

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
September 24, 2007
3:00 P.M - 230 Student Services Building

Present: M. Denbow, (chair); R. Daniel; J. Browder for J. Davis; C. Clemenz for R.E. Sorensen; B. Watford for R. Benson; M.A. Lewis; T. Gardner; R. Oderwald for J. M. Kelly; J. Penven; J. Crunkilton for S. Quisenberry; E. Kline; C. Wood; C. Finkelstein; E. Fox; I. Glennon; V. Groover; J. Moore; E. Mashack; A. Beringer

Absent with notification: D. Zahm

Absent without notification: R. Avery; D. Ford; M. McNamee; L. N. Chang; G. Schurig; M. Paretti; J. Brozovsky; Z. Bahta; J. Vaziralli

Visitors: W. Ashton; N. Bailey Spencer; M. Foushee

●Call to Order and Announcements -

The meeting was called to order at 3:00 pm by Mike Denbow, Chair.

Mike welcomed to the Commission continuing and new members for 2007-2008. He stated that Thom Mills was originally scheduled to be Commission Chair since he was Chair of the Curriculum Committee last year. However, the Chair must be a faculty voting member and Thom is no longer a member of the Commission. Therefore, the current year's Chair of the Committee on Undergraduate Curricula assumed the Chair of the Commission. He also reported that Diane Zahm will be the Chair of CUC for 2007-2008.

Members and visitors present introduced themselves and the area they represented.

●Adoption of the Agenda

Motion was made and seconded to adopt the agenda as distributed. The motion was approved unanimously.

● Approval of April 9, 2007 Commission Minutes

Mike stated April 9, 2007 was the last meeting of the Commission for 2006-2007 due to the tragic events in the spring 2007. Motion was made and seconded to approve the April 9, 2007 Commission minutes as distributed. The motion was approved unanimously.

●Report from Commission Committees/Sub-Committees

Committee on Undergraduate Curricula Report of April 26, 2007

(To confirm for Commission minutes –report electronically approved 05/04/07)

Mike stated that since the Commission did not meet after April 9, 2007 the CUC report of April 26, 2007 was approved electronically on May 4, 2007; however, the report needed to be documented in the Commission minutes for historical reference. Motion was made and seconded to confirm the April 26, 2007 Committee on Undergraduate Curricula report. The motion was approved unanimously.

*For “First and Second Reading”
Unanimous Approval*

Courses Effective Fall 2007

MSE 2014 Materials Engineering Transition (new)

Courses Effective Spring 2008

ECE 4214 Semiconductor Device Fundamentals (revised)

New Track and Designator Effective Fall 2007

*Bachelor of Science in Civil Engineering, Structures, Geotechnical, and Construction
Track (SGC)*

Discontinue Concentration Effective May 2007

LASC African Area Studies

Discontinue Options Effective December 2007

*Environmental Affairs
Global Development
Social Studies Education
Urban Studies
World Politics and Policy*

Discontinue Track and Designator Effective December 2008

*Bachelor of Science in Civil Engineering, Structures, Foundations, & Construction Track
(SFC)*

Checksheets Effective for Students Graduating in Calendar Year 2009

*Bachelor of Science in Electrical Engineering (revised)
Bachelor of Science in Computer Engineering (revised)*

Bachelor of Science in Civil Engineering, General Civil Engineering Track (revised)
Bachelor of Science in Civil Engineering, Environmental and Water Resources Track
(revised)

Bachelor of Science in Civil Engineering, Infrastructure Systems Track (revised)
Bachelor of Science in Civil Engineering, Structures, Geotechnical, and Construction
Track (new)

● **Other Business**

As required by the Committee guidelines, Norrine Bailey Spencer, Director of Undergraduate Admissions and Associate Provost, presented an annual report to the Commission on the actions taken by the Undergraduate Admissions Appeals Committee. She briefly commented on the number of admissions cases reviewed and approved for the academic year 2006-2007, and the number of cases that have been heard for summer and fall 2007. It was moved and seconded to accept the Undergraduate Admissions Appeals Committee report of September 24, 2007. The motion was approved unanimously.

Mike stated that due to the cancellation of late spring meetings, the Commission needed to elect representatives to the University Commencement Committee and the Committee on Academic Support. Candice Clemenz, representing Dean Richard Sorensen from the Pamplin College of Business, was nominated to serve as the Commission representative to the University Commencement Committee. Candice was elected by acclamation. John Brozovsky was nominated to serve as the Commission representative to the Committee on Academic Support. John was elected by acclamation.

Ron Daniel from the University Provost's Office distributed copies of the *Course of Study Planner*. He made brief comments regarding its current use by selected student populations. It is anticipated that an on-line version will be available by December 2007.

