated it is still the university's goal to become a Top 30 research institution, and the timing of Virginia's fiscal difficulties may eventually work to the university's advantage when other states must also contend with their own fiscal woes. When asked about the operational aspects of consortiums as a form of organization, Dr. McNamee cites as an example faculty in the biological sciences who currently reside in multiple departments and colleges but have common interests in research, teaching, equipment, etc. and could benefit from some clustering in an organizational chart.° In response to a question about the University Core, he said he awaited the recommendations from the study committee, that some other university core's had themes.° Several CUSP students noted that leadership might be a theme for Virginia Tech, compatible with the university motto Ut Prosim.

– **There was no other business.**

– **The meeting was adjourned at 4:40 p.m.**

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
January 27, 2003
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; J. Araman, C. Boone for E. Henneke, J. Chen-Yu, R. Daniel, J. Davis for P. Knox, D. Ford, V. Fowler, L. Geyer, R. Goss, P. Koelling for M. Deisenroth, C. Link, R. Oderwald for G. N. Brown, A. Smith, N. Spencer for R. E. Sorensen, D. Sutphin, J. Via for L. Chang

Absent: R. Avery, H. Ball, S. Daniel, M. Graham, E. Joyce, S. McConnell, N. Niles, M. Paget, D. Vaughan A. Zink-Sharp

Visitors: M. Foushee, N. Hughes

Call to Order and Announcements

Don Hatfield called the meeting to order at 3:05 p.m. Don introduced commission members J. Chen-Yu, C. Link, and D. Sutphin.

The agenda was approved as presented.

The minutes of December 9, 2002 were approved electronically on December 16, 2002 with one amendment and were forwarded to the University Council.

Resolution CUSP2002-03B, University Core Curriculum

Temporary Freeze on Course Proposals — Second Reading

The motion was made and seconded to enter Resolution CUSP2002-03B, University Core Curriculum Temporary Freeze on Course Proposals, for second reading. Ron Daniel reviewed the reasons for the resolution, however, some commission members questioned whether reassessment of the core should be tied to the restructuring of the university. They pointed out that the core is a subject matter issue; restructuring is primarily a redistribution of resources. Ron responded that there is some relationship since the restructuring jumpstarted the reassessment. He also indicated that since a large number of the core curriculum courses comes from the College of Arts and Sciences, that college had specifically requested wording of the resolution include restructuring. Discussion continued on the wisdom of using specific dates within the resolution, either as a deadline for the restructuring or as a deadline for completion of the core reassessment. A friendly revision was made to the resolution and unanimously approved. Ron assured the commission that the Core Curriculum Committee would concur with the suggested revisions.

**RESOLUTION TO ESTABLISH A
TEMPORARY FREEZE ON COURSE PROPOSALS TO
THE UNIVERSITY CORE CURRICULUM COMMITTEE**

Resolution CUSP2002-03B

Commission on Undergraduate Studies and Policies

Approved by UCCC: October 17, 2002

First Reading CUSP: December 9, 2002

Second Reading CUSP: January 27, 2003

Whereas, the University Core Curriculum Committee is reassessing the structure of the core; and,

Whereas, a realignment of Colleges and Departments is scheduled to take place July 1, 2003, and it is anticipated that all College Curriculum Committees will be reconstituted as of that date and may need time to realign their course proposal processes; and,

Whereas, the realignment of Colleges and Departments may necessitate a realignment of courses and course offerings,

Therefore, the University Core Curriculum Committee proposes the following:

Effective immediately no new courses will be added to the Virginia Tech University Core Curriculum, nor will courses be considered for removal from the Core Curriculum except as described below. This will remain in place through July 1, 2004 while the reassessment of the University Core Curriculum takes place.

Exceptions to this freeze will be considered in cases of:

- *Courses submitted for writing intensive designation;*
- *Courses submitted in support of Critical Issues in a Global Context (Area 7);*
- *Courses submitted as part of a package that realigns a departmental or program curriculum; or*
- *Other selected courses as justified by a college curriculum committee.*

– Report of Commission Sub-Committees

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for January 22, 2003 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. Approval was unanimous.

