

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
September 13, 1993

PRESENT: Dr, E. Brown, Chair; Drs. A. Abaye, R. Bambach, S. Brooker-Gross, J. Eaton, H. Griffin, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Paterson, R. Purdy, B. Sgro, R. Sorensen, N. Spencer, J. Sawyers, J. White, D. Williams; Prof. R. Daniel; K. Torgersen for D. Bousquet, Admissions; W. Dean, University Registrar B. Obenhaus, Library Faculty; S. Wheeler, Staff Senate; T. Hutchison, Undergraduate Honor System.

ABSENT: Drs. G. Brown, J. Buffer, E. Carlisle, A. Cobb, P. Edwards, P. Meszaros, D. Smith, L. Swiger, P. Torgersen; T. Allen, Graduate Student Assembly, SGA Representatives; SGA Academic Affairs Representative.

VISITORS E. Guertin, M. Murray, S. Wilson

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:05 p.m. He welcomed the members to the first meeting of the year and asked that everyone introduce themselves to allow both new and returning members the opportunity to become acquainted.

2. The AGENDA was approved as amended.

3. The MINUTES of the April 26, 1993 meeting were approved as distributed.

4. COURSE CRITERIA COMMITTEE REPORT - B. HEATH-CAMP

Dr. Betty Heath-Camp, Chair of the Course Criteria Committee presented the September 13, 1993 report for first reading. Dr. Spencer inquired on the status of the Real Estate Concentration from the College of Business. (The concentration was approved for first reading at the February 8, 1993 meeting and for second reading with approval of those minutes at the February 22, 1993 meeting).

5. OTHER BUSINESS

- o Dr. Brown noted that two resolutions passed at CUS last year, 92-93B, Report of the Committee on Committees and 92-93C, Course Proposal "Grand Plan", will go before University Council on September 20th for first reading.
- o Dr. Hendricks referred to a draft report distributed at the last CUS meeting addressing the issue of graduation requirements in effect at the date of entry versus the date of graduation. He stated the major concern of the committee was the submission of

checksheets for final approval which are currently due at the end of the fall semester of the junior year, or 4 semesters prior to graduation. The subcommittee felt it is not unreasonable to have departments submit their checksheets for final approval at the end of the fall semester of the sophomore year or 5 semesters prior to graduation. He asked that responses to this recommendation be sent via e-mail to the subcommittee members.

- o Dr. McDaniel, Chair of the Calendar Committee, stated a resolution was proposed by the Commission on Student Affairs to place religious holidays on the academic calendar. He asked that any decision on this issue be deferred until the new committee structure reporting to the Commission is approved.
- o Dr. Bambach asked the commission to consider the issue of scheduling a 15 minute break between classes that meet on Monday, Wednesday and Friday.
- o Dr. Lewis inquired to the outcome of a status report distributed at the last CUS meeting addressing admissions policy. Ms. Dean stated the subcommittee will bring forward a resolution at the end of their review.
- o Dr. Eaton inquired to the status of a resolution presented by Dr. Leon Geyer during the previous year addressing the issue of late drops. Consensus of the commission members was the resolution had not been brought forward. Dr. Eaton stated the essence of the resolution was to clarify who would approve drops after the specified deadline.

6. Meeting adjourned at 3:30 p.m.

Respectfully submitted,  
Wanda Hankins Dean  
University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
September 27, 1993

PRESENT: Dr. E. Brown, Chair; Drs. R. Bambach, S. Brooker-Gross, T. Rakes for T. Cobb, J. Eaton, H. Griffin, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Paterson, R. Purdy, D. Smith, R. Sorensen, N. Spencer, J. Sawyers, J. White, R. Kirkpatrick for D. Williams; Prof. R. Daniel; K. Torgersen for D. Bousquet, Admissions; B. Obenhaus, Library Faculty; T. Hutchison, Undergraduate Honor System, R. Giddings for B. Sgro, Dean of Students.

ABSENT: Drs. A. Abaye, G. Brown, J. Buffer, E. Carlisle, P. Edwards, P. Meszaros, L. Swiger, P. Torgersen; W. Dean, University Registrar; S. Wheeler, Staff Senate; T. Allen, Graduate Student Assembly; SGA Representatives; SGA Academic Affairs Representative.

VISITORS E. Guertin, M. Murray, S. Wilson

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:00 p.m. Dr. Spencer announced that Terry Rakes, Department of Management Science, would be substituting for Terry Cobb as representative for the College of Business through the end of the semester.

2. The AGENDA was approved as distributed.

3. The MINUTES of the September 13, 1993 meeting were approved as distributed.

4. COURSE CRITERIA COMMITTEE REPORT - B. HEATH-CAMP

Dr. Betty Heath-Camp, Chair of the Course Criteria Committee presented the September 27, 1993 report for first reading. Motion was made and seconded to approve for second reading, the September 13, 1993 report as amended. The motion CARRIED.

Courses approved Fall 1993

- o BLST 2734, The Black Woman in the USA, (new)
- o CHE 3015-16, Process Measures and Controls, (new)
- o CHE 4185-86, Process and Plant Design, (revised)
- o MUS 2515-16, Vocal Diction, (new)
- o MUS 4504, Microcomputer Applications in Music, (new)

Courses approved Spring 1994

- o BIOL 4324 (GEOL 4324), Plant Evolution, (revised)

- o GEOG 3234, Geography of Virginia, (new)
- o GEOL 3504, Mineralogy, (new)
- o GER 3305-06, Survey of German Literature, (revised)
- o MATH 3034, Introduction to Proofs, (revised)
- o MATH 3124, Modern Algebra, (revised)
- o MATH 3144, Linear Algebra I, (revised)
- o MATH 3434, Introduction to Discrete Applied Mathematics, (new)
- o MATH 4144, Linear Algebra II, (revised)
- o STAT 3104, Probability and Distributions (revised)

#### Action on Curriculum Checklists, Options and Concentrations

- o Chemical Engineering Checksheet, Graduating Class of 1995
- o Clothing and Textile Checksheet, Graduating Class of 1995
  - Apparel Design Option
  - Fashion Merchandising Option
  - Fashion Merchandising - Marketing Education Option
  - Textiles Option
- o Dance Concentration and Checksheet, Graduating Class of 1994, (DANC)
- o Family and Child Development Checksheet, Graduating Classes of 1995, 1996 and 1997
  - Child Care Administration Option
  - Early Childhood Education Option
  - Human Development Option
  - Human Services Option
- o Geology, Geochemistry Option and Checksheet, Graduating Class of 1995
- o Hotel, Restaurant and Institutional Management Checksheet, Graduating Class of 1995, now Hospitality and Tourism Management
- o Housing, Interior Design and Resource Management Checksheet, Graduating Classes of 1995, 1996 and 1997
  - Interior Design Option
- o Mathematics, Applied and Computational Mathematics Option and Checksheet, Graduating Class of 1995
- o Statistics Checksheets, Graduating Class of 1996

#### Other Actions

- o Hotel, Restaurant and Institutional Management, name change to Hospitality and Tourism Management, Effective for Graduating Class of Fall 1993 (HTM)

#### Courses to be deleted effective Fall 1993

- o CHE 2184, Introduction to Chemical Engineering Design
- o CHE 3014, Digital Electronics for Process Control

- o CHE 3024, Introduction to Chemical Engineering Design

Courses to be deleted effective Spring 1994

- o GEOL 3505-06, Mineralogy
- o MATH 4145-46, Linear Algebra

5. REVISION OF VPI&SU POLICY AND PROCEDURE 6325 ON LATE DROPS

Dr. Eaton stated that questions had been raised concerning the procedures followed in permitting late drops. In response, Dr. Leon Geyer drafted the resolution which was presented to the Commission on Graduate Studies. After discussion of several items in the resolution draft, it was decided that under the new committee structure, this issue should be addressed by the Committee on Academic Policy.