● **The meeting was adjourned at 3:23 p.m.**

Submitted by,
Marvin Foushee
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
October 22, 2007
3:00 P.M - 230 Student Services Building

Present: M. Denbow, (chair); R. Daniel; W. Vaughn for J. Davis; M Azeke. for R. Sorensen; B. Watford for R. Benson; M.A. Lewis; M. Marchant for S. Quisenberry; T. Gardner; S. Hicks for J. Brozovsky; J. Penven; E. Kline; C. Wood; C. Finkelstein; E. Fox; I. Glennon; V. Groover; J. Moore; E. Mashack; A. Beringer; D. Zahm; J. Vaziralli; M. Paretti; M. O'Brien

Absent without notification: R. Avery; D. Ford; M. McNamee; L. N. Chang; G. Schurig; Z. Bahta

Visitors: W. Ashton; M. Maloney; J. Crunkilton

●Call to Order and Announcements -

The meeting was called to order at 3:00 pm by Mike Denbow, Chair.

Members and visitors present introduced themselves and the area they represented.

●Adoption of the Agenda

Motion was made and seconded to adopt the agenda with the addition of the Athletic Committee minutes. Also the course CEE 4544 was removed from the September 26, 2007 Committee on Undergraduate Curricula report. With these modifications the motion to adopt the agenda was approved unanimously.

● Approval of September 24, 2007 Commission Minutes

Motion was made and seconded to approve the September 24, 2007 Commission on Undergraduate Studies and Policies minutes as distributed. The motion was approved unanimously.

●Report from Commission Committees/Sub-Committees

Mary Ann Lewis presented the University Athletic Committee minutes of 5/3/07 and 9/20/07

It was moved and seconded to accept the University Athletic Committee minutes of May 3, 2007 and of September 20, 2007 meetings. The motion was approved unanimously.

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of September 26, 2007.

Motion was made and seconded to approve the CUC report of September 26, 2007. The motion to approve passed unanimously.

***For “First and Second Reading”
Unanimous Approval***

Courses Effective Spring 2008

*CHEM-4514- Green Chemistry (new)
ECE 4614-Telecommunication Networks- (revised)
MSE 3004H- Materials in Tomorrow’s World- (new)
SPAN 3684- Crossing the Border: Living the Literature- (new)*

Checksheets Effective for Students Graduating in Calendar Year 2010

Minor in Engineering Science and Mechanics (revised)

Diane Zahm presented the minutes of the Committee on Undergraduate Curricula Report of October 10, 2007.

Motion was made and seconded to approve the CUC report of October 10, 2007. The motion to approve passed unanimously.

***For “First and Second Reading”
Unanimous Approval***

Courses Effective Spring 2008

*AHRM 4124- Clothing Behavior Patterns (new)
AHRM 3204- Introduction to Textile Evaluation (new)
AHRM 4234-Apparel Quality Evaluation (new)
CHEM-4514- Green Chemistry (new)*

Courses Effective Fall 2008

*CSES/ENSC 4774- Reclamation of Drastically Disturbed Lands (new)
FST 3124- Brewing Science and Technology (new)
FST 4534- Food Chemistry Lab (new)*

Checksheets Effective for Students Graduating in Calendar Year 2010

Minor in Wood Science and Forest Products (revised)

Courses Deleted Effective Spring 2008

*AHRM 3124- Clothing Behavior Patterns
AHRM 4204-Introduction to Textile Evaluation
AHRM 3214- Apparel Quality Evaluation*

● **Other Business**

Irene Glennon reported that over the years the library has subscribed to many journals; however, in recent years many of these subscriptions have been dropped. When this happens, people become unable to see some past journals even though they were purchased. Questions were raised as to whether or not people should be able to view journals that were previously purchased-were we paying for only access to the journals, or for the permanent ownership rights to the journals? These questions will be addressed at the next meeting.

● **The meeting was adjourned at 3:23 p.m.**

Submitted by,
Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
November 12, 2007
3:00 P.M - 230 Student Services Building

Present: M. Denbow, (Chair); R. Daniel; J. Browder for J. Davis; M Azeke. for R. Sorensen; B. Watford for R. Benson; M.A. Lewis; J. Crunkilton for S. Quisenberry; T. Gardner; J. Penven; E. Kline; C. Wood; E. Fox; I. Glennon; V. Groover; J. Moore; E. Mashack; B. ***** for A. Beringer; D. Zahm; J. Vaziralli; J. Cowles for L. N. Chang; Z. Bahta; R. Oderwald for M. Kelly

Absent without notification: R. Avery; D. Ford; M. McNamee; G. Schurig; J. Brozovsky; M. Paretti; C. Finkelstein

Visitors: W. Ashton; M. Maloney; M. Foushee; L. McClinton

●Call to Order and Announcements -

The meeting was called to order at 3:01 pm by Mike Denbow, Chair.

●Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Approval of October 22, 2007 Commission Minutes

Motion was made and seconded to approve the October 22, 2007 Commission on Undergraduate Studies and Policies minutes as distributed. The motion was approved unanimously.