Report of the Committee on Undergraduate Curricula January 22, 2003

For First and Second Reading Unanimous Approval

Courses Approved Effective Fall 2003

ACIS 4194 Analysis of Financial Statements (*New*)
ENGL 4415, 4416 American Narrative to 1950 (*New*)
(graduate credit requested)
FL/MGT 4104 Global Culture (*New*)
(graduate credit requested)
(core curriculum requested)

Courses Approved Effective Fall 2003 (with modifications)

CSES 3144 Soil Description and Interpretation (*New*)

Courses to be Dropped:

ACIS 3284 Managerial Accounting
CSES 2124 Soil Evaluation

University Core Curriculum Committee

The minutes and report of the University Core Curriculum Committee of December 19, 2002 and the minutes of the meeting of January 16, 2003 were presented by Leon Geyer. The motion was made and seconded to accept the minutes and to approve the report as presented. Approval was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

December 19, 2002

(minutes of 12/19/02 approved on 1/16/03)

*Submitted to Nadine Hughes 1/21/03
for approval by CUSP*

The following courses were APPROVED for Core Curriculum:

Effective Fall 2000:

TA 3105, 3106, History of Drama and Theatre I & II, Area 1 (WI), effective Fall 2000.

Effective Fall 2001:

ME 4006, Mechanical Engineering Lab II, Area 1 (WI), effective Fall 2001.

Effective Fall 2002:

AS 3215, Air Force Management & Leadership, Area 3, effective, Fall 2002.

Effective Spring 2003:

ENGL 1624, Introduction to Detective Fiction, Area 2, effective Spring 2003.

ENGL 1644, Introduction to World Literature, Area 2, effective Spring 2003.

GEOL 4024, Senior Seminar, Area 1 (WI), effective Spring 2003.

Submitted by Karen Strickler, Office of the Provost (kstrickler@vt.edu; 1-3341)

_ Report from Commission Standing Committees

University Library Committee

Presentation of the minutes of the University Library Committee for November 5, 2002 and November 19, 2002 was deferred.

_ There was no other business.

_ The meeting was adjourned at 3:40 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 10, 2003
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; J. Araman, R. Avery, H. Ball, C. Boone for E. Henneke, J. Chen-Yu, R. Daniel, J. Davis for P. Knox, D. Ford, V. Fowler, R. Goss, M. Graham, P. Koelling for M. Deisenroth, C. Link, R. Oderwald for G. N. Brown, M. Paget, A. Smith, N. Spencer for R. E. Sorensen, D. Sutphin, D. Vaughan, K. Watson for J. Niles

Absent: L. Chang, S. Daniel, L. Geyer, E. Joyce, S. McConnell, A. Zink-Sharp

Visitors: M. Foushee, N. Hughes, E. Matuszek

_ Call to Order and Announcements

Don Hatfield called the meeting to order at 3:00 p.m.

_ Adoption of the Agenda

The agenda was adopted as amended.

_ Approval of Minutes

The meeting of February 24, 2003 was cancelled.

_ Resolution CUSP2002-2003C

Resolution to Accommodate Martin Luther King, Jr. Holiday Observance in the University Calendar Criteria

David Vaughan entered Resolution CUSP2002-2003C for first reading. David reported that the Committee on Academic Support considered three different options for incorporating the Martin Luther King, Jr. holiday into the university's academic calendar. Option A changed the number of class days to 72 and allowed for the addition of a one-day break coinciding with Columbus Day in October to be added in the fall so both semesters would have an equal number of class days; Option B eliminated reading day from the spring semester, maintaining 73 class days; Option C delayed the beginning of the spring semester by one week each year, resulting in commencement conflicts with Radford University. After much discussion and consideration of various scenarios under each option, Option A was selected by the committee as the most practical. In answer to a question by Don Hatfield, David Ford reminded the commission that observance of Martin Luther King, Jr. Day was approved last spring and the University Registrar was given the responsibility of how that would be accomplished. Commission members offered additional solutions to incorporating the holiday. One suggestion was to reduce the length of the Thanksgiving break to lengthen the earlier October break and make it more substantive. Another suggestion was to change the October additional day from the Monday to the preceding Friday, with the thought this would be less disruptive to class schedules. Speaking of his personal opinion, Pat Koelling objected to any reduction in the number of class days, noting that the university is very close to a 14-week semester which he considers insufficient for covering required course material. There was a brief comment of returning the resolution to committee, however, David pointed out that many business contracts and athletic schedules are dependent upon approval of the academic calendar and this issue must be decided by the end of this academic year. Second reading of the resolution will be entered on March 24th.