6. OTHER BUSINESS

Dr. Brown noted that Resolutions 92-93B, Report of the Committee on Committees, and 92-93C, Course Proposal Process, are to be presented for second reading and approval at University Council on October 4, 1993. He also stated that the structure of some committees would be altered under the new governance and asked that commission members think about the committee or committees on which they would like to serve.

7. Meeting adjourned at 3:30 p.m.

Respectfully submitted,  
Steven D. Wilson for  
Wanda Hankins Dean  
University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
October 11, 1993

PRESENT: Dr. E. Brown, Chair; Drs. A. Abaye, R. Bambach, S. Brooker-Gross, T. Rakes for T. Cobb, J. Eaton, H. Griffin, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Lytton for R. Purdy, D. Smith, N. Spencer, J. Sawyers, J. Crunkilton for J. White; Prof. R. Daniel; M. Foushee for W. Dean, University Registrar; B. Obenhaus, Library Faculty; T. Hutchison, Undergraduate Honor System; B. Sgro, Dean of Students; S. Wheeler, Staff Senate.

ABSENT: Drs. G. Brown, J. Buffer, E. Carlisle, P. Edwards, B. Heath-Camp, P. Meszaros, R. Paterson, R. Sorensen, L. Swiger, P. Torgersen, D. Williams; D. Bousquet, Admissions; T. Allen, Graduate Student Assembly; SGA Representatives; SGA Academic Affairs Representative.

VISITORS E. Guertin, M. Murray, D. Scott, J. Williams-Green.

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:03 p.m. No announcements were made.

2. The AGENDA was approved as distributed.

3. The MINUTES of the September 27, 1993 meeting were approved as distributed.

4. COURSE CRITERIA COMMITTEE REPORT - R. HENDRICKS

Dr. Robert Hendricks, representative for the College of Engineering to the Course Criteria Committee, presented the September 27, 1993 for second reading. Motion was made and seconded to approve for second reading, the September 27, 1993 report. The motion CARRIED.

Courses approved Spring 1994

- o COMM 4024, Communication Internship, (revised)
- o GER 3304, Introduction to German Literature, (new)
- o PHYS 2715-2716, Physics Laboratory, (revised)
- o MGT 1004, Introduction to Business, (revised)
- o SOC 3614, Gender and Work in the U.S., (revised)
- o STAT 3104, Probability and Distributions (revised)

Action on Curriculum Checklists, Options and Concentrations

- o Agricultural Education Checksheet, Graduating Class of 1995, Major and Minor

Teaching Option  
Extension Option  
Training and Development Option

5. UNIVERSITY CORE CURRICULUM COMMITTEE MINUTES - M. MURRAY

Dr. Margaret Murray, Chair of the University Core Curriculum Committee presented the minutes of the September 14, 1993 meeting. She reported that the new course approval process should be presented for second reading before University Council on Monday, October 18, 1993, due to the cancellation of the October 4, 1993 meeting. She further stated that is anticipated the resolution will be passed. Dr. Murray reported that the committee is now prepared to lift the moratorium on the inclusion of new courses in the University Core and to assist departments and colleges in the preparation of writing course proposals. A workshop is scheduled for Thursday, October 14th in McBryde 209 from 3:30pm - 5:00pm. Dr. Nancy Metz of the English department, will give a brief presentation on course proposal writing. Discussions will also be held concerning existing areas in the core and new areas for future implementation.

Dr. Ogliaruso asked if the courses "grandfathered" into the core curriculum are going to be reviewed. Dr. Murray responded the courses would be reviewed but no plan or schedule has been established for the review of those courses at this time. Motion was made and seconded to accept the minutes of September 14, 1993. The motion CARRIED.

6. NEW COMMITTEE STRUCTURE - E. BROWN

Dr. Brown reported that Resolution 92-93B, Committees that report to the Commission on Undergraduate Studies, and resolution 92-93C, Course Approval Process, will be presented to University Council for second reading on Monday, October 18, 1993. He stated that the new committee structure included two (2) new committees, Committee on Academic Policies and Committee on Academic Support, and that three (3) committees, Scheduling and Registration, Scholarships and Financial Aid, and Honor System Review Board, had been incorporated into the new structure. Dr. Brown gave a brief review of the six (6) committees and their respective changes.

Dr. Brown requested that volunteers wishing to serve on any of the committees send a note indicating their interest and committee preference to BROWN@MATH.VT.EDU for e-mail, or hard copy to him at the Mathematics Department, 460 McBryde Hall.

Dr. Richard Bambach questioned if the Commission thought University Council would have any problems in approving Resolution 92-93B. The consensus was that the resolution would be approved, however it was suggested that members contact their colleagues and representatives to University Council and encourage the approval of the new committee structure.

7. OTHER BUSINESS

- o Dr. Robert Hendricks requested a point of clarification concerning the graduation requirements based on the Date of Entry (DOE) versus the Date of Graduation (DOG). He specifically asked "when should a checksheet be in place?". Commission members were asked to review the minutes of the last two meetings and observe the limited number of checksheets presented for approval. It was noted that that not only have very few been approved at these two meetings, but also few are apparently in the process for approval. Dr. Norrine

Spencer commented that University Policy states the checksheets must be in place two (2) years prior to graduation. She also noted that departments having no changes in the existing checksheets should notify the University Registrar's Office that the current checksheets remain in place and are valid. The question was raised, "is two years adequate notice to students?", and the point was made that by fall of their junior year, this may not be sufficient time for students to make necessary course adjustments. This would allow only three (3) semesters if there is to be a change. The questions were asked, "is it possible to collect information on the number of checksheets revised for Spring 1993, and how many checksheets are on place with the University Registrar's Office for Spring 1994, 1995, 1996, 1997 and 1998?". It was noted that a resolution to change the current structure should state what action would be taken with departments that do not conform to the university policy. It was recommended that the University Registrar send to departments a request for checksheet revisions with notification that the existing checksheet will be used if no changes are submitted.

- o Dr. Richard Bambach suggested that a review of the schedule of breaks between classes be made. This suggestion was referred to the Committee on Academic Support.

8. Meeting adjourned at 3:48 p.m.

Respectfully submitted,

Marvin C. Foushee for  
Wanda Hankins Dean  
University Registrar



MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
October 25, 1993

PRESENT: Dr. E. Brown, Chair; Drs. S. Brooker-Gross, T. Rakes for T. Cobb, H. Griffin, B. Heath-Camp, R. Gordon for R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Paterson, R. Purdy, D. Smith, R. Sorensen, N. Spencer, J. Sawyers, J. White, D. Williams; K. Torgersen for D. Bousquet, Admissions; W. Dean, University Registrar, T. Hutchison, Undergraduate Honor System; B. Obenhaus, Library Faculty; S. Short for B. Sgro, Dean of Students; S. Wheeler, Staff Senate; K. Mitchell, Adam Lawrence, SGA Representatives.

ABSENT: Drs. A. Abaye, R. Bambach, G. Brown, J. Buffer, E. Carlisle, J. Eaton, P. Edwards, E. Henneke, P. Meszaros, L. Swiger; Prof. R. Daniel; R. Patzig, Graduate Student Assembly; S. Ginther, SGA; SGA/Academic Affairs Representative.

VISITORS E. Guertin, M. Murray, S. Wilson.

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:05 p.m. He recognized the new members of the commissions representing the Student Government Association.

2. The AGENDA was approved as distributed.

3. The MINUTES of the October 11, 1993 meeting were approved with corrections.

4. COURSE CRITERIA COMMITTEE REPORT - R. HENDRICKS

Dr. Betty Heath-Camp, Chair of the Course Criteria Committee, presented the October 11, 1993 report for first reading.

5. CFA RESOLUTION 93-94B, CLASS ATTENDANCE - E. BROWN

Dr. Brown presented the resolution, stating the Commission on Faculty Affairs is requesting "endorsement" by CUS. He explained that CFA was attempting to address the issue of the failure of current policy to clearly address the utilization of attendance in the grading process. "Student attendance, however, cannot be counted directly as a part of the grade unless in-class participation or other activity is evaluated for a grade, in which case that should be specified in the syllabus and grading criteria communicated as in any other graded work." (pg. 3-10, FACULTY HANDBOOK, July 1, 1992 Edition) Other issues including enforcement of the proposed policy and excused absences were discussed. The commission chose not to vote on endorsement of the current resolution. Dr. Brown stated he would go back to the Commission on Faculty Affairs with the comments of the Commission.