●Report from Commission Committees/Sub-Committees

●Committee on Undergraduate Curricula

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of October 24, 2007. Motion was made and seconded to approve UNIV 2394 for "First Reading Only". The many concerns were expressed regarding UNIV 2394; including the fact that this course does not have an academic department home, the awarding of credit for a job training course, should the course be taken prior to holding a Resident Adviser position versus taking the course while serving as an adviser. Motion to approve for first reading approved. Motion to approve for first reading carried unanimously.

Motion and seconded to approve CS 3824 for "First Reading Only". Concern was expressed that without some biology background some students may have difficulty successfully completing a computer science course in bioinformatics. Ed Fox

commented that this course would require only a high school mentality of Biology to successfully complete the course, as it is more Computer Science based than Biology based. There was also concern that since there is a course in the Biological Sciences Department in Bioinformatics that there would be course overlap. It was determined that a letter would be sent to the Biological Sciences Department asking for their support of the course. Motion to approve for first reading carried unanimously.

Motion was made and seconded to approve the items for “First and Second Reading” appearing on the CUC report of October 24, 2007. Motion to approve carried unanimously.

*For “First Reading only”
Non-Unanimous Approval*

Courses Effective Spring 2008

CS 3824- Introduction to Computational Biology and Bioinformatics- (new)
UNIV- 2394 Introduction to Leadership in Residential Communities- (new)

*For “First and Second Reading”
Unanimous Approval*

Courses Effective Spring 2008

CS 4244- Internet Software Development- (revised)
LDRS 3304- Elements of Team Leadership-(new)

Courses Effective Fall 2008

WS 2114- Feminist Theory- (new)
LDRS 3104- The Dynamics of Leadership- (new)

Revised Cheeksheets Effective for Students Graduating in Calendar Year 2009

Bachelors of Science in Computer Science

Discontinuation of Minor Effective Summer I 2008

Minor in Communication

Discontinuation of Minor Effective Fall 2010

Women’s Leadership Minor

Courses Deleted Effective Fall 2008

WS 4114 Feminist Theory

●University Athletic Committee

Mary Ann Lewis presented the University Athletic Committee report. Copies of the Student Athlete Academic Support Services three year review, as presented to the University Athletics Committee, Fall 2007, were distributed to commission members.

It was noted that this report is for informational purposes only and that no commission action is required.

- **Commencement Committee**

Mercy Azeke presented the Commencement Committee minutes of October 3, 2007. She noted a change for the estimated Fall ceremony cost from \$6825.00 to \$5600.00. She also noted that Virginia Tech diplomas are an odd size, making them difficult to frame; this is still a pending issue. Motion made and seconded to accept the Commencement Committee minutes of October 3, 2007; motion to approve passed unanimously.

- **Other Business**

Mary Ann Lewis requested on behalf of the faculty and Dean of the College of Liberal Arts and Human Sciences that a post humorous degree be awarded to deceased student Lauren Smith for Fall 2007. Motion was made and seconded to award a post humorous BS degree to Lauren Smith Motion passed unanimously.

Mike Denbow announced that a representative from Parking Services has been invited to come to the next CUSP meeting to discuss parking during Thursday night home football games.

- **The meeting was adjourned at 4:00 p.m.**

Submitted by,
Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
January 28, 2008
3:00– 5:00 P.M. 230 Student Services Building

Present: M. Denbow, (Chair); V. Groover; E. Mashack; B. Watford for R. Benson; R. Oderwald for M. Kelly; M.A. Lewis; R. Daniel; C. Clemenz for R. Sorensen; M. Marchant for S. Quisenberry; I. Glennon; D. Zahm; D. Ford; M. O'Brien for A. Beringer; E. Fox; C. Wood; J. Brozovsky

Absent without notification: R. Avery; M. McNamee; G. Schurig; M. Paretti; E. Kline; J. Vaziralli; L. N. Chang; Z. Bahta; C. Finkielstein; J. Davis; T. Gardner; J. Penven; J. Moore

Visitors: W. Ashton; M. Maloney; M. Foushee; Susanna Rinehart

● Call to Order and Announcements -

The meeting was called to order at 3:00 pm by Mike Denbow, Chair.

● Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Approval of November 26, 2007* Commission on Undergraduate Studies and Policies minutes

**Mike announced these minutes have already received electronic approval on December 19, 2007. There were no questions or comments on these minutes.*

● Report from Commission Committees/Sub-Committees

● Committee on Undergraduate Curricula

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of December 12, 2007. Motion was made and seconded to approve APSC 2004 for "Second Reading". Motion was made and seconded Motion to approve for second reading carried unanimously.

For "Second Reading"
Non-Unanimous Approval

Courses Effective Fall 2008
APSC 2004- Animal and Poultry Sciences Seminar- (new)

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of December 12, 2007 for first and second reading. Motion was made and seconded. Motion carried unanimously.

