

Report to the Faculty Senate
from the
University Curriculum Committee
for the Academic Year 2022-2023

The University Curriculum Committee (UCC) consisted of the following members:

- Mandy Bamber, Nursing
- Jean Hudson, Art History
- Bryant Chase, Arts & Sciences
- Victor DeBrunner, Engineering, UCC Chair
- Don Latham, Communication and Information
- Srikant Manchiraju, Jim Moran College of Entrepreneurship Shaofeng Li, Education
- Chad Marzen, Business
- Mark Fuelner, Panama City Campus
- Laura Lee, Arts & Sciences
- Arash Fahim, Arts & Sciences
- Shaofeng Li, Education
- Gregg Stanwood, Medicine
- Elizabeth Crowe, Panama City Campus

Non-voting members included:

Veronica Lopez, Faculty Senate Coordinator

Report

- The purpose of the UCC is to consider curricular policies and procedures at both the undergraduate and graduate levels.

- All new courses to be taught at the University, for credit, must be approved by either the UCC before being offered.
- The UCC carefully reviews each curricular request and each syllabus that is submitted to make sure the content is appropriate for the level, type and credit hours of the course, but also to make sure the course objectives are measurable, the attendance policy and ADA policy are in accordance with FSU policy and that the evaluation for the course is clear and unambiguous for the student.
- All courses with a method of delivery (in-person, synchronous online, asynchronous online) must be approved by the UCC.
- All new courses and course changes must enter the University's curriculum request application at: https://java.odl.fsu.edu/Curriculum_Request_Form/main.jsp
- If requesting a change in course hours or objectives from a previously approved course, the old syllabus will be compared and the new/proposed syllabus must be uploaded with the curriculum request application.
- A permanent course number for a special topics course must be submitted after the third time the course is taught.

Since our last report to the Faculty Senate for 2021-2022, the UCC reviewed proposals at (# reviewed): October (36), November (59), January (78), February (55), March (38), April (74) and Summer (86) 2023, for a total of 426 classes (and up to 3 modes of of delivery for each course. The review was complicated by the lack of a procedure to accommodate the change in leadership of the UCC, as the Chair stepped down with no clear succession plan in place. Consequently, the new committee members were not fully oriented in the process for reviewing proposals in the CRA by the new UCC Chair, as this was not resolved until late in October.

Additionally, the chair and Don Latham were involved in the process of implementing “Course Dog,” a course management system that will integrate with all parts of the University, from the UCC to the departments, to the Registrars

office. We hope that this system will be operational during the coming Academic Year.

In addition to reviewing, meeting, discussing, and making recommendations for courses, the UCC also would like to strongly encourage faculty to distribute these minutes among the faculty in their departments and colleges and read General Suggestions for Curriculum Submissions and Revisions and Guidelines for Reviewing a Proposal that are attached to this report.

Thank you to all the members of this committee for their hard work, attention to details and constructive comments used to help maintain the high standard FSU has for curriculum.

Respectfully Submitted, Victor DeBrunner, UCC Chair