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College of Education Curriculum and Program Committee Meeting : 2006 : 03 : 20

University of South Florida St. Petersburg. College of Education. Curriculum and Program
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**USF St. Petersburg
Curriculum and Program
Minutes of March 20, 2006**

Members Present: Andy Reeves, Mark Koorland, Marilyn Bartlett, Bonnie Braun

Members Absent: Juanita Fountain

Ex Officio Members Present: Zafar Unal, Jennefer Khattabi, Tony Rycerz

Guests: Steve Micklo

I. Call to Order

Chair, Marilyn Bartlett called the meeting to order at 1:00 PM

II. Review of Minutes

The committee approved the February minutes via email. They will be sent to Zafar Unal for posting on the C & P website.

III. Old Business

- A. **Substitution/Transfer Policy and Forms.** Undergraduate Forms were re-worked to change some wording: matriculation changed to admitted. Additional element of rationale which may be completed by either advisor or student. Similar changes were made to graduate forms. In addition it was recommended that chair contact Deanna Michael in order to clarify the amount of transfer credits allowed by the USF system. Both forms will be brought back to the committee.
- B. **Contract for Incomplete Grade Form:** Marilyn Bartlett had made the changes that were recommended by the committee at the prior meeting. And brought them back for final approval. Andy Reeves moved to accept the changes as presented by Marilyn. Mark Koorland seconded the motion. It was approved.
- C. **Student Appeals Form:** The committee recommended several changes to the appeals form which Dr. Micklo will take back to the Appeals Committee for further discussion.

IV. New Business

- A. **New Course Approval:** Zafar Unal presented EDG 4909 – Standards Course for the committee's review. Mark Koorland moved to approve pending changes as suggested by the committee. The motion was seconded by Juanita Fountain. Motion carried with Andy Reeves abstaining.

IV. Future Meetings

Next Meeting: April 17th if necessary.

V. Adjournment

Mark Koorland moved to adjourn the meeting. Andy Reeves seconded the motion. Motion passed. Meeting adjourned
At 3:15PM

MOTIONS	APPROVAL STATUS
Motion to approve EDG 4909 with recommended changes	<ul style="list-style-type: none"> • Mark Koorland proposed the motion • Juanita Fountain seconded. • Motion carried; Andy Reeves abstained.
Motion to approve Incomplete Grade Form.	<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)
Make suggested changes to the course substitution/transfer documents.	Marilyn Bartlett	Send to graduate committee for suggestions. Send to committee members for final approval
Changes will be made to the syllabi EDG 4909	Zafar Unal	Prior to submission to Graduate Council
Changes to Student Appeals Form	Steve Micklo	Prior to re-submission to C & P