***For “First and Second Reading”
Unanimous Approval***

Courses Effective Spring 2008

APSC 2114- Livestock Management and Handling- (new)
APSC 2124- Horse Management Laboratory- (new)
APSC 2464- Introduction to Companion Animals- (revised)

Courses Effective Fall 2008

FIN 3164- Survey of Finance and Career Planning- (revised)
APSC 2824- Equine Conformation and Biomechanics- (new)
APSC 3234- Applied Ruminant Nutrition- (new)
APSC 3464- Companion Animal Management- (new)

Courses Effective Spring 2009

APSC 3724- Applied Equine Evaluation- (revised)
APSC 4444- Swine Production- (revised)

Courses Effective Fall 2009

APSC 3824- Equine Behavior and Training- (new)
APSC 4404- Commercial Poultry Enterprise Management- (revised)
APSC 4414- Beef and Sheep Production and Industry- (revised)

Courses Effective Spring 2010

APSC 4004- Contemporary Issues in the Animal Sciences- (new)
APSC 4424- Horse Production and Management- (revised)

Checksheets Effective for Students Graduating in Calendar Year 2010

Bachelor of Science in Animal and Poultry Sciences- Production-Business Option
Bachelor of Science in Animal and Poultry Sciences- Science Option
Bachelor of Science in Animal and Poultry Sciences- Pre-Vet Option
Minor in Animal and Poultry Sciences (APSC)
Minor in Animal and Poultry Sciences Equine (APEQ)

Courses Deleted Effective Fall 2009

APSC 4434- Sheep Production
APSC 2724- Equine Behavior and Training
APSC 4504- Poultry Production and Systems Management

Courses Deleted Effective Spring 2010

APSC 3004- Animal and Poultry Science Seminar

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of January 24 2008 for first reading only. Motion was made and seconded to approve FIN 4284 for "First Reading". Motion to approve for first reading only carried unanimously.

*For "First Reading Only"
Non-Unanimous Approval*

Courses Effective Fall 2008

FIN 4284- Free Markets, Individual Freedom, and Economic Welfare- (new)

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of January 24, 2008 for first and second reading. Motion was made and seconded. Motion carried unanimously.

*For "First and Second Reading"
Unanimous Approval*

Courses Effective Spring 2008

FIN 3164- Survey of Finance and Career Planning- (revised)*

**course has been approved, seeking different start date*

Courses Effective Fall 2008

FIN 4024- Legal Aspects of a Diverse Workplace (new)

MGT 3434- Individual Perspectives of Diversity in Organizations (revised)

MGT 4234- Ethical Issues in Business Diversity (new)

●University Curriculum Committee for Liberal Education

Cindy Wood moved for acceptance of the December 10, 2007 minutes of the University Curriculum Committee for Liberal Education. Motion seconded. There was no discussion concerning the minutes. Motion carried.

●University Commencement Committee

Candi Clemenz presented the University Commencement Committee minutes of December 5, 2007 and moved for acceptance. Motion seconded. It was requested that the student write their name in large block letters on the back of their graduation information cards. It was also requested that the cards be arranged together better so they are easier to keep in order. Candi noted that these requests would be communicated to the Commencement Committee. Motion carried.

- **University Library Committee**

Irene Glennon moved for acceptance of the University Library Committee minutes of November 15, 2007. Motion seconded. There was no discussion concerning the minutes. Motion carried unanimously.

- **Other Business**

There was no other business.

- **The meeting was adjourned at 3:20 p.m.**

Submitted by,
Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
February 11, 2008
3:00– 5:00 P.M. 230 Student Services Building

Present: D. Zahm (Vice-Chair); V. Groover; E. Mashack; B. Watford for R. Benson; M.A. Lewis; C. Clemenz for R. Sorensen; M. Marchant for S. Quisenberry; M. O'Brien for A. Beringer; E. Fox; J. Brozovsky; J. Browder; J. Vaziralli; C. Finkelstein ; J. Penven; S. Rinehart for R. Daniel

Absent without notification: R. Avery; M. McNamee; G. Schurig; M. Paretti; E. Kline; L. N. Chang; Z. Bahta; T. Gardner; M. Kelly; I. Glennon; C. Wood;

Absent with notification: M. Denbow; D. Ford

Visitors: W. Ashton; M. Maloney; M. Foushee; B. Simmons

●Call to Order and Announcements -

The meeting was called to order at 3:05 pm by Diane Zahm, Vice-Chair.

●Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Motion was made and seconded to approve the January 28, 2008 Commission on Undergraduate Studies and Policies minutes. The motion was approved unanimously.

●Report from Commission Committees/Sub-Committees

●Committee on Undergraduate Curricula

Diane Zahm presented the report of the Committee on Undergraduate Curricula meeting of January 24, 2008. Motion was made and seconded to approve FIN 4284 for "Second Reading" from the January 24, 2008 CUC report. Motion to approve FIN 4284 for second reading carried unanimously.

For "Second Reading"
Non-Unanimous Approval

Courses Effective Fall 2008

FIN 4284- Free Markets, Individual Freedom, and Economic Welfare

- **University Curriculum Committee for Liberal Education**

There was no report from the UCCLE.

