Undergraduate Council  
September 16, 2014  3:30-5:00 pm; 645 POT

Members Present:  
Chana Akins  
Karen Badger (Chair)  
Ruth Beattie  
Dennis Bender  
Jim Fackler  
Rebecca Freeman  
Michael Goodin

Members Absent:  
Mary Arthur  
Amy Spriggs

Guests Present:  
Chris Thuringer

Members Present:  
Anne Marie Kirk  
Gia Mudd  
Randa Remer (Ex-Officio)  
Tony Roccanova  
Eric Skipworth  
Bill Smith  
David Timoney (Ex-Officio)

1. **Approval of minutes from 9/2 meeting**
   Approved.

2. **Proposal reviews**
   PLS 389-new – **Hold**: course includes a requirement for tastings off-campus (call has been made to Ombud to verify legality), students should be offered an alternative assignment in case they can’t attend, if students sign a disclaimer it should be attached in eCATS, course description should note that students will be required to travel off-campus, learning outcomes should be stronger and more measurable

   EE 305DL-change (Held, 4/8/14) – approved

   BME 301-new (Held, 4/8/14) – approved; Learning Objectives should be listed as Learning Outcomes on the syllabus

   BME 395-new (Held, 4/8/14) – approved

   FOR 261DL-new – **Hold**: clarify instructor’s email policy on the syllabus, there is no required textbook for the course but exams are open-book (clarify this, and list any suggested textbooks or readings), add information to the syllabus regarding Distance Learning delivery (submission of assignments, use of Blackboard, synchronous or asynchronous, exams online or in-person, etc.), add midterm grading statement, add excused absences policy and make-up policy for missed work with excused absence, the Organization of Material section should be expanded to a schedule of course topics (How will each topic be covered? Readings? Assignments? Lectures? When are exams scheduled, and what material will each cover?), expand on question 2 on the DL form in eCATS

   FOR 262DL-new – **Hold**: same issues as FOR 261, wood sample kit is used for lab work but then lab exams use digital photos rather than actual specimens; FOR 261 and 262 are very similar courses – who should take each course? Who would benefit from each course? Recommend that the proposer create one 3-hour course instead of two 2-hour courses.

   A-S 387-new – **Hold**: several required policies need to be added to the syllabus, include the generic special topics course description along with the course-specific description, grading policy should be revised, clarify the weight of each assignment, syllabus for a special topics course should be more of a generic shell with some specific course info included

   A-S 587-new – **Hold**: same issues as A-S 387, clarify in course description that it may be repeated up to 9 credit hours “under a different subtitle”

   A-S 547-new – **Hold**: revise grading policy, revise the excused and unexcused absence policies, revise graduate student grading scale, check with COM and WRD for potential overlap with their digital media courses before requesting syllabus revisions, ensure that department does want to offer as 500-level course (they indicated they may change it to a 400-level)
ART 301-new – **Hold:** add midterm grading statement, suggest boilerplate language for Excused Absence Policy and Academic Integrity Policy, provide more detail on the weight of assignments (currently just states 80% Writing and Presentations, 20% Attendance/Participation/Readings), clarify Absence policy (100% attendance is expected, but two unexcused absences are allowed? Not participating counts as an absence – will students be notified when they have attended class but the instructor doesn’t think they have participated?)

3. Meeting adjourned at 4:55 pm.

Prepared by Joanie Ett-Mims on September 19, 2014