– **Report of Commission Standing Committees**

Committee on Academic Support

David Vaughan moved and the motion was seconded to accept the minutes of November 7, 2002 for the Committee on Academic Support. **Approval** was unanimous.

Committee on Academic Policies

The motion was made and seconded to accept the minutes of December 2, 2002 for the Committee on Academic Policies. Ginney Fowler noted the committee has been charged with review of two policies: (1) the policy on repeat courses; and (2) the course withdrawal policy. Discussion on these two issues began at the meeting on December 2nd and should conclude at the next meeting of the committee this month.

Approval of the motion was unanimous.

University Library Committee

The motion was made and seconded to accept the minutes of the University Library Committee for January 23, 2003. Heather Ball presented the minutes and a handout of the 2002 results of the LibQual+, a library survey tool for measuring quality of service. **Approval** of the motion was unanimous.

– **Report of Commission Sub-Committees**

University Core Curriculum Committee

The motion was made and seconded to accept the minutes of the University Core Curriculum Committee for January 16, 2003 and February 21, 2003 as presented by Ron Daniel. **Approval** was unanimous.

The motion was made and seconded to approve the report of the UCCC for February 21, 2003 as presented by Ron. **Approval** of this motion was also unanimous.

– **Other Business**

There was no other business.

– **The meeting was adjourned at 3:30 p.m.**

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 24, 2003
President's Boardroom, 3:00 P.M.

Present: P. Koelling, Acting Chair; J. Chen-Yu, R. Daniel, J. Davis for P. Knox, M. Foushee for D. Ford, V. Fowler, L. Geyer, R. Goss, D. Hatfield, S. Leslie for G. N. Brown, M. Lewis for J. Niles, C. Link, M. Paget, N. Seamans for H. Ball, N. Spencer for R. E. Sorensen, D. Vaughan, J. Via for L. Chang, B. Watford for E. Henneke

Absent: J. Araman, R. Avery, S. Daniel, M. Graham, E. Joyce, S. McConnell, M. McNamee, A. Smith, D. Sutphin, A. Zink-Sharp

Visitors: T. Clements, R. Daniel, N. Hughes, A. McDaniel, N. Metz, J. Mitchell, L. Roy, N. Ton, B. Waggenpack

_ Call to Order and Announcements

P. Koelling called the meeting to order at 3:12 p.m.

_ The agenda was approved as distributed.

_ The minutes of March 10, 2003 were approved electronically on March 13, 2003 with no corrections and have been forwarded to the University Council.

_ The report of the Committee on Undergraduate Curricula for December 10, 2002 was distributed for electronic voting. The report was approved on February 11, 2003 as presented with no dissenting votes or comments.

Report of the Committee on Undergraduate Curricula
December 12, 2002

*For First and Second Reading
Unanimous Approval*

_ Resolution CUSP2002-2003C

Resolution to Accommodate Martin Luther King, Jr. Holiday Observance in the University Calendar Criteria

David Vaughan entered Resolution CUSP2002-2003C for second reading and moved for its approval. The motion was seconded. David briefly reviewed the background of the resolution. Bev Watford spoke in opposition to the resolution, noting that she represented many faculty members in her college who opposed the semesters being shortened, even by one day. Bev questioned why the Academic Support Committee chose to accommodate the Martin Luther King, Jr. holiday as they did, rather than choosing an alternative solution, such as reducing the number of days between the end of exams and graduation. This would mean diplomas could not be handed out at commencement, but Bev stated it seemed a piece of paper was more important than the quality of education the students would receive with a reduced number of teaching days. Bev further stated that she felt railroaded to approve this resolution. David explained the constraints under which the committee had to work. Several commission members questioned who determined that diplomas would be handed out at commencement, rather than mailed at a later date as they are for the December graduation. Leon Geyer noted that eliminating the distribution of diplomas from May commencement would help reduce the number of errors faculty make with correcting exams and submitting grades when they must meet a short deadline.

Bev Watford asked three students present as visitors their opinion of receiving diplomas at commencement or having a shortened semester. The students indicated they did not see the importance of diplomas being distributed on commencement day in May, and would prefer not to have the semester shortened.

