

**Report to the Faculty Senate
From the
University Curriculum Committee
For the Academic Year 2016-2017**

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

Steve Bailey, Business
Bryant Chase, Arts & Sciences
Amy Burdette, Social Sciences and Public Policy
Dianne Gregory, Music
Kristine Harper, Arts & Sciences
Elizabeth Jakubowski, Education, UCC Chair
Piyush Kumar, Arts & Sciences
Don Latham, Communication and Information
Greg Turner, Medicine

Non-voting members included:

Andrea White, Faculty Senate Coordinator
Josh Mills, Liberal Studies

- 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 or the Liberal Studies Board 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.
- New courses by an alternative method of delivery (tech enhanced, partially online, mostly online and fully online) must be approved by the UCC or Liberal Studies Board.
- All new courses and course changes must enter the University's curriculum request application at: <https://campus.fsu.edu/curriculum>.
- If requesting a change in course hours or objectives from a previously approved course, the old syllabus must be sent to the Faculty Senate Coordinator and the new/proposed syllabus must be uploaded on to the curriculum request application.
- Faculty should submit a syllabus to the registrar every time a special topics course is offered. A permanent 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 2016 the UCC met eight times: June, September, October, December, January, February, March, and April. Over the period from 5/1/2016 to 4/30/2017 there were 522 courses reviewed and approved by members of the UCC, including 217 course requests for renewal of fully or mostly online delivery methods.

A presentation was made to the Faculty Senate at the November 2016 meeting.

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 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,
Elizabeth Jakubowski

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-Resources>
- 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-Resources/Syllabus-Language>) 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.
- Courses approved for a fully online delivery mode must have evidence of contact with students—equivalent to the hours of contact in a traditional (i.e., face-to-face) course. The contact hours have to be beyond office hours and reflect expected instructor-student and/or student-student interactions.
- Courses (all delivery modes) which include graded participation in the student evaluation must describe in clear and unambiguous language the method of evaluating the participation.
- New course syllabi submitted for review should not include specific information, such as, instructor name/email/contact, days/times being offered, etc. The mode of delivery should be indicated. Any new syllabus is considered to be the file syllabus and not the specific student syllabus.

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

sdrc@admin.fsu.edu

www.dos.fsu.edu/sdrc

Approved by University Curriculum Committee on 2/24/2016