

## **SUMMARY OF NON-CURRICULAR AGENDA ITEMS FROM THE UNDERGRADUATE COMMITTEE MEETINGS 2003-2004**

### **September 23, 2003**

**Election of Chair** – Dr. Constance Campbell and Dr. Phyllis Dallas conducted the election of a chair for 2003-2004. Ms. Sharon Barrs was elected chair, and Mr. Fred Smith volunteered to serve as acting chair if needed.

**Orientation of New Committee Members** – Dr. Dallas presented packets of materials to each committee member. The packets contained copies of non-curricular materials from the 2002-2003 meetings, in addition to a list of the current committee membership, the responsibilities of the committee members and chair.

**Operating Code for Committee** – Ms. Barrs reviewed this document and it was adopted.

**General Education Outcomes** – Dr. Bob Haney gave a progress report on the assessment of the General Education Outcomes in relation to the upcoming SACS reaffirmation visit.

### **October 22, 2003**

**Foreign Language/International Content Course Requirements** – Mr. Mike Deal distributed a handout giving the number of students who graduated in 2001 and 2002 in degree programs not requiring a foreign language or international content course and in the degree programs with an option of foreign languages or international content course. The percentage runs about 20-25 percent.

**Classes Required for Graduation** – Lots of classes are filled immediately when registration opens. Are seniors able to get classes they need to graduate?

**Cumulative and Adjusted GPAs** – Why do we have both? This will be studied.

### **November 18, 2003**

**No actions.**

### **January 27, 2004**

**No actions.**

### **January 28, 2004**

**No actions.**

### **February 25, 2004**

**Alternates and Operating Code** – The Operating Code was adopted at the September meeting; however, the Faculty Senate had not acted upon it. Concerning alternates for the meetings, the Faculty Senate decided that the committee should be structured the same as the Graduate Committee. Each college and the library will elect an alternate for the committee, effective Fall 2004. Therefore, Section II.C of the Operating Code was revised to read: “When Undergraduate Committee members are unable to attend committee meetings, they will send a college elected alternate in their place.”

**New Curriculum Forms** – It was suggested that the curriculum form be revised into four separate forms, one for each of the four actions. The Registrar’s office will work on these revisions.

**Undergraduate Committee Web Page** – Suggestions were made for improving the Undergraduate Committee web page. These were submitted to the Registrar’s Office for implementation.

**Ways to Improve Meetings** – (1) Suggestions were made for improving the January meetings. These meetings tend to be rather lengthy because it is the last meeting for approval of items to be included in the new catalog. It was decided that the colleges would be divided for the November and January meetings, one of the two largest colleges and two of the smaller colleges for each meeting. These would be the last meetings for catalog items. A second meeting day will be scheduled for these two months, in case the agenda items are not completed on the first day. (2) The committee would like for the chair to continue assigning sections of the agenda to individual committee members for in-depth review prior to the meetings, especially for meetings with excessive agendas. (3) Another concern was the turn-around time for approval of agenda items. After discussion, it was decided that the minutes of the meetings would be approved electronically.

**March 23, 2004**

**No actions.**

**April 21, 2004**

**Revised Curriculum Forms** – Revised forms were presented. Several suggestions were made. These changes will be made and the forms placed on the web page for immediate use.

**Revised Web Page** – The revised web page design was presented for review and approved.

**Tentative Schedule for 2004-2005** – A tentative meeting schedule for 2004-2005 was presented. Suggestions were made for changes. This will be brought back to the May meeting.

**May 25, 2004**

**Revised 2004-2005 Schedule of Meetings** – A revised copy of the schedule was distributed for information only. Included were the changes suggested at the April meeting of the committee. The new schedule is posted on the committee web page.

**General Education Outcomes** – Dean Conway-Turner presented results of the review of core curriculum courses. A document was compiled listing each course in the core and the results of the review for each course. This was presented for information only and did not require action by the Undergraduate Committee.

**April Faculty Senate Meeting** – Dr. Clara Krug had posed two questions at the Faculty Senate meeting. These were presented for discussion. One was regarding the difference in the change of hours in upper division courses in the Spanish, German and French programs. The Spanish and German programs changed from 27 to 30 but the French changed from 21 to 24. The French program has two specific required courses (6 hours) that the Spanish and German courses do not have. The second question concerned a statement regarding students taking INTS 2130 in lieu of an intermediate foreign language. The committee voted to leave these actions as they were presented to the Faculty Senate.