6. COURSE PROPOSAL PROCESS - E. BROWN

Dr. Brown stated the resolution was approved at the October 18th meeting of University Council. He noted that courses will now be on a 15 working day review cycle and that with second reading and approval by CUS, the items are approved. He stated the Office of the University Registrar will provide the software and paper copies of the new format for implementation when available.

7. NEW COMMITTEE STRUCTURE - E. BROWN

Dr. Brown stated the resolution was approved at the October 18th meeting of University Council. Dr. Brown noted that a deadline of November 8th had been assigned for submission of committee memberships.

8. OTHER BUSINESS

No other business was presented.

9. Meeting adjourned at 3:35 p.m.

Respectfully submitted,

Steven D. Wilson for  
Wanda Hankins Dean  
University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
November 8, 1993

PRESENT: Dr. E. Brown, Chair; Drs. R. Bambach, S. Brooker-Gross, T. Rakes for T. Cobb, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, N. Spencer, J. Sawyers, J. Crunkilton for J. White, D. Williams; Prof. R. Daniel; M. Andrew for D. Smith; S. Bambach for D. Bousquet, Admissions; W. Dean, University Registrar, T. Hutchison, Undergraduate Honor System; B. Obenhaus, Library Faculty; R. Giddings for B. Sgro, Dean of Students; K. Mitchell, A. Lawrence, SGA Representatives.

ABSENT: Drs. A. Abaye, G. Brown, J. Buffer, E. Carlisle, J. Eaton, P. Edwards, H. Griffin, E. Henneke, P. Meszaros, R. Paterson, R. Sorensen, L. Swiger; S. Wheeler, Staff Senate; R. Patzig, GSA; S. Ginther, SGA.

VISITORS B. Cassell, E. Guertin, M. Murray, D. Scott, J. Williams-Green, S. Wilson

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:00 p.m.

2. The AGENDA was approved as distributed.

3. The MINUTES of the October 25, 1993 meeting were approved as distributed.

4. COMMITTEE ON UNDERGRADUATE CURRICULA - R. HENDRICKS

Betty Heath-Camp, Chair, presented the November 8, 1993 report for first and second reading. Motion was made and seconded to approve for first and second reading the November 8, 1993 report. The motion CARRIED.

Courses Approved for Spring 1994

- o MSE 4215-4216, Intermediate Solid State Materials and Devices (new)
- o MSE 4244, Introduction to Semiconductor Device Processing (new)
- o MSE 4254, Science and Technology of Thin Films (new)
- o MSE 4554, Polymer Engineering (new)

Courses Approved for Fall 1994

- o MSE 2044, Elements of Materials Engineering (revised)

Curriculum Checklists, Options and Concentrations

- o European Area Studies Concentration and Checksheet, LASC Degree Graduating Class of 1994

5. ATHLETIC COMMITTEE MINUTES - B. CASSELL

Bennet Cassell, Chair, presented the minutes of the April 16, 1993 and September 20, 1993 meetings. He stated that last year was very successful academically for the athletes at Virginia Tech, with the graduation rate exceeding that of the university. He reported that one of the issues before the committee is gender equity in athletics and a committee has been established to advise on such issues. Motion was made and seconded to accept the minutes. The motion to accept CARRIED.

6. UNIVERSITY CORE COMMITTEE - M. MURRAY

Marge Murray, Chair, presented the minutes of the September 28, 1993 and October 12, 1993 meetings. She stated that both meetings addressed the issue of Writing Intensive Courses. She noted that the attachment for October 12 minutes was not included. Motion was made and seconded to defer the acceptance of those minutes to the next meeting, pending receipt of the attachment. The motion was APPROVED. The question was raised if there was a mechanism in place to have WI courses be distributed over several courses instead of 1-2 courses. Marge stated the University Forum on Liberal Education specifies that 2 courses will be writing intensive with implementation of the first course to be Fall 1995. Motion was made and seconded to accept as amended the September 28, 1993 minutes. The motion to accept CARRIED.

7. AWARDING OF POSTHUMOUS DEGREE - M. OGLIARUSO

Mike Ogliaruso moved to approve awarding a posthumous degree, Bachelor of Science in Biology for Spring 1994 for John Dempewolf III. Motion was seconded. There were no objections to the motion. The motion was APPROVED.

8. OTHER BUSINESS

- o Bud Brown reported that Ron Daniel will be Chair of the Committee on Academic Policies. He stated he is waiting for all nominees of the varying committees.
- o Norrine Spencer inquired about receiving agendas, minutes and other information via e-mail. Wanda Dean responded that several members had stated they were unable to print the materials sent electronically but suggested that a List-serv might be a possibility for distribution in the future.
- o Bud Brown stated he had taken the comments of the committee on the CFA resolution on class attendance to Larry Shumsky.

9. Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Steven D. Wilson

Assistant to the University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
January 24, 1994

PRESENT: Dr. E. Brown, Chair; Drs. A. Abaye, R. Bambach, S. Brooker-Gross, T. Cobb, B. Heath-Camp, R. Hendricks, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, D. Smith, N. Spencer, A. Swiger, J. Sawyers, D. Williams; S. Bambach for D. Bousquet, Admissions; M. Foushee for W. Dean, University Registrar; B. Obenhaus, Library Faculty; S. Wheeler, Staff Senate.

ABSENT: Drs. G. Brown, J. Buffer, E. Carlisle, J. Eaton, P. Edwards, E. Henneke, P. Knox, P. Meszaros, R. Paterson, B. Sgro, R. Sorensen, J. White; Prof. R. Daniel; R. Patzig, GSA; T. Hutchison, Honor System; S. Ginther, A. Lawrence, K. Mitchell, SGA.

VISITORS E. Guertin, M. Murray, L. Shumsky, S. Wilson.

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:00 p.m.

2. The AGENDA was approved with corrections.

3. The MINUTES of the November 8, 1993 meeting were approved with corrections.

4. CFA RESOLUTION ON CLASS ATTENDANCE - L. SHUMSKY

Dr. Shumsky distributed a revised version of the resolution from the Commission on Faculty Affairs. Discussion took place concerning areas 3.6.1 and 3.6.2. Referring to the "instructor's attendance policy" in area 3.6.1, the consensus of the commission membership was that the statement should read, "instructor's attendance policy, if any". In area 3.6.2, the membership felt statement number 3 should read "When students cannot attend a class, it is their responsibility to make arrangements for any work missed as soon as possible.". Pending these changes, the motion was made and seconded to support the resolution. The motion to SUPPORT was APPROVED.

5. COMMITTEE ON UNDERGRADUATE CURRICULA - B. HEATH-CAMP

Betty Heath-Camp, Chair, presented the January 24, 1994 report for first and second reading. Motion was made and seconded to approve for first and second reading the January 24, 1994 report. The motion CARRIED.