- **University Athletics Committee**

Mary Ann Lewis presented the minutes of the University Athletics Committee meeting of November 27, 2007. Motion made and seconded to accept the minutes. The motion passed unanimously.

- **University Commencement Committee**

Candi Clemenz stated that the suggestions regarding the commencement graduation cards expressed at the last CUSP meeting were communicated back to the Commencement Committee.

- **University Library Committee**

There was no report from the University Library Committee.

- **Other Business**

Barry Simmons

Scholarships and Financial Aid Report

Barry Simmons presented the Scholarships and Financial Aid report. He stated that the scope of the financial aid operation provides \$262 million in aid divided among about 70% of students. He stated that there are three types of aid; traditional financial aid/scholarships. Access enhancement is another type of aid. The third type of aid is the financial literacy program. The financial aid process begins with the filling out of the FAFSA form, which has a deadline of March 11 of every year to ensure that applications can be handled in a timely manner. Concerns were raised about students being unaware of the guidance available. He stated that an email is sent to all new and transfer students informing them of the information and that such information is presented at freshman orientation each summer.

- The meeting was adjourned at 3:50 p.m.

Submitted by,
Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 10, 2008
3:00– 5:00 P.M. 230 Student Services Building

Present: M. Denbow (Chair); V. Groover; E. Mashack; B. Watford for R. Benson; M.A. Lewis; C. Clemenz for R. Sorensen; M. O'Brien; B. Brubaker; E. Fox; J. Brozovsky; J. Browder; C. Finkelstein; J. Penven; S. Rinehart for R. Daniel; I. Glennon; J. Crunkilton for S. Quisenberry; D. Ford; R. Oderwald for M. Kelly

Absent without notification: R. Avery; M. McNamee; G. Schurig; M. Paretti; E. Kline; L. N. Chang; Z. Bahta; C. Wood; D. Zahm; J. Vaziralli;

Absent with notification: T. Gardner

Visitors: W. Ashton; M. Maloney; M. Foushee; M. Connerley; S. Myers; D. Stoudt; Miya Simpson

●Call to Order and Announcements -

The meeting was called to order at 3:05 pm by Mike Denbow, Chair.

●Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Motion was made and seconded to approve the February 11, 2008 Commission on Undergraduate Studies and Policies minutes. The motion was approved unanimously.

●Report from Commission Committees/Sub-Committees

●Committee on Undergraduate Curricula

Mike Denbow presented the report of the Committee on Undergraduate Curricula meeting of February 28, 2008. Motion was made and seconded to approve the items for "First and Second Reading" appearing on the CUC report of February 28, 2008. Motion to approve carried unanimously.

Mike Denbow presented the report of the Committee on Undergraduate Curricula meeting of February 14, 2008. Motion was made and seconded to approve COMM 4434 for "First Reading Only". Motion to approve carried unanimously.

For "First Reading Only"
Non-Unanimous Approval

Courses Effective Fall 2008

COMM 4344 – Advanced Topics in Film Studies (new)

Motion was made and seconded to approve the items for “First and Second Reading” appearing on the CUC report of February 14, 2008. Motion to approve carried unanimously.

***For “First and Second Reading”
Unanimous Approval***

Courses Effective Fall 2008

COMM 3064 – Persuasion (new)

COMM 3134 – Public Advocacy (revised)

ENGL 3834 – Intercultural Issues in Professional Writing (new)

MGT 3444 - Diversity in the Workplace: Issues for Organizations (new)

MGT 3464 – Diversity-Related Internship and Professional Development (new)

BIT 3414- Operations and Supply Chain Management (revised)

BIT 4414- Service Operations Management (revised)

BIT 4444- Web-Based Decision Support Systems (revised)

BIT 4464- Advanced Supply Chain Management (revised)

BIT 4514- Database Technology for Business (revised)

BIT 4524- Systems Development (revised)

ENGL 3654-Ethnic American Literature (new)

Minor and Designator Effective for Fall 2008

IDST- Minor in Medieval and Early Modern Studies(MEES) (new)

Business Diversity Minor (BUSD) (new)

Courses Effective Summer I 2008

MSE 4584- Biomimetic Materials (new)

Options Effective Summer I 2008

IDST - Women’s Studies Option and Designator IDWS (new)

Courses Effective Spring 2009

HORT 2184 – Globalization and Horticulture (new)

Checksheets Effective for Students Graduating in Calendar Year 2010

Bachelor of Arts in Interdisciplinary Studies – Women’s Studies Option (new)

Bachelors of Fine Arts in Studio Art (revised)

Bachelor of Science in Business Information Technology: Operations and Supply Chain
Management Option (revised)

Business Diversity Minor (new)

IDST- Minor in Medieval and Early Modern Studies (new)

Checksheets Effective for Students Graduating in Calendar Year 2011
Bachelors of Fine Arts in Art History (revised)