Bev did ask for a clarification that if the resolution was not approved, observance of the MLK, Jr. holiday would not be affected. It was affirmed that the holiday had already been approved and would not be affected by this resolution.

The discussion continued regarding alternatives to reducing the number of class days in the semesters. Norrine Bailey Spencer noted that eliminating class days should be the last resort to other choices. Leon Geyer suggested the commission approve this resolution for the academic calendar 2005-06, then revisit the issue for later years. Bev opposed this, feeling the commission would not be allowed to revisit the issue. There was a brief further discussion of possible alternatives to the academic calendar. The question was called and the resolution was **approved** by a vote of ten in favor and six opposed.

Resolution CUSP2002-2003D

Resolution to Modify the Second Writing-Intensive in Major Requirement

Alan McDaniel entered Resolution CUSP2002-2003D for first reading. Alan explained that the University Core Curriculum Committee has been aware for some time of the problems of accomplishing the second writing intensive requirement in the core. The issue of resources has led some departments to withdraw some courses from the writing intensive requirement, but the issue is not resources only. Many departments feel their needs do not fit into one specific type of writing, and feel writing-across-the-major better meets their needs. In addition, there is the acknowledgement that students graduating from Virginia Tech should be able to communicate in all manners, including verbal and visual. Alan further noted that there should be an emphasis on discipline-driven requirements to recognize the different ways of communication.

Ginney Fowler asked how much of this is resource driven, and if the core will be undergoing an overall review, why not wait to act on this issue until the review is completed. Alan responded that the lack of resources is only the latest factor, and the UCCC had been looking at this issue for some time.

Don Hatfield reported that the University Council had failed to approve Resolution 2002-2003B Temporary Freeze on Course Proposals to UCCC because they questioned whether the core was being dealt with in a piecemeal fashion. Nancy Metz questioned if resources are such an important issue, where would the resources come from to teach courses in visual and oral communication if they are not available for writing. She also stated that the university recognizes that the ability to write within one's discipline is critical, but so too is the ability to communicate with a broader audience. Lucinda Roy told commission members that UCCC had consulted with the English Department regarding these issues, and most notably, where the resources needed to go. She referred to the Biology Department as one example of this. Alan also explained to the commission that the guidelines under this resolution were vague because the committee wanted to be certain first that the concept would be approved.

Terry Clements explained, as a member of the Direction and Planning subcommittee of UCCC, consideration of this issue did not start with the problem of resources, but with "intent" instead. She also explained that the university must meet SCHEV and accreditation standards and merely adding courses does not satisfy these standards. Writing-across-the-major is not intended to replace the writing intensive requirement; it is an acknowledgement that there are different ways to do things.

Second reading of this resolution is scheduled for April 14, 2003.

– **Report of Commission Sub-Committees**

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for December 10, 2002 was distributed for electronic voting. The report was approved on February 11, 2003 as presented, with no dissenting votes or comments.

***Report of the Committee on Undergraduate Curricula
December 12, 2002***

***For First and Second Reading
Unanimous Approval***

Courses Approved Effective Fall 2003

ENGL 4824 Science Writing (New)

REL/AAEC/HST 2464 Religion and Science (New)

Courses Approved Effective Fall 2003

(with modifications)

HD 4374 Parent Education and Practice (New)

Courses Approved Effective Spring 2004

PPWS 2104 Domesticating the Gene (New)

Checksheets Approved for Graduating Class of 2004

Theatre Arts major (Revised)

Department Name Change Effective Spring 2003

Communication Studies to Communication, College of Human Sciences and Education

Courses to be Dropped

REL 2154 effective Fall 2003

The report of the Committee on Undergraduate Curricula for March 19, 2003 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

***Report of the Committee on Undergraduate Curricula
March 19, 2003***

***For First and Second Reading
Unanimous Approval***

Courses Effective Fall 2003

ARCH 1015-1016 Foundation Design Laboratory (Revised)

ARCH 2015-2016 Architecture II (New)

ARCH 2034 The Art of Building (New)

ARCH 3015-3016 Architecture III (Revised)

ARCH 3045-3046 Building Assemblies (New)

ARCH 4015-4016 Architecture IV (Revised)

ARCH 4515-4516 Architecture V (Revised)

WS 2274 Women in the Military (New)

Courses Effective Spring 2004

ARCH 3054 Building Analysis (New)