Courses Approved for Fall 1994

- o ENGL 2214, Studies in Genre (new)
- o ENGL 2224, Major British Authors (new)

- o ENGL 2234, Major American Authors (new)
- o ENGL 2244, Studies in Comparative Literature (new)
- o ENGL 2254, Writing of Minorities (new)
- o ENGL 2264, Writing By Women (new)
- o ENGL 2604, Introduction to Critical Reading (new)
- o ENGL 3014, Texts and Contexts; Medieval Literature (new)
- o ENGL 3024, Texts and Contexts; The Renaissance (new)
- o ENGL 3034, Texts and Contexts; Restoration and 18th Century Literature (new)
- o ENGL 3044, Texts and Contexts; 19th Century British Empire (new)
- o ENGL 3054, Texts and Contexts; American Literature Before 1900 (new)
- o ENGL 3064, Texts and Contexts; 20th Century Literature (new)
- o ENGL 3534, Literature and Ecology (new)
- o ENGL 3634, Afro-American Literature (new)
- o ENGL 3644, Post Colonial Cultural Studies (new)
- o ENGL 4034, Literature and Related Discourses (new)
- o ENGL 4074, English Syntax (new)
- o ENGL 4874, Senior Seminar (new)
- o FOR 4374, Forested Wetlands (new)
- o FOR 4424, Forest Resource Management (revised)
- o FOR 4444, Integrated Forest Management Practicum (revised)
- o UAP 3414, Theory of Profit and Non-Profit Organizations (new)

#### Curriculum Checksheets, Options and Concentrations

- o Forestry and Wildlife Resources Checksheets, Graduating Classes of 1995 and 1996
  - a. Forest Resource Management Option
  - b. Outdoor Recreation Option
- o Education Concentration, Non-Certification - LASC Degree, Graduating Class of 1994
- o Statistics Checksheet, Graduating Class of 1996

#### Courses to be Deleted

- o ENGL 2014, Introduction to Fiction
- o ENGL 2024, Introduction to Poetry
- o ENGL 2034, Introduction to Satire

- o ENGL 2044, Introduction to Fantasy & Science Fiction
- o ENGL 2054, Introduction to Drama
- o ENGL 2125-2126, Introduction to English Literature
- o ENGL 2145-2146, Introduction to American Literature
- o ENGL 2165-2166, Introduction to World Literature
- o ENGL 2514, Afro-American Literature
- o ENGL 2554, Women Writers Before 1900
- o ENGL 2564, Twentieth Century Women Writers
- o ENGL 4044, Modern English Grammar
- o ENGL 4754, Special Topics in English Literature
- o ENGL 4764, Special Topics in American Literature
- o ENGL 4774, Special Topics in World Literature
- o MSE 1034, Catastrophic Failures, Past and Present
- o MSE 2084, Structure Property Relationships Laboratory I
- o MSE 4114, Refractories
- o MSE 4204, Materials, Energy and Environment
- o MSE 4224, Materials and Economy
- o MSE 4244, Analysis and Prevention Failure

#### 6. ATHLETIC COMMITTEE MINUTES - R. BAMBACH

Richard Bambach, committee member, presented the minutes of the October 21, 1993 meeting. He stated that the committee is trying very diligently to be open with the university community on athletic issues. In reference to Item #9 of the minutes, he reported the university is not in compliance with Title IX, Gender Equity in Athletics, at this time, but anticipates full compliance by 1997-1998. This will involve the addition of 3 women's sports and a total cost of approximately 3 million dollars. Motion was made and seconded to accept the minutes. The motion CARRIED.

#### 7. UNIVERSITY CORE CURRICULUM COMMITTEE - M. MURRAY

Marge Murray, Chair, presented the minutes of the October 12th, 26th and November 9, 1993 meetings. She reported the main item of discussion in the minutes of the 12th was concerning Writing Intensive courses with the minutes of the 26th focusing on a workshop addressing the areas of the core. Marge stated the minutes of the 9th reflect approval of English courses for inclusion in the core curriculum, subject to approval of the courses by the Committee on Undergraduate Curricula. Motion was made and seconded to accept the minutes. The motion CARRIED.

#### 8. UNIVERSITY LIBRARY COMMITTEE MINUTES - B. OBENHAUS

Bruce Obenhaus, library faculty representative, presented the minutes



of the September 15, 1993 and October 27, 1993 meetings. He reported the search for the University Librarian is still in progress and the groundbreaking for the new storage facility is scheduled for the month

of March. Motion was made and seconded to accept the minutes. The motion CARRIED.

9. COMMITTEE STATUS REPORT - E. BROWN

Ezra Brown, Chair, reported the Committee on Academic Support, to be chaired by Alan McDaniel, and the Committee on Academic Policies, to be chaired by Ron Daniel, will be holding their first meetings within the next two weeks.

10. OTHER BUSINESS

- o Ezra Brown reported the new course proposal format appears to be working well, but noted there is no place for approval signatures on the forms. The University Registrar's Office will make the necessary changes.
- o Hayden Griffin proposed the Committee on Academic Policies address the issue of students who enroll in a required course more than three times and are unable to pass the course. He suggested that after the third attempt, the student should be required to meet with the advisor and/or dean to discuss the problem and make recommendations for the fulfillment of the requirement.

11. Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Steven D. Wilson  
Assistant to the University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
February 14, 1994

PRESENT: Dr. E. Brown, Chair; Drs. A. Abaye, R. Bambach, S. Brooker-Gross, T. Cobb, J. Eaton, B. Heath-Camp, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, D. Smith, N. Spencer, J. Sawyers, J. White; Prof. R. Daniel; Dr. C. Morton, Dean of Students; S. Bambach for D. Bousquet, Admissions; B. Obenhaus, Library Faculty; S. Wheeler, Staff Senate; T. Hutchison, Honor System; S. Ginther, SGA.

ABSENT: Drs. R. Bates, G. Brown, J. Buffer, E. Carlisle, P. Edwards, H. Griffin, E. Henneke, R. Hendricks, P. Meszaros, R. Sorensen, L. Swiger, D. Williams; R. Patzig, GSA; A. Lawrence, K. Mitchell, SGA; W. Dean, University Registrar.

VISITORS E. Guertin, M. Murray, S. Wilson.

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:05 p.m.

2. The AGENDA was approved as distributed.

3. The MINUTES of the January 24, 1994 meeting were approved as distributed.

4. COMMITTEE ON UNDERGRADUATE CURRICULA - B. HEATH-CAMP

Betty Heath-Camp, Chair, presented the February 14, 1994 report for first reading. Motion was made and seconded to approve for first and second reading of the February 21, 1994 report. The motion CARRIED.

Courses approved for Fall 1994

- o BION 3124, Biochemical Techniques for Biotechnology and the Life Sciences (revised)
- o CE 3604, Introduction to Transportation Engineering (revised)
- o EE 4634, Analog and Digital Communication (revised)
- o ESM(MSE) 3054, Mechanical Behavior of Materials (revised)
- o ESM(MSE) 3064, Mechanical Behavior of Materials Laboratory (revised)
- o FA 2004, Creativity and Aesthetic Experience (new)
- o MSE 3024, Materials Processing (revised)
- o MSE 3034, Materials Processing Laboratory (revised)
- o MSE 3305-3306, Structure-Property Relationships (new)

- o MSE 3314, Structure-Property Relationships Laboratory (new)
- o MSE 3414, Introduction to High Technology Ceramics (new)
- o MSE 4034, Thermodynamics of Materials Systems (revised)
- o MSE 4254, Science and Technology of Thin Films (new)
- o MSE 4554, Polymer Engineering (new)
- o MSE 4264, Polymer Engineering Laboratory (new)
- o MUS 3054, Introduction to Vocal/Choral Arranging (new)
- o PHIL 3024, Philosophical Movements (new)
- o PHYS 2115-2116, General Physics Laboratory (revised)
- o PHYS 2415-2416, Elements of Physics Laboratory (revised)
- o PSYC 3054, Health Psychology (new)

#### Curriculum Checksheets, Options and Concentrations

- o English Checksheet, Major and Minor, Graduating Class of 1998
- o Humanities, American Studies Concentration and Checksheet for LASC Degree Graduating Class of 1995
- o Limited Transfer of Credit from Agriculture Technology Program to B.S. Degree Program in the College of Agriculture and Life Sciences Only

#### Courses to be Deleted, Effective Fall 1994

- o EE 4394, Motor Devices and Controls Laboratory
- o MSE 2054, Ores and Ceramics
- o MSE 2074, Structure Property Relationships I
- o MSE 2084, Structure Property Relationships Laboratory I
- o MSE 3074, Structure Property Relationships II
- o MSE 3084, Structure Property Relationships Laboratory II
- o MSE 4264, Mechanical Behavior of Materials
- o MSE 4274, Mechanical Behavior of Materials Laboratory II
- o PHIL 3124, Phenomenology and Existentialism
- o PHIL 3163, Pragmatism
- o PHYS 2715-2716, Physics Laboratory

#### 5. ATHLETIC COMMITTEE MINUTES - R. BAMBACH

Richard Bambach, committee member, presented the minutes of the November 19, 1993 meeting. He stated the Board of Visitors will be addressing the Title IX issue at its meeting today. Question was raised concerning the percentage of admissions of male and female students and how this would impact the athletic programs. Susan Bambach stated there is no policy at this time which sets a percentage or limit of admissions based on gender. Motion was made and seconded to accept the

minutes. The motion CARRIED.