Minor and Designator to be Deleted December 2011
IDST- Discontinuation of Minor in Medieval and Renaissance Studies(MREN)

Courses Dropped Effective Summer II 2008
COMM 4064 – Persuasion

Options to be Deleted Fall December 2008
PSCI - Environmental Affairs Option (SPIA)
PSCI - Global Development Option (SPIA)
PSCI - World Politics and Policy Option (SPIA)

Options to be Deleted Summer II August 2009
HNFE – Community and International Nutrition Option and Designator CIN

Options to be Deleted Fall December 2009
HD - Human Services Option and Designator HSO

●**University Curriculum Committee for Liberal Education**

Susanna Rinehart presented the minutes of the January 29, 2008 University Curriculum Committee for Liberal Education meeting. It was determined that a reminder letter should be sent seeking response to the letter to President Steger and Provost McNamee concerning the impact of impending budget cuts on the viability of the Curriculum for Liberal Education, which was written by the UCCLE and hand-delivered on December 13, 2007. Motion made and seconded to accept the minutes. The motion passed unanimously.

●**University Library Committee**

Irene Glennon presented the University Library Committee minutes of January 24, 2008. Questions were raised about the graduate-student-only section of the library, and concerns were expressed about undergraduate students not having access to every part of the library. Irene said she would look further into this issue before the next meeting. Motion made and seconded to accept the minutes. The motion passed unanimously.

●**University Commencement Committee**

Candi Clemenz presented the University Commencement Committee minutes of February 6, 2008. It was noted that new graduation cards have been made, as previously requested by the committee. Motion made and seconded to accept the minutes. The motion passed unanimously.

● **Other Business**

Miya Simpson

Miya Simpson attended to discuss the Academic Program Review process, which began a few years ago. The propose of the Academic Program review is to ensure the success of our undergraduate and graduate programs and to make sure our programs are in line with not only university missions and goals but also the missions and goals stated by the individual programs. One goal of this review is to provide physical evidence that our programs are successful and up to the standards set by the university. Miya stated that she has met with deans and associate deans to make sure their records match up to the review records, and to discuss a timeline for the review, (which is conducted every seven years for both undergraduate and graduate programs). It was noted that the Academic Program Review committee is working to put all information onto a public website; however, the estimated finish date is unknown. A motion was made and seconded to accept the Academic Program Review Process report. The motion was passed unanimously.

Candi Clemenz

Candi Clemenz and Mary Connerley presented a proposal for the restriction of the Business Diversity minor to restrict it to Business majors, with a cap of 45 for each semester. Motion was made and seconded to hear the Business Diversity Minor restriction. The motion passed unanimously. After reviewing the restriction concern was stated that this is a valuable minor and should be available to any student that wants to take it. The response was that the College of Business does not have enough resources to offer it to more students. Concern was then raised that the justification for the restriction is flawed-- insufficient resources do not justify the imposition of the restriction of a minor. In other cases that have come before the commission, lack of resources was not an acceptable reason to restrict a program, minor or major. It was moved and seconded to table any recommendation of the restriction proposal until the justification for restriction could be expanded and made more acceptable. The motion carried unanimously.

- The meeting was adjourned at 3:50 p.m.

Submitted by,
Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
March 24, 2008
3:00– 5:00 P.M. 230 Student Services Building

Present: M. Denbow (Chair); V. Groover; B. Watford for R. Benson; M.A. Lewis; C. Clemenz for R. Sorensen; M. O'Brien; B. Brubaker; E. Fox; J. Brozovsky; J. Browder; J. Penven; S. Rinehart for R. Daniel; I. Glennon; R. Oderwald for M. Kelly

Absent without notification: R. Avery; M. McNamee; G. Schurig; M. Paretti; L. N. Chang; Z. Bahta; C. Wood; D. Zahm; J. Vaziralli; E. Mashack; D. Ford; T. Gardner

Absent with notification: C. Finkelstein; S. Quisenberry; E. Kline

Visitors: W. Ashton; M. Maloney; M. Connerley; W. Dean; A. McDaniel

● Call to Order and Announcements -

The meeting was called to order at 3:02 pm by Mike Denbow, Chair.

● Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Motion was made and seconded to approve the March 10, 2008 Commission on Undergraduate Studies and Policies minutes. It was noted that under "other business" Miya Simpson stated she would talk to other groups about the computer automation of the Academic Program Review rather than adding stress to faculty members by asking them to do it. It was also noted that under "other business" the names should be removed from the bullets. The motion to approve the minutes as amended passed unanimously.

● Report from Commission Committees/Sub-Committees

● Committee on Undergraduate Curricula

Mike Denbow presented the report of the Committee on Undergraduate Curricula meeting of March 13, 2008. Motion was made and seconded to approve the items for "First and Second Reading" appearing on the CUC report of March 13, 2008. Motion to approve carried unanimously.

Motion was made and seconded to approve the items for "Second Reading" appearing on the CUC report of February 14, 2008. Motion to approve carried unanimously.