ARCH 4034 Building Cities (New)

Checksheets Effective Graduating Class of 2005

Gender, Science and Technology minor (New)

Humanities, Science and Technology minor (New)

Courses to be Dropped Effective Fall 2003

ARCH 2014 Allied Design Laboratory

ARCH 2024 Architecture Design Laboratory

ARCH 2025, 2026 Parameters in Design

Courses to be Dropped Effective Spring 2004

ARCH 3035-3036 Sources in Architecture

University Core Curriculum Committee

The minutes of the UCCC for March 14, 2003 were presented by Alan McDaniel. The motion was made and seconded to accept the minutes as presented. **Approval** was unanimous.

The report of the UCCC for March 14, 2003 was also presented by Alan McDaniel. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

March 14, 2003

(minutes of 3/14/03 approved on 3/20/03)

Submitted to Nadine Hughes 3/20/03

for approval by CUSP

The following courses were APPROVED for Core Curriculum:

Effective Fall 2003:

REL 2464, Religion and Science, Area 7, effective Fall 2003.

_ Report from Commission Standing Committees

University Athletic Committee

Bev Watford presented the minutes of the University Athletic Committee for November 19, 2002, December 12, 2002, and January 16, 2003. The motion was made and seconded to accept the minutes as presented.

After a brief review of each set of minutes, the motion was unanimously **approved**.

_ There was no other business.

_ The meeting was adjourned at 4:32 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 14, 2003
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; J. Araman, H. Ball, J. Chen-Yu, J. Crunkilton for D. Sutphin, R. Daniel, S. Daniel, J. Davis for P. Knox, D. Ford, V. Fowler, P. Koelling for M. Deisenroth, M. Lewis for J. Niles, C. Link, R. Oderwald for G. N. Brown, M. Paget, A. Smith, N. Spencer for R. E. Sorensen, D. Vaughan, J. Via for L. Chang, B. Waggenspack for L. Geyer, B. Watford for E. Henneke, K. Watson for R. Goss

Absent: R. Avery, M. Graham, E. Joyce, S. McConnell, M. McNamee, A. Zink-Sharp

Visitors: T. Clements, J. Dubinsky, M. Foushee, N. Hughes, N. Metz, L. Roy

_ Call to Order and Announcements

Don Hatfield called the meeting to order at 3:03 p.m.

_ Adoption of the Agenda

The agenda was approved as amended.

_ The minutes of March 24, 2003 were approved electronically and have been forwarded to the University Council.

_ Resolution CUSP2002-2003D Resolution to Modify the Second Writing-Intensive in Major Requirement (Second Reading)

Alan McDaniel entered Resolution CUSP2002-03D for second reading and moved for its approval. He gave a brief summary of the resolution's background. Nancy Metz began the discussion by stating that a combination of pragmatics and generalities is important, but a closer alignment is needed, and this resolution does not define what is needed in specific terms. She also expressed concern that students will lose what is already in place. Lucinda Roy also questioned the necessity of students losing what is gained from the second requirement while the issue is being studied. Bev Watford shared this concern and also questioned why eliminating the second requirement for two years was necessary. Alan explained that students are having difficulty identifying courses for the second writing intensive requirement which is generally outside of their majors. Nancy responded that experience writing outside of their own disciplines is just as important for students as writing within the discipline.

Don Hatfield reported that the University Council deferred Resolution 2002-03B concerning the freeze on core courses because of its concern that issues with the core were being addressed piecemeal. He asked for guidance in responding to the council. According to Beth Waggenspack of the University Core Curriculum Committee, these resolutions are actually a step forward in meeting the suggestions of advisory and accreditation boards. She also noted that the resolution to freeze the core has as much to do with preventing the loss of courses as it does with the addition of new courses. Ginney Fowler asked why this resolution did not simply address the dropping of the second writing intensive requirement; rather than incorporating other issues into the resolution. Beth responded that these issues are actually very closely connected as part of a transition. Terry Clements added that this is not just about a requirement, but more an issue of curriculum. Lucinda noted that curriculum is usually requirement driven.

Alan discussed the importance of writing and other means of communication taking place over a student's four years at the university. The correct learning does not take place when it is concentrated in writing intensive courses. Beth noted that neither this resolution nor the writing intensive requirement limits departments from addressing the students' needs in other ways, such as capstone courses. Jessie Chen-Yu explained that her department does not have the resources to effectively teach communication in writing or any other medium.

