



4-17-2006

College of Education Curriculum and Program Committee Meeting : 2006 : 04 : 17

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

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"College of Education Curriculum and Program Committee Meeting : 2006 : 04 : 17" (2006). *College of
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**USF St. Petersburg
Curriculum and Program
Minutes of April 17, 2006**

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

Members Absent: Juanita Fountain

Ex Officio Members Present: Jennefer Khattabi, Tony Rycerz

I. Call to Order

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

II. Review of Minutes

The committee approved the March 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:** Forms were reviewed and minor modifications were made to the wording. Motion was made and seconded to approve the forms. Motion passed. Forms will be informed of this approval.
- B. **Student Appeals Form:** The Appeals Committee made the changes which C & P had recommended at the previous meeting. Motion was made and seconded to approve the forms. Motion passed. Forms will be informed of this approval. It was suggested that a recommendation be made to College Council for the Appeals Committee to be moved to a Standing Committee.

IV. New Business

- A. **New Course Approval:** Trends in Assessment was discussed by the committee. Committee felt that more information was needed by the author. Suggestions were made to clarify differences between this new graduate course and the undergraduate course. In addition, the committee felt like more detailed information was needed on the syllabus. Referred back to author for further work.
- B. **Recommendations for Next Year.** Development of procedures to ensure faculty understand steps necessary to complete course approval process. Website should have these steps delineated. In addition suggest that the Vice-chair keep a calendar and provide the COE Faculty with committee's tentative calendar

IV. Future Meetings

Next Meeting: E-meeting if necessary in May.

V. Adjournment

Mark Koorland moved to adjourn the meeting. Andy Reeves seconded the motion. Motion passed. Meeting adjourned at 1:58 PM

MOTIONS	APPROVAL STATUS
Motion was made and seconded to approve the forms.	<ul style="list-style-type: none"> • Andy Reeves proposed the motion • Andy Reeves seconded. • Motion carried unanimously
Motion was made to approve the Course Substitution and Transfer Forms at both graduate and undergraduate level	<ul style="list-style-type: none"> • Andy Reeves proposed the motion • Mark Koorland 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)
Changes will be made to the syllabi of Trends in Assessment	Judy Wilderson	Prior to re-submission to C & P