***For “Second Reading”
Non-Unanimous Approval***

Courses Effective Fall 2008

COMM 4344 – Advanced Topics in Film Studies (new)

***For “First and Second Reading”
Unanimous Approval***

Courses Effective Spring 2009

APSC 3254- Animal Products (new)

ARCH 1014- Introduction to Architecture: Lessons in Form and Culture (new)

FIW 4214- Wildlife Field Techniques (revised)

Checksheets Effective for Students Graduating in Calendar Year 2010

IDST- Minor in Women’s Studies (revised)

●University Library Committee

Irene Glennon presented the University Library Committee minutes of February 21, 2008. She noted that the main entrance to Newman library will change location and the doors facing the drillfield will be the main and only entrance. There was discussion of making the Prevail Archive (dedicated to the victims of April 16th), located in the library more well known. After a brief discussion it was agreed that this information should be communicated to the university cocommunity. Irene will look into this. Motion made and seconded to accept the minutes. The motion passed unanimously.

●Other Business

Motion was made and seconded to bring the Business Diversity Minor restriction from the table. The motion passed unanimously. Motion was made and seconded to approve to recommend to the Provost the Business Diversity Minor restriction. The justification of the restriction has several reasons: 1) many other colleges have diversity minors, 2) since this minor uses courses from many different colleges the restriction is necessary to receive approval from other colleges and 3) to succeed in this minor a student needs business knowledge consistent with that of a student majoring in business. Questions were raised over whether or not a Business Minor student would have enough knowledge take the Business Diversity Minor. It was determined that although Business minors have core knowledge they do not have the specialized knowledge, necessary for the diversity minor. It was noted that in the future some students might obtain the necessary

knowledge to take this minor without pursuing a business major. It was determined that the request for the restriction is not permanent and may be lifted in the future. The issue of resources and resource letters was presented. It was stated that often resource letters are only included as a requirement and the statement of needing “no new resources” is often false. The need for a future meeting with the Provost’s Office to discuss this issue was discussed. It was determined that this minor addresses many different types of diversity, including race, ethnicity, gender etc. The motion to approve to recommend the Business Diversity Minor restriction carried with a vote of 15 Yes, 1 No.

Alan McDaniel presented the Virginia Tech Undergraduate Honor System report. He noted that the system is reviewed every five years, and further stated that the number of offenses has stayed consistent, with about 200-300 a year. He stated that efforts being made to improve teaching of the concept of honor and to raise students awareness of the different types of cheating. It was stated that one problem is that transfer student do not receive the material presented to new students during orientation. It was determined that more research should be done to determine the ratio of cheaters who did not receive the Honor System lecture at orientation to cheaters that were present at orientation and received the lecture. Motion was made and second to accept the report. The motion carried.

- The meeting was adjourned at 3:50 p.m.

Submitted by,
Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 14, 2008
3:00– 5:00 P.M. 230 Student Services Building

Present: M. Denbow (Chair); V. Groover; B. Watford for R. Benson; M.A. Lewis; C. Clemenz for R. Sorensen; M. O'Brien; A. Rawles for B. Brubaker; E. Fox; J. Brozovsky; J. Browder; J. Penven; R. Daniel; R. Oderwald for M. Kelly; S. Rinehart for D. Ford; M. Glover for J. Moore; D. Zahm; M. Marchant for S. Quisenberry

Absent without notification: R. Avery; M. McNamee; G. Schurig; M. Paretti; L. N. Chang; Z. Bahta; C. Wood; J. Vaziralli; E. Mashack; T. Gardner; I. Glennon; C. Finkielstein

Absent with notification: E. Kline

Visitors: W. Ashton; M. Maloney; M. Foushee

● Call to Order and Announcements -

The meeting was called to order at 3:02 pm by Mike Denbow, Chair.

● Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Motion was made and seconded to approve the March 24, 2008 Commission on Undergraduate Studies and Policies minutes. The motion to approve the minutes as amended passed 14 Yes, 1 abstention by Diane Zahm who abstained due to her absence at the last meeting.

● Report from Commission Committees/Sub-Committees

● Committee on Undergraduate Curricula

Mike Denbow presented the report of the Committee on Undergraduate Curricula meeting of March 27, 2008. Motion was made and seconded to approve the items appearing on the CUC report of March 27, 2008. Motion to approve carried unanimously.

For "First and Second Reading"
Unanimous Approval

Courses Effective Fall 2008
CS 1124- Introduction to Media Computation- Fall 2008 (new)

Checksheets Effective for Students Graduating in Calendar Year 2010

FR- French Minor (revised)

● **University Commencement Committee**

Candi Clemenz presented the University Commencement Committee minutes of April 2, 2008. Candi reported that the problem with graduation cards had been solved, and that any method of name organization and arrangement is acceptable. She also reported that the photographers audiotape the ceremony to keep the names organized. Motion made and seconded to accept the minutes. The motion passed unanimously.

