

**MINUTES**  
**COMMISSION ON UNDERGRADUATE STUDIES**

Burruss Hall Board Room  
September 12, 1988

**PRESENT:** Dr. John M. Perry, Chairman; Dr. Dennis Hinkle, Secretary; Deans Richard Vasey for J. M. White, D. E. Egger, M. A. Ogliaruso, T. W. Bonham, M. A. Lewis, L. A. Padis, R. S. Purdy; Drs. Charles Dudley, W. E. Dugger, R. Salvaggio, E. A. Brown, M. E. Sanders, J. F. Marchman, Marjorie Norton and Dr. E. W. Carson; David Bousquet, Admissions, Ninette Sadusky, Bill Tyrrell, and Teresa Abbou, SGA

**ABSENT:** Dr. Robert E. James, Ms. Donna Dunay, Dr. Robert Lamy, Wanda Dean and Ms. Kristen Cumberland SGA

**VISITORS:** Dr. Joyce Williams-Green, Provost Office and Susan Trulove, Spectrum

1. Call to Order and Announcements: Dr. Perry called the meeting to order at 3:00 pm and welcomed the new members of the Commission. He announced old and new committee assignments and the charges to the committees.

Catalog Committee:

Wanda Dean, Chair  
Leo Padis  
David Bousquet  
Robert James

Donna Dunay  
Teresa Abbou  
Catalog Editor

This committee is responsible for analyzing critically all catalog material intended to describe the policy and substance of the undergraduate programs.

Standing Committee - Admissions

Rita Purdy, Chair  
Ruth Salvaggio  
Leo Padis

Gene Carson  
David Bousquet  
Richard Stillwagon

This committee is responsible for developing a policy statement on student admission. This policy statement will be sent through the governance system and to the Board of Visitors. The statement is due at SCHEV by the end of the calendar year.

Standing Committee - Core Curriculum

Dennis Hinkle, Chair  
Hap Bonham  
Mike Ogliaruso

Jack Dudley  
Kristen Cumberland

This committee is responsible for reviewing the report of the Collins Committee, reaffirming the goals of the Core Curriculum, and developing an assessment strategy for the Core Curriculum. The report of this committee will be one element of the assessment report that will be submitted to SCHEV in June, 1989.

Dr. Perry asked the Course Criteria Committee to study whether or not there is a need for a mechanism for approving course proposals which do not originate from a department and/or college.

Dr. Hinkle announced that all of the 1989 and most of the 1990 and 1991 graduation checklists have been submitted. Those departments that have not submitted checklists will be contacted.

Dr. Hinkle and Ms. Sandusky announced that 26 students have initially enrolled in the sign language course offered by New River Community College.

2. The Agenda was approved as distributed.
3. The Minutes of the May 9, 1988 meeting were approved with one correction:  
In section 3b. "graders" should be "grades."

The question was raised about the approval "in principle" of the four new courses in the proposal for the BFA in Art. Dr. Hinkle indicated the approval was given with the understanding that the Course Criteria Committee would work with the Department of Art in approving the courses prior to final submission of the proposal to SCHEV. Dr. Egger said that the Committee had not done so, but would contact the Department of Art and finalize the approval of the courses.

4. Course Criteria Committee Report - Dr. D. E. Egger. No report
5. Faculty Authored Textbooks - Dr. W. E. Dugger. The Commission approved Dr. Dugger's recommendation regarding the textbook approval guidelines; the edited recommendation is that:

if faculty authored materials are the sole textbook for a given class, and if these textbook materials are reproduced and sold to students through any copy center, then these materials need to go through the faculty authored textbook approval process. However, if a faculty member chooses to reproduce class notes or other reference materials for a class in which there is another approved textbook, and these materials are sold at cost to the student, then the materials do not need to go through the approval process.

The commission also approved Dr. Dugger's recommendation that there is no need to have a two-year approval. The one-year and four-year approvals are sufficient.

6. Course Proposal Review Process - D. E. Hinkle Dr. Hinkle discussed a new set of guidelines for the review of course proposals. The purposes of the guidelines are 1) to maintain the existing electronic course syllabus file in the PROVOST userid and 2) reduce the number of hard copies of course proposals to be distributed. Dr. Hinkle will work with the Commission on Graduate Studies to maintain the electronic course syllabus file for graduate courses. A revised proposal will be discussed at the next meeting.

Since all course proposals must be prepared electronically, Dr. Hinkle will arrange with User Services to provide training sessions on the PROFS system.

7. Courses under review by Course Criteria Committee:

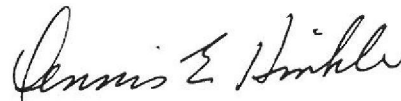
CS 4114, 4124	AOE 4204
MATE 4234	FST 3104
ESM 3054, 3064, 4024	ANSC 4154

Courses sent to Course Criteria Committee for review:

EE 3154, 4134, 4205-4206, 4304

8. The meeting was adjourned at 4:14 pm.

Respectfully submitted,



Dennis Hinkle, Secretary

**NEXT MEETING: September 26, 3-5 PM, BURRUSS HALL BOARD ROOM**