6. UNIVERSITY CORE CURRICULUM COMMITTEE - M. MURRAY

Marge Murray, Chair, presented the minutes of the November 30, 1993 meeting. She reported that new English courses have been approved for inclusion in the core as well as for the writing intensive area. She also stated that Fine Arts 2004 has been approved on an experimental basis for Area VI and courses currently meeting the Fine Arts requirement in the College of Arts and Sciences will also be temporarily included in Area VI. The committee acted to move philosophy courses dealing with language and logic from Area II to Area V. Motion was made and seconded to accept the minutes. The motion CARRIED.

7. UNIVERSITY LIBRARY COMMITTEE MINUTES - B. OBENHAUS

Bruce Obenhaus, library faculty representative, presented the minutes of the December 8, 1993 meeting. He stated the search continues for the University Librarian. Richard Bambach stated the committee met earlier in the day and began reviewing the applications for this position. Motion was made and seconded to accept the minutes. The motion CARRIED.

8. ISSUES FROM THE CHAIR - E. BROWN

Ezra Brown, Chair, presented the following items for discussion:

- a. FRESHMAN RULE - Instituted in the late 1980's to assist students in their first 2 semesters. Ezra stated that it does not appear to be working as planned in particular areas, such as math and chemistry. He suggested that conditions could be applied, such as a student must attend X number of classes to invoke the policy. Other suggestions such as coordinating with class attendance policy, if one exists, and the drop deadline were discussed. It was decided this issue should be addressed by the Committee on Academic Policies.
- b. DROP DEADLINE - John White stated his feeling is that the deadline seems to be an arbitrary designation and questioned why it is set at the 6 week point of the semester. Norrine Spencer stated that 6 weeks was 40% of the semester. This issue will also be addressed by the Committee on Academic Policies.
- c. ACADEMIC ELIGIBILITY - John White requested the issue be "revisited" as was indicated when the schedule was implemented.
- d. TRACKING of ISSUES - Norrine Spencer asked that a person be charged with the responsibility of tracking issues that seem to have been "lost" and reporting those findings back to the commission.
- e. FAST TRACK COURSE PROPOSAL - Susan Brooker-Gross distributed a draft proposal concerning the approval of courses. It proposes that courses be sent directly from the College Curriculum Committee to the University Registrar's Office. The current Committee on Undergraduate Curricula would decide on proposals which have concerns or opposition expressed during the review period.

9. OTHER BUSINESS

- o John White suggested that Virginia Tech look at the possibility of not having specified required in-major courses. He stated this program is currently in place at Cornell University.
- o Richard Bambach stated his request that the commission or one of its committees address the issue of lengthening the time between classes.

10. Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Steven D. Wilson  
Assistant to the University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
February 28, 1994

PRESENT: Dr. E. Brown, Chair; Drs. A. Abaye, R. Bambach, S. Brooker-Gross, A. Cobb, J. Eaton, H. Griffin, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, D. Smith, N. Spencer, J. Sawyers, J. White; Prof. R. Daniel; C. Morton, Dean of Students; S. Wheeler, Staff Senate; T. Hutchison, Honor System; R. Patzig, GSA; W. Dean, University Registrar.

ABSENT: Drs. R. Bates, G. Brown, E. Carlisle, P. Edwards, E. Henneke, P. Meszaros, R. Sorensen, L. Swiger, D. Williams; D. Bousquet, Admissions; B. Obenhaus, Library Faculty; S. Ginther, A. Lawrence, K. Mitchell, SGA.

VISITORS J. Crunkilton, M. Murray, S. Scott, J. Williams-Green, S. Wilson.

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Brown called the meeting to order at 3:05 p.m. He asked the members of the Committee on Undergraduate Curricula to remain for a short time following the adjournment of the meeting.

2. The AGENDA was approved as amended.

3. The MINUTES of the February 14, 1994 meeting were approved with corrections.

4. COMMITTEE ON UNDERGRADUATE CURRICULA - B. HEATH-CAMP

Betty Heath-Camp, Chair, presented the items under "First Reading" of the February 28, 1994 report. Discussion took place concerning the Clothing and Textiles Checksheets, for "First Reading", which no longer offers an option in Marketing Education. Betty Heath-Camp expressed concern over the deletion and the lack of communication between colleges. Rita Purdy stated there has been no interest shown in the option and that although the option is not costing the college money to maintain, it does cost faculty and staff time. Mary Ann Lewis stated that students in Clothing and Textiles can enroll in Marketing Education courses above what is required for their degree to earn teacher certification. She then made a motion to send the item back to the Committee on Undergraduate Curricula. Wanda Dean pointed out that Presidential Policy Memo No. 115 provides process for this. Motion to return the item to Committee was withdrawn.

Motion was made and seconded to approve the items under "Second Reading" of the February 28, 1994 report. Discussion took place concerning the LASC Internship, for "Second Reading". Norrine Spencer stated that students in the College of Business do not receive credit for internships and felt this would be confusing for students pursuing a business concentration under the LASC degree. Motion was made and seconded to amend the catalog description to state "not available in all options". Motion to amend catalog description was APPROVED. Motion to approve the items under "Second Reading" CARRIED.

Courses approved for Fall 1994

- o LASC 3004, Liberal Arts & Sciences Internship (new)

Motion was made and seconded to approve the items under "First and Second Reading" of the February 28, 1994 report. The motion CARRIED..

Courses approved for Fall 1994

- o MSE 2034, Elements of Materials Sciences (revised)
- o MSE 2094, Analytical Methods in Material Engineering (revised)
- o MSE 4354, Micromechanisms of Deformation and Fracture Crystalline Materials (new)
- o MSE 4604, Advanced Composite Materials New)
- o PSCI 3574, Government and Politics in Japan (new)
- o BLST/REL 2744, The Black Church in America (cross-list, BLST home department)
- o BLST/REL/WS, The Black Woman in theUSA (cross-list, BLST home department)

Curriculum Checksheets, Options and Concentrations

- o Black Studies Concentration Checksheet, Graduating Class of 1994
- o Forestry and Wildlife Resources Checksheets, Graduating Classes of 1995 and 1996
  - a. Wildlife Science Option
  - b. Wildlife Science/PreVet Option
- o Geology Chekcheet, Graduating Class of 1995
  - a. Earth Science Option

Courses to be Deleted, Effective Fall 1994

- o MSE 4264, Mechanical Behavior of Materials
- o MSE 4274, Mechanical Behavior of Materials Laboratory
- o PSCI 3114, Political Campaigning

#### 5. UNIVERSITY CORE CURRICULUM COMMITTEE - M. MURRAY

Marge Murray, Chair, presented the minutes of the January 25 and February 8, 1994 meetings. She reported the main item of discussion in both sets of minutes concerned Writing Intensive courses with a motion being made and approved at the meeting of the 25th to allow two, 1 hour labs to substitute for one, 3 hour course. This will be implemented for students graduating in 1999. Dave Smith asked if 1, 1 hour lab would fulfill this requirement if the course met the specified criteria for a WI course. Marge responded that it would not according to the guidelines and that the committee had not considered this as an option. Additional discussion took place expressing concern from several colleges over the writing of WI proposals and who will teach them. Motion was made and seconded to accept the minutes. The motion CARRIED.