The issue of piecemeal handling of the core was revisited when Ginney asked why the writing intensive requirement was being singled out now, when a full review of the core will have widespread faculty input. Alan answered that it has much to do with students being able to get the writing classes outside of their discipline. Responding to Ginney's statement that this should then be a resource issue, Alan stated that it is not a resource issue.

The question was called and the motion was approved by a vote of 17 in favor and 5 opposed.

– **Resolution CUSP2002-2003E Resolution to Approve New Degree
Bachelor of Science in Interior Design (First Reading)**

Pat Koelling moved to waive first reading of Resolution CUSP2002-2003E. He explained that submission of the resolution for the University Council's next meeting was critical for approval during the current academic year. The motion passed unanimously.

Pat then entered the resolution for second reading and moved for its approval. Approval was unanimous.

– **Resolution CUSP2002-2003F Resolution to Approve Merged and Renamed
Bachelor of Science for Apparel, Housing, and Resource Management (First Reading)**

Pat Koelling moved to waive first reading of Resolution CUSP2002-2003F. He again noted that submission of the resolution for the University Council's next meeting was critical for approval during the current academic year. The motion passed unanimously.

Pat entered the resolution for second reading and moved for its approval. Approval was unanimous.

– **Resolution CUSP2002-2003B, University Core Curriculum Temporary Freeze on Course Proposals**

Beth Waggenpack moved for the affirmation of Resolution CUSP2002-2003B which had been referred back to the commission by University Council. Ron Daniel noted that the core currently has 501 courses, with Area II alone having 129. He stressed that this resolution does not prevent necessary courses from being added, and Beth added that the resolution prevents courses from being removed as well. The question was called and the motion was unanimously approved.

– **Report of Commission Sub-Committees**

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for April 9, 2003 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

*Report of the Committee on Undergraduate Curricula
April 9, 2003*

*For First and Second Reading
Unanimous Approval*

Courses Effective Fall 2003

BIOL 4075-4076 Bioinformatics Methods (New)
(approved with modifications)
BIT 4614 Information Security (New)
(approved with modifications)
CEE 3804 Computer Applications for Civil and Environmental Engineers (Revised)
(approved with modifications)
MSE 2054 Fundamentals of Materials Science (New)
(approved with modifications)
MSE 4085-4086 Senior Design Project (Revised)
(approved with modifications)

Checksheets Effective Graduating Class of 2005

English, Cultural Studies minor (New)
English, Creative Writing minor (Revised)
English, Literature minor (Revised)
English major, Creative Writing option (New)
English major, Professional Writing option (New)
English major, Literature, Language and Culture option, Cultural Studies track (New)
English major, Literature, Language and Culture option, Literature track (New)
English major, Literature, Language and Culture option, Pre-Education track (New)
English major, Literature, Language and Culture option, Pre-Law track (New)
English, Professional Writing minor (Revised)
Public and Urban Affairs minor (Revised)

Checksheets Effective Graduating Class of 2008

Bachelor of Architecture major (Revised)

_ Report of Commission Standing Committees

Committee on Academic Policies

Ginney Fowler presented the minutes of the Committee on Academic Policies for February 3, 2003 and March 17, 2003 and moved for their acceptance. Approval was unanimous.

Ginney then presented the report of CAP and moved for its approval. Following a brief review of the report, the motion passed unanimously.

_ There was no other business.

_ The meeting was adjourned at 3:55 p.m.

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

MINUTES
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 28, 2003
President's Boardroom, 3:00 P.M.

Present: D. Hatfield, Chair; R. Avery, H. Ball, J. Chen-Yu, R. Daniel, V. Fowler, L. Geyer, P. Koelling for M. Deisenroth, M. Lewis for J. Niles, C. Link, R. Oderwald for G. N. Brown, M. Paget, A. Smith, N. Spencer for R. E. Sorensen, D. Sutphin, K. Watson for R. Goss

Absent: J. Araman, H. Aref, L. Chang, S. Daniel, D. Ford, M. Graham, E. Joyce, P. Knox, S. McConnell, M. McNamee, D. Vaughan, A. Zink-Sharp

Visitors: M. Foushee, N. Hughes

– **Call to Order and Announcements**

Don Hatfield called the meeting to order at 3:07 p.m.

