

**Report to the Faculty Senate  
From the  
University Curriculum Committee  
For the Academic Year 2012-2013**

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

Pam Coats, Finance  
Susan Fiorito, Management, UCC Chair  
Dianne Gregory, Music Therapy  
Kristine Harper, History  
Elizabeth Jakubowski, School of Teacher Education  
Laura R. Keller, Biological Science  
Bob Pekurny, Communications  
Greg Turner, Medicine  
Robert Van Engelen, Computer Science

Non-voting members include:

Melissa Crawford, Faculty Senate Coordinator  
Sheila M. Mitchell, Enrollment Management Officer  
Freya Rudder, Academic Program Specialist  
William Modrow, Library

- 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 the UCC before being offered.
- The UCC carefully reviews each curricular request form (cc153 and cc179) 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 is in accordance with FSU attendance policy and that the evaluation for the course is clear and unambiguous for the student.
- If a unit intends to offer a new course by an alternative mode of instruction, such as distance learning or a hybrid, the course proposal must first get approved by the full UCC then it goes to the chair of the UCC for alternative mode approval.
- All courses must enter the University's curriculum system having completed the traditional curricular request forms which can be found at: <http://facsenate.fsu.edu/Curriculum-Forms>.
- If requesting a change in course hours or objectives from a previously approved course, the old syllabus and the new/proposed syllabus must be submitted.
- Faculty must submit a syllabus to the registrar every time a special topics course is offered. A regular course number for the special topics course must be submitted after the third time the course is taught.

Since our last report to the Faculty Senate in April 2012 the UCC has met eight times: June, September, October, December, and January, February, March and April. During these eight meetings, we reviewed:

143 New courses and  
29 Course changes  
172 Courses Reviewed

In addition to reviewing, meeting, discussing and making recommendations for courses the UCC also:

- Has been working on the development of an online form for all curriculum requests, both face to face and alternative forms of delivery.
- 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 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.  
Respectfully Submitted, Susan S. Fiorito

## General Suggestions for Curriculum Submissions and Revisions

- Course objectives must be measurable, suggestions for action verbs according to Bloom's Taxonomy, can be found on the faculty senate website: <http://facsenate.fsu.edu/Curriculum-Forms>.
- There must be a significant difference between dual enrolled undergraduate and graduate courses with graduate courses having more in-depth assignments, readings and/or meetings.
- The University Attendance Policy, the Academic Honor Policy and the Americans with Disabilities Act (ADA) (<http://facsenate.fsu.edu/Curriculum-Forms/Policies>) must appear on every syllabus. It is understood that all faculty follow these policies. If faculty count attendance as part of their evaluation for their course, the attendance policy must be on the syllabus and the process explained to the student regarding **unexcused absences** and how these will be counted.
- All sections of a course must have the same topics, objectives, and evaluation criteria as stated in the file syllabus that was submitted to the UCC when the course was approved. If any of these three items (topics, objectives, and evaluation criteria) change on the syllabus, a request form for curriculum changes (<http://facsenate.fsu.edu/Curriculum-Forms>) must be submitted.