6. OTHER BUSINESS

- o Ezra Brown reported the Class Attendance Policy was approved at University Council to become effective Fall 1994.
- o Bob Hendricks reported the subcommittee on DOE/DOG had suggested that checksheets be in place for students registering during spring semester of their sophomore year, but much opposition was expressed. The committee then suggested a compromise that a proposed checksheet be distributed for spring registration during the sophomore year with the approved checksheet to be in place by fall of the junior year. Marge Murray suggested that paragraph 3 of the handout distributed be amended to read "when a student enters as a freshman". Bob asked that any comments be directed to him as soon as possible.

7. Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Steven D. Wilson  
Assistant to the University Registrar



MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES  
President's Board Room  
March 28, 1994

PRESENT: Dr. E. Brown, Chair; Drs. R. Bambach, S. Brooker-Gross, A. Cobb, J. Eaton, H. Griffin, B. Heath-Camp, R. Hendricks, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, D. Smith, N. Spencer, J. Sawyers, J. White; Prof. R. Daniel; S. Bambach for D. Bousquet, Admissions; B. Simpson for W. Dean, University Registrar; T. Hutchison, Honor System.

ABSENT: Drs. A. Abaye, B. Bates, G. Brown, E. Carlisle, P. Edwards, E. Henneke, P. Knox, P. Meszaros, C. Morton, R. Sorensen, L. Swiger, D. Williams, W. Worner; B. Obenhaus, Library Faculty; S. Wheeler, Staff Senate; R. Patzig, GSA; S. Ginther, A. Lawrence, K. Mitchell, SGA.

VISITORS E. Guertin, H. Kaplan, M. Murray, M. Obrien, S. Wilson

1. CALL TO ORDER AND ANNOUNCEMENTS:

Dr. Heath-Camp, substituting for Dr. Brown, called the meeting to order at 3:05pm. No announcements were made.

2. The AGENDA was approved as distributed.

3. The MINUTES of the February 14, 1994 meeting were approved with corrections.

4. COMMITTEE ON UNDERGRADUATE CURRICULA - B. HEATH-CAMP

Bob Hendricks, substituting for Betty Heath-Camp, presented the March 28, 1994 report.

Motion was made and seconded to approve the items under "Second Reading" of the March 28, 1994 report. Motion to approve the items under "Second Reading" CARRIED with one dissenting vote.

Curriculum Checksheets, Options and Concentrations

- o Clothing and Textiles Checksheets, Graduating Class of 1996
  - a. Apparel Design Option
  - b. Textiles Option
  - c. Fashion Merchandising Option
  - d. Fashion Merchandising-Marketing Education Option, to be deleted effective with the Graduating Class of 1996

Motion was made and seconded to approve the items under "First and Second Reading" of the March 28, 1994 report. Motion to approve the items under "First and Second Reading" CARRIED.

#### Courses approved for Fall 1994

- o AOE/ESM 4184, Design and Optimization of Composite Materials and Structures (new, AOE is home department)
- o FR 3304, Introduction to French Literature (new)
- o FR 3305-3306, Survey of French Literature (revised)
- o HTM 4604, Tourism Analysis (new)

#### Courses approved for Spring 1995

- o EE 4704, Principles of Robotic Systems (revised)

#### Courses approved for Fall 1995

- o HIST 3675-3676, History of South Asia (new)

#### Curriculum Checksheets, Options and Concentrations

- o College of Agriculture and Life Science, International Development Concentration Checksheet, Graduating Class of 1995 (new, to print on transcript)
- o Forestry and Wildlife Resources Checksheets, Graduating Classes of 1995 and 1996
  - a. Environmental Resources Management Option
- o Family and Child Development Checksheet, Graduating Class of 1996
  - a. Child Care Administration Option
  - b. Early Childhood Education Option
  - c. Human Development Option
  - d. Human Services Option
- o Public Administration Checksheet, Graduating Class of 1995 (change in hours for degree from 132 to 126)

#### 5. COMMITTEE ON ACADEMIC POLICIES - R. DANIEL

Ron Daniel, chair, presented the minutes of the February 22, 1994 meeting. He stated the minutes reflect issues before the committee such as Internal Transfers, and that the committee will be directing its attention to issues such as drop polices, dates and freshman rule. Motion was made and seconded to accept the minutes. The motion CARRIED.

#### 6. COMMITTEE ON ACADEMIC SUPPORT - A. MCDANIEL

Alan McDaniel, chair, presented the minutes of the February 16, 1994 meeting. He stated the committee is still lacking 2 student representatives. The committee has been asked to address issues such as pub-

lishing all religious holidays on the university calendar and timing between classes. He also reported that financial aid policies will be

reviewed. Motion was made and seconded to accept the minutes. The motion CARRIED.

#### 7. UNIVERSITY LIBRARY COMMITTEE MINUTES

Motion was made and seconded to defer the minutes of the committee to the next meeting due to the absence of a representative for presentation. The motion CARRIED.

#### 8. CGS RESOLUTION 1993-1994B - J. EATON

John Eaton, Associate Dean of the Graduate School, moved this item be withdrawn from the agenda since it is not the resolution passed by the Commission on Graduate Studies. Motion was seconded to withdraw. The motion CARRIED.

#### 9. CGS RESOLUTION 1993-1994C - J. EATON

Dr. Eaton presented the resolution for discussion and deferred to Mike Obrien who stated the intent is to further simplify the course approval process. The resolution requests that changes other than published information, such as catalog description, titles, etc., be approved by the appropriate College Curriculum Committee, with all other changes being routed through existing processes. Mike stated the reason for bringing this to CUS is to inquire if there is any interest in a joint resolution. John White stated the College of Agriculture and Life Sciences Curriculum Committee has endorsed the resolution. Questions were raised concerning the distribution of course syllabi and publication of when courses were to be offered. Betty Heath-Camp stated the item should be referred to the Committee on Undergraduate Curricula. No action was taken on the resolution by the Commission.

#### 10. REPORTING STATUS OF THE UNIVERSITY COMMENCEMENT COMMITTEE - E. BROWN

Ezra Brown reported that under the new governance structure, this committee will now report to CUS. Norrine Spencer questioned the appropriateness of the reporting status when commencement involves graduate students with John Eaton replying that the Spring Doctoral Commencement Committee reports to CGS. Questions were raised if students sit on the committee and if a representative of CUS is required to sit on the committee also. Ezra stated he has been in contact with Carole Nickerson who is forwarding to him the committee charge and structure. Motion was made not to require a member of CUS to sit on the committee but for the committee to supply minutes of its meetings for informational purposes. Motion was seconded to approve. The motion CARRIED.

#### 11. OTHER BUSINESS

- o Marge Murray, Chair of the University Core Curriculum Committee, presented the minutes of the February 22, 1994 meeting with attachments. She referred to Item 3 of the minutes, noting that 2 courses have been approved for inclusion in Area 7 and that another

is under consideration. Item 5 refers to the University Core Handbook, at which time Marge referred to the attachment concerning the Date of Entry Policy. The committee feels it is urgent that the handbook be changed to state " A student should be required to complete the core requirements in place on the date of his/her entry to the university." The issue of transfer students was raised with Marge stating the committee does not want to penalize those students and referred to the last sentence of Item 7. Motion was made to amend this sentence to state, "transfer students should follow core guidelines for the equivalent class". Motion was seconded to approve the amendment. The motion CARRIED. Marge then referred to the attachment concerning courses seeking inclusion in the core. She stated questions had been raised on the process of having existing courses included, and from these questions came the cover sheet. Mike Ogliaruso expressed concern that the cover sheet does not specify that a dean can choose to disallow a course for inclusion and moved the cover sheet be amended to change the statement "I have received a copy of the attached proposal" to "The attached proposal has my approval". Motion to amend was seconded. The motion to amend CARRIED. Motion was also made to amend signatures paragraph to end with "received and approved a copy of the proposal" and to add dates of approval. Motion to amend was seconded. The motion to amend CARRIED. Motion was then made and seconded to accept the February 22, 1994 minutes. The motion CARRIED.

