

**Minutes**  
**COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES**  
**February 23, 2009**  
**3:00– 5:00 P.M. 230 Student Services Building**

Present: D. Zahm, (Chair); B. Watford for R. Benson; K Stickler for R. Daniel; C Clemenz for R. Sorensen; E. Fox; J. Browder; C. Finkielstein; L. Anderson; M. Denbow; D. Russell; J Brozovsky; R. Oderwald for M. Kelly; M. Lewis; C. Meier; J. Penven; D. Wubah

Absent with Notification: V. Groover; J. Sible for L. N. Chang

Absent without notification: R. Avery; A. Boyce; M. McNamee; G. Schurig; M. Paretti; E. Kline; J. Vaziralli; Z. Bahta; K. Collins; J. Duke; D. Tinsley; C. Wood; C. Quinn; S. Quisenberry; J. Moore

Visitors: M. Maloney; M. Foushee; W. Ashton

● Call to Order and Announcements -

The meeting was called to order at 3:00 pm by Diane Zahm, Chair.

● Dr. Daniel Wubah, the newest committee member, Vice President and Dean of Undergraduate Education, new to the commission replacing Dr David Ford was introduced.

● Adoption of the Agenda

Motion was made and seconded to adopt the agenda. It was determined that the agenda be amended to include Carla and Diane's discussion with the Graduate Curricula Committee on the new 4000/5000 level conjoined proposals.

● Approval of February 9, 2009 Commission on Undergraduate Studies and Policies minutes, as amended, passed unanimously by motion.

● Report from Commission Committees/Sub-Committees

● Committee on Undergraduate Curricula

Carla Finkelstein presented the report of the Committee on Undergraduate Curricula meeting of February 13, 2009. Motion was made and seconded to approve the Committee on Undergraduate Curricula report of February 13, 2009. The motion passed unanimously.

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

**Courses Effective Fall 2009**

*CS 1114: Introduction to Software Design (revised)*  
*CS 2114: Software Design and Data Structures (new)*  
*CS 2505-2506: Introduction to Computer Organization (new)*  
*CS 3114: Data Structures and Algorithms (new)*  
*HTM 4414: Food and Beverage Management (revised)*  
*MGT 3314: International Business (new)*

**Checksheets Effective for Students Graduating in Calendar Year 2010**

*ENGR: Bachelor of Science in Construction Engineering and Management (CEM) (revised)*

**Checksheets Effective for Students Graduating in Calendar Year 2011**

*APSC: Bachelor of Science in Animal and Poultry Sciences- Science Option (revised)*  
*APSC: Bachelor of Science in Animal and Poultry Sciences- Production-Business Option (revised)*  
*APSC: Bachelor of Science in Animal and Poultry Sciences- Pre-Vet Option (revised)*  
*APSC: Minor in Animal and Poultry Sciences (APSC) (revised)*  
*APSC: Minor in Animal and Poultry Sciences Equine (APEQ) (revised)*  
*ENGR: Bachelor of Science in Civil Engineering- General Civil Engineering Track (revised)*  
*ENGR: Bachelor of Science in Civil Engineering- Environmental and Water Resources Track (revised)*  
*ENGR: Bachelor of Science in Civil Engineering- Infrastructure Systems Track (revised)*  
*ENGR: Bachelor of Science in Civil Engineering- Structures, Geotechnical, and Construction Track (revised)*  
*ENGR: Bachelor of Science in Materials Science and Engineering (revised)*  
*ENGR: Minor in Engineering Science and Mechanics (revised)*  
*ENGR: Bachelor of Science in Mechanical Engineering (revised)*  
*ENGR: Minor in Green Engineering (revised)*  
*ENGR: Bachelor of Science in Electrical Engineering (revised)*  
*ENGR: Bachelor of Science in Computer Engineering (revised)*  
*ENGR: Bachelor of Science in Chemical Engineering (revised)*  
*ENGR: Minor in Computer Science (revised)*

- A discussion of Diane and Carla’s meeting with the Graduate Curriculum Committee on the new 4000/5000 level conjoined courses took place. Diane and Carla presented a report on their findings. A motion was made and seconded to approve the report, the motion passed unanimously.

**●University Library Committee**

Carolyn Meier presented the University Library Committee minutes of December 9, 2008 and also a letter sent from the Library Committee to President Steger and Dr. McNamee. Concern was expressed from the University Library Committee about the dwindling library budget, mainly concerning the loss of online journals for freshman and sophomores. The committee strongly expressed that they are not asking other colleges to cut their budgets to assist them, but instead asking for university funding. It was noted that in the minutes “key note” is one word. With this modification, the motion to accept the University Library Committee’s minutes was approved unanimously.

The motion was made and seconded for the Commission on Undergraduate Studies and Policies to approve the endorsement the letter of the Library Committee request seeking adequate University funding, the motion to endorse the letter passed unanimously.

**●University Commencement Committee**

Candi Clemenz presented the Commencement Committee meeting minutes of February 4, 2009. Motion was made and seconded to accept the University Commencement Committee minutes of February 4, 2009. Concerns were raised about the visibility of the student by the name reader during the commencement ceremony. Concern was also raised on the delay that the photographers cause. It was recommended that in the future the photographer stand in the back corner to take pictures, so that any back up that may occur will not disrupt the ceremony. The motion to accept the minutes passed unanimously.

**●University Athletics Committee**

Mary Ann Lewis presented the University Athletics Committee minutes of November 21, 2008. There was discussion that athletes need to be made more aware of resources and programs available to them through the University. The motion was made and seconded to accept the University Athletic Committee minutes, the motion passed unanimously.

**●Other Business**

Carla reported on a Graduate Curricula meeting that she and Diane attended concerning the proposed approval process for 4000/5000 level conjoint courses. The following points are the consensus and recommendations of that joint meeting.

- 1) Both the 4000-level and 5000-level course proposals for conjoint courses will be submitted to and reviewed by CUC and GCC respectively.
- 2) CUC/GCC recommends a box area be added to the course coversheet to allow designation for the following options:
  - a. Create conjoint 4000-level/5000-level courses

- b. Create new 5000-level courses as complement to existing 4000-level course
  - c. Create new 4000-level courses as complement to existing 5000-level course
- 3) CUC/GCC recommends an additional section be added to the course proposal outline for an explanation of what is different between the two versions, (undergraduate and graduate), of the proposed courses; to justify creation of new course(s).
- 4) This new procedure will apply to any course(s) submitted for review beginning Fall 2009.

A motion was made and seconded to accept these recommendations and approve the report, the motion passed unanimously.

Diane reported that the University President's Office needs the names of the Commission and Committee appointments for 2009-2010. The following appointments were made.

#### Committee Appointments

University Athletics Committee- Bevlee Watford  
University Commencement Committee- Jill Sible under Lay Nam Chang,  
Dean of Science will be asked to serve  
University Curriculum Committee on Liberal Education- Cindy Wood will  
be asked to serve  
Commission on Undergraduate Studies and Policies Chair- Carla Finkielstein

- The meeting was adjourned at 3:45 p.m.

Submitted by,  
Megan Maloney  
Office of the University Registrar