UNDERGRADUATE COUNCIL

RESOURCE GUIDE FOR MEMBERS

UNDERGRADUATE STUDIES

UNIVERSITY OF SOUTH FLORIDA

Submitting Changes/ Revisions

- Discuss changes needed with proposer
- If the proposer agrees to the changes, the proposal will be returned to the proposer by the Undergraduate Studies representative
- When the proposer makes the changes, you will review the changes prior to the next UGC meeting.

Contact Information

UGC Roster with Contact info https://www.usf.edu/undergrad/undergraduate-council/members.aspx

Lorene Hall-Jennings, Support Staff lorenej@usf.edu

Oscar Bernard, UGC Chair: rbernar3@usf.edu

Undergraduate Council inbox ugc@usf.edu

<u>Proposal Review Steps with UGC Member as Reviewer</u>

1. UGC Members review items on agenda that will be assigned reviewers at meeting.

2. Members may pick item for review, or be assigned by the chair. Please note deadlines for UGC agenda items and assure timely progress for review.

3. Reviewer will contact the proposer(s) and invite them to attend the meeting where the item will be discussed by the UGC, trying to contact proposer very early for maximum availability (see page 6 for sample). Please email the UGS support staff if guests will be attending to represent an agenda item.

4. Using Moore's Checklist (see pages 7-9) and other checklists to review the proposal, the syllabus (if it is a course), and all other documents.topo tS7 (w)6-y11.6 (r14 w)6-i si1i1ta   aa   12.o   (i)4

- If the changes are more significant, Undergraduate Studies will return the proposal to the proposer which will require that the notification process of Curriculog start over from the beginning of the notification process. This is very time consuming for all involved in the Curriculog process, so it will be done only if Undergraduate Studies determines that the changes are more significant.

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7. On the day of the meeting, the reviewer should provide an overview of the proposal and walk the group through primary items on the proposal form, mentioning any changed items already addressed as necessary. If a guest is representing a proposal, they are welcome to provide a brief explanation about the proposal and answer any questions from committee members about the proposal.

8. Once the discussion ends, the UGC reviewer will need to make a motion. The following motions are the most commonly used:

- Motion to approve, as is
- Motion to approve with the following changes or stipulations
- Motion to table item

Another UGC member must second the motion for it to come to a vote by the whole UGC group.

8. After the action is taken on the proposal, the UGS support staff will process the results of the vote via Curriculog.

Example of an email communication to initiate the discussion about the proposal. This is usually sent within two days of being assigned the proposal to ensure adequate time to complete any discussion and changes before the next UGC meeting:

Hello Dr. Dunn,

My name is OscarBernard15 Tc 0.007 Tw [(n)-15 (a)0.7 (a)0.1y1 Tf 12 0 re f2.2 0 Td ( )Tj sa 16.

CHECKLIST FOR REVIEWING COURSE PROPOSALS
(Adapted from Moore's Checklist, Revised 2021)

Undergraduate Council Members will review the new course proposals and substantive course change proposals. This checklist was created to help with the review process and is periodically updated.

If the proposal is for a course change, please only focus on the parts to the course that were changed. If you find concerns in other aspects of the course, you are permitted to discuss them with the proposer, but those issues will not be included in the formal review of the change proposal.

1.   **Contact Information:**

_____ Council members should contact the contact person listed on the form in advance of the meeting to discuss any potential problems and to let him/her know that the proposal is on the agenda (also noting the time and place of the meeting). Please inform the contact person about the UGC deadlines and time allowances for courses and programs to go to state offices for approval/posting or inclusion in a future UG catalogue.

2.   **Current/New Course Information:**

_____ Prefix/Number: The UGC review may consider the appropriateness of the requested level (e.g. 2xxx, 4xxx) but final confirmation of the course number is done by State Course Numbering System (SCNS) administrators.

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_____ HiP (High Impact Practices that are not under GenEd program) A HiP representative will have reviewed and approved the specific guidelines for HiP before your review. Your review will only address any areas of concern regarding the overall changes to the course, especially making sure the new learning outcomes on the proposal match what is on the syllabus.

_____ Course Type (elective or core): Selection should be consistent throughout and justifies "need" for course.

_____ Online Course: Online courses must meet minimum requirements regarding rigor and academically engaged time. Questions should clearly reflect requirements are met.

GCP – If the course is a GCP, a GCP representative has reviewed and approved the specific guidelines for GCP before your review. Your review will only address any areas of concern regarding the overall changes to the course, especially making sure the new learning outcomes on the proposal match what is on the syllabus.

GenEd – if the course is GenEd, STOP, refer to GenEd Council for review.

3.   Justification:

_____ Nature of Changes: For proposed changes to existing courses and programs, is it clear from the narrative provided which courses are being changed and why? For new course proposals, is it clear why the new course is necessary?

_____ Need/demand: Is it clear if this course is part of a required sequence in the major? Are there other courses or programs with which this one might be confused? Consider searching the UGS Course Inventory at http://ugs.usf.edu/course-inventory/ to see if there are existing courses under the same or similar titles that could potentially fulfill the stated need for this course.

_____ Concurrence: According to the policy on concurrence, if students or faculty might reasonably view a proposed course as within the subject domain of an

_____ Qualifications to teach this course: Are the qualifications clearly stated and consistent with university and professional standards? SACS requires instructors teaching baccalaureate courses to have a masters with a minimum of 18 graduate semester hours in the teaching discipline.

CHECKLIST FOR REVIEWING CURRICULUM CHANGE PROPOSALS

1. To review the changes on the proposal, select Preview Curriculum and then click on the red pen icon to select"with markup". In this section verify the changes are correctly documented and the credit hours add up to the total hours described in the proposal. You will be able then to make a determination (t)14.ype /Footer /Type /Pagt (q)(