- o Ezra Brown stated the commission needs to elect a chair for the upcoming academic year. He added that the Committee on Undergraduate Curricula has voted to nominate Betty Heath-Camp for the position. Motion was made and seconded to nominate Betty as chair for the upcoming year. Ezra asked if there were any further nominations from the floor with none made. Motion was made and seconded to close the nominations. The motion CARRIED. Motion was made to approve the nomination of Betty Heath-Camp as chair. The motion CARRIED. Dr. Brown then asked that all members, by a vocal vote of yea or nay, elect Betty as chair for the upcoming year. The vote to elect was UNANIMOUSLY APPROVED. Norrine Spencer expressed her support for Betty, but questioned the appropriateness of holding the election when it was not on the distributed agenda nor had an amendment to the agenda been approved for its inclusion.

12. Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Steven D. Wilson  
Assistant to the University Registrar

# MINUTES

## COMMISSION ON UNDERGRADUATE STUDIES

President's Board Room

April 11, 1994

PRESENT: Dr. E. Brown, Chair; Drs. A. Abaye, R. Bambach, A. Cobb, H. Griffin, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, D. Smith, R. Wokutch for R. Sorensen and N. Spencer, J. Sawyers, R. Smick-Attisano for J. White; Prof, R. Daniel; S. Bambach for D. Bousquet, Admissions; B. Obenhaus, Library Faculty; C. Morton, Dean of Students; S. Wheeler, Staff Senate; T. Hutchison, Honor System; M. Foushee for W. Dean, University Registrar.

ABSENT: Drs. R. Bates, S. Brooker-Gross, G. Brown, E. Carlisle, J. Eaton, P. Edwards, E. Henneke, P. Meszaros, L. Swiger, D. Williams, W. Worner; R. Patzig, GSA; S. Ginther, A. Lawrence, K. Mitchell, SGA.

VISITORS: E. Guertin, S. Wilson.

Call to Order and Announcements:

Dr. Brown called the meeting to order at 3:05pm. No announcements were made.

The Agenda was approved as amended.

The Minutes of the March 28, 1994 meeting were approved with corrections.

Committee on Undergraduate Curricula - B. Heath-Camp

Betty Heath-Camp, Chair, presented the April 11, 1994 report.

Motion was made and seconded to approve the items under "First and Second Reading" of the April 11, 1994 report. Motion to approve the items under "First and Second Reading" carried.

Courses approved for Fall 1994

FOR 3724 - Applied Forest Engineering (revised)  
MSCI 3454 - Quantitative Methods for Quality Control and Improvement (revised)

Courses approved for Fall 1995

FCD 4544- Community Based Long Term Care (new)

Curriculum Checksheets, Options and Concentrations

Materials Science Engineering Checksheet, Graduating Class of 1996 (revised)

Courses to be deleted effective Fall 1995

FCD 4104- Rural Gerontology, Issues in Planning and Delivering Service

Bob Hendricks presented the Materials Science Engineering Checksheet for the Graduating Class of 1995, asking that 15 day review be waived so it

can be presented to the Committee on Undergraduate Curricula on April 18. Motion was made and seconded to waive 15 day review. The motion carried.

#### University Library Committee Minutes - B. Obenhaus

Bruce Obenhaus, Library Faculty, presented the minutes of the January 12, 1994 meeting. Motion was made and seconded to accept the minutes. The motion carried.

#### Resolution 94-95B, Graduation Requirement Policy - B. Hendricks

Bob Hendricks presented for first reading, Resolution 94-95B as recommended by the Subcommittee on DOE/DOG. After discussion of the resolution, it was recommended that the time for checksheets to be submitted be changed from the "second week" of the spring semester to the "fourth week" of the spring semester, in areas 4, 7 and 8. It was also recommended that all departments be put on a cycle for submission of checksheets with notification from the University Registrar for deadlines. Bob asked that any additional comments or recommendations be forwarded to him.

#### Other Business

Dick Bambach, member of the Athletic Committee, stated the lawsuit pending against the university over gender equity in athletics is currently in negotiations. He also reported a new general purpose recreational facility will be built and will add approximately \$100.00 per year to student fees.

Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Steven D. Wilson  
Assistant to the University Registrar

MINUTES  
COMMISSION ON UNDERGRADUATE STUDIES

President's Board Room  
April 25, 1994

PRESENT: Dr. E. Brown, Chair; Drs. A. Abaye, R. Bambach, S. Brooker-Gross, A. Cobb, H. Griffin, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, R. Purdy, D. Smith, N. Spencer, J. Sawyers, J. White; Prof., R. Daniel; D. Bousquet, Admissions; M. Foushee for W. Dean, University Registrar; T. Hutchison, Honor System; B. Obenhaus, Library Faculty; C. Morton, Dean of Students; S. Wheeler, Staff Senate.

ABSENT: Drs. R. Bates, G. Brown, E. Carlisle, J. Eaton, P. Edwards, E. Henneke, P. Meszaros, R. Sorensen, L. Swiger, D. Williams, W. Worner; R. Patzig, GSA; S. Ginther, A. Lawrence, K. Mitchell, SGA.

VISITORS: E. Guertin, M. Murray, S. Wilson.

1. Call to Order and Announcements:

Dr. Brown called the meeting to order at 3:05pm.

2. The Agenda was approved as amended.

3. The Minutes of the April 11, 1994 meeting were approved with corrections.

4. Committee on Undergraduate Curricula - B. Heath-Camp

Betty Heath-Camp, Chair, presented the April 25, 1994 report.

Motion was made and seconded to approve the items under "First and Second Reading" of the April 25, 1994 report. Motion to approve the items under "First and Second Reading" carried.

5. Courses approved for Fall 1994

COMM 1014 - Introduction to Communication Studies (revised)  
COMM 2054 - Introduction to Film (revised)  
CS 3064 - Professionalism in Computing (revised)  
ESM 1004 - Statics and Particle Kinematics (revised)  
ESM 2304 - Dynamics of Particles and Rigid Bodies (revised)  
MSE 4574 - Biomaterials (new)

6. Courses approved for Spring 1995

CS 4234 - Parallel and Distributed Computation (new)

7. Curriculum Checksheets, Options and Concentrations

a. Liberal Arts and Sciences, Classical Studies Option Checksheet, Graduating Classes of 1994 and 1995

b. Liberal Arts and Sciences, CS/MATH/EDUCATION Option Checksheet, Graduating Class of 1996

3. Materials Science and Engineering Checksheet, Graduating Class of 1996

8. Courses to be deleted effective Spring 1995

a. CS 4714 - Information Systems Project

9. Committee on Academic Policies - R. Daniel

Ron Daniel, Chair, presented the minutes of the March 15th and 31st meetings. He stated the committee has met with the Associate Deans and discussed issues relating to transfer students and the freshman rule. Motion was made and seconded to accept the minutes. The motion carried.

10. University Core Committee Minutes - M. Murray

Marge Murray, Chair, presented the minutes of the March 22nd meeting. She reported that a discussion took place at that meeting concerning a review of the core beginning in 1995. She also stated that Jack Dudley has met with the committee concerning an "Honors Core Curriculum" and will do so again. Marge noted that PSCI 1016 has been accepted into AREA VII of the core. She also distributed "Guidelines and Instructions for Proposals to the University Core", "Proposal on Date of Entry Policy for the University Core Committee" and the "Cover Sheet for Existing Courses for Inclusion in the University Core". Motion was made and seconded to accept the minutes. The motion carried.

11. Athletic Committee Membership - E. Brown

Ezra stated the membership of the committee included 2 representatives from the faculty senate, with one designated as a senate collegiate representative.

A request from the committee has been to reduce faculty representation to one without regard to faculty category. Ezra noted this change in representation has the support of the Faculty Senate. Motion was made and seconded to approve the change in membership. The motion carried.

