



1-23-2006

College of Education Curriculum and Program Committee Meeting : 2006 : 01 : 23

University of South Florida St. Petersburg. College of Education. Curriculum and Program
Committee.

Follow this and additional works at: [https://scholarcommons.usf.edu/
coe_curriculum_program_committee](https://scholarcommons.usf.edu/coe_curriculum_program_committee)

Scholar Commons Citation

University of South Florida St. Petersburg. College of Education. Curriculum and Program Committee.,
"College of Education Curriculum and Program Committee Meeting : 2006 : 01 : 23" (2006). *College of
Education: Curriculum and Program Committee*. 10.
https://scholarcommons.usf.edu/coe_curriculum_program_committee/10

This Other is brought to you for free and open access by the College of Education: Committees at Scholar
Commons. It has been accepted for inclusion in College of Education: Curriculum and Program Committee by an
authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.

**USF St. Petersburg
Curriculum and Program
Minutes of January 23, 2006**

Members Present: Andy Reeves, Juanita Fountain, Mark Koorland, Marilyn Bartlett, Bonnie Braun, Zafer Unal

Members Absent: Jennefer Khattabi

Ex Officio Members Present: None

Guests: None

I. Call to Order

Chair, Marilyn Bartlett called the meeting to order at 1:05 PM

II. Review of Minutes

After review of Minutes for the November and December meetings; the committee approved them as written. They will be sent to Zafer Unal for posting on the C & P website.

II. Old Business

A. Substitution Policy: Marilyn presented the committee with the issue of course substitutions. She provided the committee with the form that is currently available for this purpose. After much discussion, Marilyn volunteered to develop a course substitution policy in draft form to send to the committee for their reactions and suggestions. Marilyn also suggested that the committee create a list of steps for students to follow as part of the process.

III. New Business

A. Review of forms: It was recommended by the chair that all C & P committee members review the COE website, as well as the USFSP website with regard to forms and processes. In addition, it was recommended that the committee develop a list of recommended changes with regard to the USFSP COE website to make it more user friendly and to ensure that all of needed elements, forms etc are accessible. The committee agreed to begin this process.

IV. Future Meetings

Next Meeting: The February meeting is currently scheduled for February 13th, 2006 from 1 – 3 PM.

V. Adjournment

Mark Koorland moved to adjourn the meeting. Andy Reeves seconded the motion. Motion passed. Meeting adjourned
At 2:25 PM.

MOTIONS	APPROVAL STATUS
Motion to approve November minutes of C & P committee	<ul style="list-style-type: none"> • Mark Koorland proposed the motion • Andy Reeves seconded. • Motion carried unanimously
Motion to approve December minutes of C & P committee	<ul style="list-style-type: none"> • Mark Koorland proposed the motion • Andy Reeves seconded. • Motion carried unanimously
Motion to adjourn the meeting.	<ul style="list-style-type: none"> • Mark Koorland proposed the motion. • Andy Reeves seconded. • Motion carried unanimously

ACTIONS (FOLLOW UP)	PERSON(S) RESPONSIBLE	DEADLINE (if any)
Create a draft document pertaining to course substitution policy and send to committee members for comment	Marilyn Bartlett	Prior to February C & P meeting
Review websites for COE and USFSP. Develop list of recommendations	C & P Committee Members	Prior to February C & P meeting