Don announced that since this is the commission's last meeting of the year, and in order to meet the deadline for submission of agenda items for the final University Council meeting of the year, any comments or corrections to today's minutes must be received by noon on Tuesday, April 29th.

– **Adoption of the Agenda**

The agenda was approved as presented.

– **The minutes of April 14, 2003 were approved electronically with no additions or corrections and have been forwarded to the University Council.**

– **Report of Commission Sub-Committees**

Committee on Undergraduate Curricula

The report of the Committee on Undergraduate Curricula for March 26, 2003 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

For First and Second Reading
Unanimous Approval
March 26, 2003

Courses Effective Fall 2003

FOR 2214 Introduction to Land and Forest Measurements (New)

(approved with modifications)

MATH 4175-4176 Cryptography (New)

(approved with modifications)

SOC 3204 Social Research Methods (Revised)

(approved with modifications)

SPAN 4124 Spanish Translation: Theory and Technique (New)

(graduate credit requested)

Courses Effective Spring 2004

ENGL 1684 Introduction to Drama (New)

(approved with modifications)

Checksheets Effective Graduating Class of 2005

CHSE, Technology Education major (Revised)

New Degree Effective Fall 2003

Bachelor of Science, Apparel, Housing, and Resource Management (CHSE)

[merger of the two degrees in Clothing and Textiles (CT), and Housing, Interior Design, and Resource Management (HIDM)]

The report of the Committee on Undergraduate Curricula for April 2, 2003 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

For First and Second Reading

Unanimous Approval

April 2, 2003

Courses Effective Fall 2003

FIN 4614 Advanced Topics in Finance (New)

(approved with modifications)

Checksheets Effective Graduating Class of 2005

CHSE, AHRM, Consumer Studies option (Revised)

CHSE, AHRM, Family Financial Management option (Revised)

CHSE, AHRM, Residential Property Management option (Revised)

Checksheets Effective Graduating Class of 2006

CHSE, AHRM, Apparel Design option (Revised)

CHSE, AHRM, Merchandising Management option (Revised)

New Degree Effective Graduating Class of 2004

CAUS, Bachelor of Science in Interior Design (New)

The report of the Committee on Undergraduate Curricula for April 16, 2003 was presented by Pat Koelling. The motion was made and seconded to waive first reading for Center for Interdisciplinary Studies, Women's Leadership minor, effective with the Graduating Class of 2005. **Approval** was unanimous. The motion was then made and seconded to approve for seconding reading the Center for Interdisciplinary Studies, Women's Leadership minor, effective with the Graduating Class of 2005.

The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

For First Reading Only

Non-unanimous Approval

April 16, 2003

CIS, Women's Leadership minor, Graduating Class of 2005 (New)

For "First and Second Reading"
Unanimous Approval

Courses Effective Summer I, 2003

ME/MATH 2004 Engineering Analysis Using Numerical Methods (New)
(with modifications)

Courses Effective Fall 2003

GEOG/BIOLOG 4044 Biogeography (New)
(graduate credit requested)

GEOL 3034 Oceanography (New)
(with modifications)

MSE 4095-4096 Honors Senior Design Project (Revised)

Checksheets Effective Graduating Class of 2005

Geography major, Culture, Regions and International Development option (New)

Geography major, Geospatial and Environmental Analysis option (New)

Materials Science and Engineering major (Revised)

Courses to be Deleted Effective Fall 2003

GEOL 2034 Introduction to Oceanography

GEOL 4104 Physical Oceanography

The report of the Committee on Undergraduate Curricula for April 23, 2003 was presented by Pat Koelling. The motion was made and seconded to approve the report as presented. **Approval** was unanimous

For "First and Second Reading"
Unanimous Approval
April 23, 2003

Courses Effective Fall 2003

CEE 3514 Introduction to Geotechnical Engineering (Revised)

ECON 3024 Economic Justice (New)

ECON 4144 Economics of China (New)
(graduate credit requested)

Courses Effective Fall 2003

(with modifications)

ACIS 4684 Information Systems Security and Assurance (New)

GEOL 3014 Environmental Geosciences (New)

HIST 3364 Age of Revolution (Revised)

HTM 4424 Events Management (New)
(graduate credit requested)