12. Resolution 94-95B, Graduation Requirement Policy - B. Hendricks

Bob Hendricks presented the resolution for second reading. Motion was made and seconded to change "of the second week" to "of the fourth week" in Items 4, 7 and 8. Motion to amend was approved. Mary Ann Lewis noted that Item 9 should state Committee on Undergraduate Curricula in place of Core Curriculum Committee. Motion was made and seconded to amend Item 10 to state the University Academic Advising Center is to receive items for 15 day review for information only. Motion to amend was approved.

Discussion took place concerning notification of departments and deans offices when checksheets are due. Consensus of the commission was for the University Registrar's office to notify departments and deans at the end of September that checksheets are due at the end of the fourth week of the spring semester for the graduating class of the appropriate year. Marvin Foushee noted state guidelines call for requirements to be reported on an academic year basis, but the university has the prerogative to use a calendar year. He also noted this could change if reporting is linked with funding for the university in the future. Motion was made and seconded to approve the resolution as amended. The motion was carried.

13. Other Business

Ezra Brown reminded the commission that the last meeting of the year



would be on May 9th.

14. Meeting adjourned at 3:50 p.m.

Respectfully submitted,

Steven D. Wilson,  
Assistant to the University Registrar

Minutes  
Commission on Undergraduate Studies  
President's Board Room  
May 9, 1994

Present: Dr. E. Brown, Chair; Drs. A. Abaye, S. Brooker-Gross, R. Bambach, R. Bates, A. Cobb, H. Griffin, B. Heath-Camp, R. Hendricks, P. Knox, M. Lewis, A. McDaniel, M. Ogliaruso, D. Smith, N. Spencer, J. Sawyers, J. White; S. Bambach for D. Bousquet, Admissions; M. Foushee for W. Dean, University Registrar; T. Hutchison, Honor System; S. Wheeler, Staff Senate.

Absent: Drs. G. Brown, E. Carlisle, J. Eaton, P. Edwards, E. Henneke, P. Meszaros, R. Purdy, R. Sorensen, L. Swiger, D. Williams, W. Worner; Prof. R. Daniel; B. Obenhaus, Library Faculty; C. Morton, Dean of Students; R. Patzig, GSA; S. Ginther, A. Lawrence, K. Mitchell, SGA.

Visitors: E. Guertin, M. Murray, S. Wilson.

¥ Call to Order and Announcements

Dr. Brown called the meeting to order at 3:05 p.m.

¥ The Agenda was approved as distributed.

¥ The Minutes of the April 25, 1994 meeting were approved with corrections.

¥ Request for Change in Minimum Hours for Degree, College of Arts and Sciences - R. Bates

Dr. Robert Bates, Dean of the College of Arts and Sciences, presented the request for reduction in the minimum hours for degrees in the college. He stated the request came from Phase II initiatives as well as allowing more efficient progress toward a degree and that the request will bring the college core in line with the university core. Dr. Bates deferred to Dr. Ogliaruso to address questions and further details. He stated the effective date for the change will be First Summer 1994. He also noted that the reduction in hours affects Arts and Sciences college core courses only, with free electives and major requirements staying as is. Dr. Ogliaruso distributed a handout on the college core that will be effective for Fall 1994, stating it is the same as the University Core with exceptions listed in the last column. He also noted that any student enrolled during Fall 1994 would fall under these requirements, regardless of their date of entry or graduation. Motion was made and seconded to approve. The motion carried.

¥ Committee on Undergraduate Curricula - B. Heath-Camp

Betty Heath-Camp, Chair, presented the May 9, 1994 report. Motion was made and seconded to approve the items under "First and Second Reading" of the May 9, 1994 report. Motion to approve the items under "First and Second Reading" carried.

Courses Approved for Fall 1994

EE 4274 - Hybrid Microelectronics (revised)  
MGT(MKTG) 4074 - Small Business Consulting (revised)  
MSE 4054 - Materials Selection and Design (new)  
MSE 4164 - Principles of Materials Corrosion (new)  
MSE 4205, 4206 - Principles of Solid State Materials and Devices

(new)

MSE 4414 - Physical Ceramics (new)  
MSE 4424 - Physical Ceramics Laboratory (new)  
MSE 4894 - Writing in Materials Science and Engineering (new)  
MUS 3135, 3136 - History and Analysis of Musical Styles (new)  
MUS 3145, 3146 - Musical Styles Literacy Laboratory (new)  
PHYS 4205, 4206 - Principles of Solid State Materials and Devices  
(new)

Courses Approved for Spring 1995

FIW 4424 - Ichthyology (revised)  
MSE 4304 - Metals and Alloys (new)

Curriculum Checksheets, Options and Concentrations

Business Education Checksheet, Graduating Classes of 1995 and 1996

¥ Regular Option  
¥ V-22 Transfer Option  
¥ Training and Development Option  
¥ V-22 Transfer, Training and Development Option

Home Economics Education Checksheets, Graduating Classes of 1995  
and 1996

¥ Consumer and Homemaking Certification Option  
¥ Family Life Education Option  
¥ Occupational Add-on Endorsement (for Consumer and  
Homemaking or Family Life Education Options)  
¥ Training and Development Option

Mathematics Checksheets, Graduating Classes of 1995 and 1996

¥ Traditional Option  
¥ Applied Computational Mathematics Option  
¥ Applied Discrete Mathematics Option  
¥ Education Option

Sociology Checksheet, Graduating Class of 1995

Courses to be deleted effective Spring 1995

BIOL 4424 - Ichthyology  
MSE 4074 - Structure Properties Relationships III  
MSE 4084 - Structure Properties Relationships Laboratory III  
MSE 4094 - Materials Properties Selection and Design  
MSE 4104 - Metals and Alloys in Design  
MSE 4214 - Materials in Electrical Engineering  
MSE 5124 - Materials Corrosion  
PHYS 4124 - Principles of Atomic and Solid State Physics

Committee on Academic Support - A. McDaniel

Alan McDaniel, Chair, presented the minutes of the March 30, 1994 meeting. He reported that after lengthy discussion, the committee could find no benefit at this time in changing the length of time between classes. Motion was made and seconded to accept the minutes of March 30, 1994. The motion to accept the minutes carried. Dr. McDaniel also reported that although the minutes of the April 27, 1994 meeting have not been approved, he felt the commission should be aware of the issues that were brought forth at that time. He stated the proposed Academic Calendars for 1996-1997 and 1997-1998 have been approved by the committee, noting that negotiations will take place next year with Radford University concerning commencement dates. He also added that a draft resolution concerning religious holidays was approved with revisions and will be brought forward to CUS next year.

## University Core Committee Minutes - M. Murray

Marge Murray, Chair, presented the minutes of the April 12, 1994 and April 26, 1994 meetings. She reported the concept for WI courses in the MSE Department was endorsed at the meeting of the 12th as well as accepting CHE 4185-4186 as WI courses. Marge stated that ART 3884 and 3384 were accepted as WI courses at the meeting of the 26th. She also noted the committee accepted reading lists for an experimental program of core courses for students enrolled in the Honors Program. Motion was made and seconded to accept the minutes. The motion to accept carried.

### Other Business

Norrine Spencer asked the commission to waive "First Reading" and approve for "Second Reading" the Global Business Concentration and Checksheet. She stated there had been no opposition to the proposal during 15 day review, but that receipt of support letters prevented the item from being approved at the last meeting of the Committee on Undergraduate Curricula. She noted the concentration is restricted to students in the College of Business. Effective date is for the Graduating Class of 1995. Motion was made and seconded to waive "First Reading" and approve for "Second Reading". The motion carried.

Janet Sawyers asked the commission to waive "First Reading" and approve for "Second Reading" the Hospitality and Tourism Management Checksheet for the Graduating Class of 1996 and HTM 2464, Introduction to Service. Both items had been tabled at CUC pending revisions which have now been made, but were not received in time for approval at the last meeting. Motion was made and seconded to waive "First Reading" and approve for "Second Reading". The motion carried.

Dr. Brown expressed his appreciation to the members of the commission for their support and hard work throughout the year.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Steven Wilson  
Assistant to the University Registrar