● **Other Business**

It is the request of the College of Business, upon recommendation of our faculty, that a posthumous degree be awarded to Can Geyran effective Spring 2008. This student had met all requirements to be awarded a posthumous degree.

Mike Denbow announced appointment of committee members for the upcoming year, the appointments are as follows, the motion was seconded and passed unanimously:

John Brozovsky: Academic Support Committee

Mary Ann Lewis: University Athletics Committee

Candi Clemenz: University Commencement Committee

He stated at the present time, there is no replacement or appointment for the commission responsible for the University Curriculum Committee for Liberal Education (UCCLE).

Susanna Rinehart gave an informational presentation about the VIEWS program. It was stated that the process of getting departmental VIEWS programs in and approved is almost complete, they are waiting on only two departments. There was discussion of moving the VIEWS program out of its current home in UCCLE due to confusion resulting in department thinking it was an Area 1 requirement as opposed to a University requirement. The issue was raised that no one is really in charge of the oversight of the VIEWS program, and there is no assessment mechanism. The idea was discussed of re-clarifying VIEWS across all departments so that student in every major is receiving equal amount of VIEWS related knowledge across the University. She stated this point, UCCLE believes that departments should be responsible for oversight and the enforcement of their own VIEWS requirements are met in any way they see fit.

● The meeting was adjourned at 3:55 p.m.

Submitted by,

Megan Maloney
Office of the University Registrar

Minutes
COMMISSION ON UNDERGRADUATE STUDIES AND POLICIES
April 28, 2008
3:00– 5:00 P.M. 230 Student Services Building

Present: M. Denbow (Chair); V. Groover; B. Watford for R. Benson; M.A. Lewis; M. O'Brien; E. Fox; J. Brozovsky; J. Browder; J. Penven; R. Daniel; R. Oderwald for M. Kelly; D. Ford

Absent without notification: R. Avery; M. McNamee; G. Schurig; M. Paretti; L. N. Chang; Z. Bahta; C. Wood; J. Vaziralli; E. Mashack; T. Gardner; I. Glennon; C. Finkelstein; R. Sorensen; B. Brubaker; J. Moore; D. Zahm; S. Quisenberry

Absent with notification: E. Kline

Visitors: W. Ashton; M. Maloney; M. Foushee

●Call to Order and Announcements -

The meeting was called to order at 3:02 pm by Mike Denbow, Chair.

●Adoption of the Agenda

Motion was made and seconded to adopt the agenda. The motion to adopt the agenda was approved unanimously.

● Motion was made and seconded to approve the April 14, 2008 Commission on Undergraduate Studies and Policies minutes. The motion to approve the minutes as amended passed unanimously.

●Report from Commission Committees/Sub-Committees

●Committee on Undergraduate Curricula

Mike Denbow presented the report of the Committee on Undergraduate Curricula meeting of April 10, 2008 and April 24, 2008. Motion was made and seconded to approve the items appearing on the CUC report of April 10, 2008 and April 24, 2008. Motion to approve carried unanimously.

For "First and Second Reading"
Unanimous Approval

New Minor Effective Summer I 2008
IDST- Minor in Judaic Studies

Courses Effective Fall 2008

HNFE 3114- Foodservice and Meal Management- (revised)
CS 2104- Introduction to Problem Solving in CS- (new)

New Minor and Designator Effective Fall 2008

COS- Actuarial Science (ACSC) (new)

Courses Effective Fall 2009

APSC/FST 3214- Meat Science (revised) Fall 2009

Checksheets Effective for Students Graduating in Calendar Year 2010

Bachelor of Science in Engineering and Science Mechanics- (revised)

Bachelor of Science in Engineering and Science Mechanics: Biomechanics Option- (revised)

Minor in Engineering and Science Mechanics (revised)

MUS-Music Minor: Jazz Studies Emphasis (MMJS) (new)

Minor in Actuarial Science (new)

Bachelor of Science in Hospitality and Tourism Management (revised)

Bachelor of Science in Engineering and Science Mechanics: Engineering Physics Option (revised)

Minor in American Indian Studies (revised)

Minor in Judaic Studies (new)

Bachelor of Science in Civil Engineering: General Civil Engineering Track (revised)

Bachelor of Science in Civil Engineering: Environmental and Water Resources Track (revised)

Bachelor of Science in Civil Engineering: Infrastructure Systems Track (revised)

Bachelor of Science in Civil Engineering: Structures, Geotechnical, and Construction Track (revised)

● University Library Committee

Motion was made and seconded to approve the Library Committee minutes of April 17, 2008. The motion passed unanimously.

●Other Business

It is the request of the College of Engineering, upon recommendation of our faculty, that a posthumous degree be awarded to Meredith Winall effective Spring 2008. This student had met all requirements to be awarded a posthumous degree.

- The meeting was adjourned at 3:10 p.m.

Submitted by,
Megan Maloney
Office of the University Registrar