Courses Effective Spring 2004

STAT 4024 Communication Skills for Statistical Consulting (New)

Checksheets Effective Graduating Class of 2005

BUS, Hospitality and Tourism Management major (Revised)

CHSE, Communication major (Revised)

Leadership minor, Military track, Air Force (Revised)

Leadership minor, Military track, Army (Revised)

Leadership minor, Military track, Marine (Revised)

Leadership minor, Military track, Navy (Revised)

Courses to be Deleted Effective Fall 2003

GEOL 4014 Environmental Geology

Leon Geyer asked if CUC still requested letters stating that no new resources would be required for proposed courses. Don responded that the committee would not, and could not, approve any courses without such a letter. He also indicated that often resources become available for new courses due to other courses being dropped from the curriculum. This can occur outside of the governance process. Leon Geyer observed that one of the departments was adding two courses even though in other forums, the department has stated that they were under staffed.

University Core Curriculum Committee

The minutes of the University Core Curriculum Committee for April 18, 2003 were presented by Leon Geyer. The motion was made and seconded to accept the minutes as presented. **Approval** was unanimous.

The report of the University Core Curriculum Committee for April 18, 2003 was presented by Leon Geyer. The motion was made and seconded to approve the report as presented. **Approval** was unanimous.

REPORT OF THE UNIVERSITY CORE CURRICULUM COMMITTEE

April 18, 2003

(minutes of 4/18//03 approved on 4/23/03)

The following courses were APPROVED for Core Curriculum:

Effective Fall 2003

ARCH — Writing Across the Major (WAM), Area 1, effective Fall 2003.

WAM sequence I:

ARCH 1015, Foundation Design Laboratory

ARCH 1016, Foundation Design Laboratory

ARCH 2015, Architecture II

ARCH 2016, Architecture II

ARCH 3015, Architecture III

WAM sequence II:

ARCH 3016, Architecture III

ARCH 4015, Architecture IV

ARCH 4016, Architecture IV

ARCH 4515, Architecture V

ARCH 4524, Thesis Documentation

Effective Spring 2004

PPWS 2104, Domesticating the Gene, Area 7, effective Spring 2004.

– **Report from Undergraduate Honor System**

Adam Smith, Chief Justice, Undergraduate Honor System, presented the report of the UHS for 2002-03. Adam stated that this was Leon Geyer's last year as faculty advisor and would be replaced next year by Alan McDaniel. Adam noted that the average time between a charge and the hearing panel is now down to 37 days, a much fairer situation for both students and faculty. Leon Geyer noted that due to increased incidents at the end of each semester, there will always be a certain number of cases that do carry over to the next year. Adam referred to the increased participation of students as panel members which he feels helps to educate all students about the system. Next year's focus will be to educate faculty, primarily new faculty whose attitude is generally very positive toward the system.

Ron Daniel moved for the commission's acknowledgement and thanks to Leon Geyer for his years as faculty advisor to the Undergraduate Honor System. The motion was seconded and unanimously **approved**.

– **Selection of Committee Representatives for 2003-04**

Don Hatfield requested volunteers to serve on commission sub-committees and standing committees for the 2003-2004 academic year. Representation to five committees is needed. The following commission members were nominated and unanimously **approved** as committee representatives:

Bev Watford, University Athletic Committee
Richard Sorensen, Commencement Committee
Jesse Chen-Yu, University Core Curriculum Committee
David Vaughan, Chair, Committee on Academic Policies
Rosemary Goss, Chair, Committee on Academic Support

– **Other Business**

Norrine Bailey Spencer asked Don for an update on the vote on the university calendar resolution. Don explained that the resolution will be before the University Council on May 5th for second reading in addition to the resolution on the second writing intensive requirement. Don did indicate that he will request a revision in terminology for the October break from "the Columbus Day week-end" to simply "in October." In this way, he hopes to avoid the issue of comparing Martin Luther King to Christopher Columbus, a comparison of which many have expressed objection.

Leon Geyer moved for the commission commendation of Barbara Pendergrass, Dean of Students, for her outstanding service to students and for her outstanding speech on Founders' Day 2003. The motion was seconded and unanimously **approved**.

– **The meeting was adjourned at 3:37 p.m.**

Respectfully submitted,
Nadine C. Hughes
Office of the University Registrar

