

Notes Item 4

Approved  
11-7-83

MINUTES

COMMISSION ON UNDERGRADUATE STUDIES

Board Room - Burruss Hall  
May 23, 1983 - 3:00 p.m.

PRESENT: Dr. P. L. Hall, Acting Chairman; Dr. John M. Perry, Acting Provost; Dr. Archie G. Phlegar; Deans Bonham, Ford, Gray, Green, Harris, Simutis and Wall; Senators Barnett, Cook and Yongue; Professors Beams, Krebs, Lovingood, Parrish, Riess, Rosenberry and Sherman; Student Representatives Song Curll (for Blouch), and McClain.

ABSENT: Student Representatives Forbes and Phillips.

VISITORS: Dr. E. W. Carson; Ms. Susan Trulove (Spectrum); Ms. Shelby Martin (CT); Dr. J. B. Jones (ME); Dr. C. H. Lewis (AOE); and Dr. L. L. Grigsby (EE).

1. Dr. Hall convened the Commission.

By way of announcements, he indicated that not all of the 35 "Special" one-year scholarships made available to the Colleges through the Scholarship Competition had been awarded. There were several reasons for this, including the original scheduling of the Scholarship Competition and the fact that students to whom offers were made did not always respond promptly. The Scholarship and Student Aid Committee has recommended that the Colleges be allowed to "bank" unawarded scholarships for up to three years. If not awarded during that time, the funds would be returned to the principal. The Commission indicated its agreement to this proposal.

2. Agenda

In light of the Commission's willingness to accept the recommendation of the Scholarship and Student Aid Committee, item 10 could be removed from the agenda. With this change, the agenda was adopted as distributed.

3. Minutes - May 9, 1983.

Dean Wall noted an error in the title of HNF 4420 and the minutes were corrected accordingly. With this change, a motion was made and seconded to accept the minutes of the meeting of May 9, 1983. The motion passed.

4. Course Proposals

Dean Green brought the report of the Subcommittee of Course Proposals in three parts. He asked that the list of courses recommended favorably to the Commission be amended by changing BIOL 4430 to BIOL 4750, then moved adoption of the report. The motion was seconded. Dr. Hall asked for exceptions to the list of recommended course and policy changes. Dean Green excepted FOR/FiW 3630. Dr. Barnett excepted the change in major for BION and BIOC, the proposal for changing Independent Study - Undergraduate Research in the

College of Arts and Sciences, and MatE 4210. The motion to accept the report of the Subcommittee with these exceptions was approved.

At Dean Green's request, FOR/FiW 3630 was tabled by the Commission until a claim of duplication and overlap involving the Department of Communications Studies could be resolved. Negotiations are proceeding and a positive result is expected.

Dr. Barnett inquired about the effective date of the changes in the BION and BIOC requirements. Dean Green indicated that, for BIOC majors, the change would affect all students entering the curriculum in or after the fall of 1983. Dean Ford said that the College of Agriculture would follow the same policy.

Dr. Barnett raised a question about the proposal to change the Independent Study - Undergraduate Research courses in the College of Arts and Sciences. He asked whether the changes would apply to courses offered by the College or to students enrolled in the College. Dean Green replied that all courses in these areas offered by the College would be governed by the new entry restrictions, and could thus affect some students not in the College of Arts and Sciences. The limit on the number of Independent Study or Undergraduate Research hours applicable to graduation applies only to students in the College of Arts and Sciences.

Dr. Barnett raised a question about MatE 4210. He asked if the change in the Electrical Engineering curriculum which would require this course had been approved and when it would take effect. Dean Gray replied that the change in requirement had been approved over a year ago, that the course is currently being offered as a 4980, and that all students in Electrical Engineering are now and would continue to be bound by the requirement.

A motion was made and seconded to approve the excepted portions of the Subcommittee report other than FOR/FiW 3630 which would be tabled. The motion passed.

Dean Green then moved adoption of the second part of the Subcommittee report providing for a revised course proposal format with the understanding that changes could be made to accommodate the Graduate Commission and result in one format for the University. Dean Green said that the subcommittee wished to require a full proposal whenever Commission action was required, i.e., when either the Catalog description or the content of the course was to be changed. Dean Bonham moved that editorial changes for the Catalog description be permissible without Commission approval, noting that changes in course number, title, substance of the Catalog description, or prerequisite would require a full proposal. The amendment was seconded and adopted as a friendly amendment. Minor working changes were made in the Catalog description section and in footnote 7. The motion to adopt the amended course proposal format was voted upon and passed. (The newly adopted course proposal format is appended to these minutes.)

Dean Green then presented a negative report from the Subcommittee concerning two courses on heat transfer, AOE 4700 and ME 3220. He asked Dr. Krebs to explain the circumstances under which these courses were approved by the College Curriculum Committee. Dr. Krebs introduced Dr. J. B. Jones, Mechanical Engineering; Dr. C. H. Lewis, Aerospace and Ocean Engineering, and Dr. L. L. Grigsby, Electrical Engineering, who participated in the discussion. After extensive debate, a motion was made and seconded to approve the courses with changes in the Catalog description to preclude granting of credit for both courses. The motion passed 11-8.

#### AGRICULTURE AND LIFE SCIENCES

Changes in Independent Study and Undergraduate Research for two departments.

ALS 4500 - Applied Environmental Physiology of Comestic Animals (3H,3C).  
UG&G. New course.

BION - Change in major.

FiW 4200 - Fish Ecology (3H,3C). Change in title, catalog description,  
syllabus.

FOR 2120 - Forest Measurements I (2H,3L,3C). Change in title and syllabus.

FOR/FiW 3610 - Introduction to Wildlife Recreation Policy (3H,3C). Change  
in title and number. Drop FOR/FiW 3601.

FOR/FiW 3620 - Modeling Resource Amenity Use (3H,3C). Change in title,  
number, and syllabus. Drop For/FiW 3602.

FPR 4350 - Wood and Fiber Composites (3H,3L,4C). Change in syllabus.

#### ARTS AND SCIENCES

BIOC - Change in major. See BION.

BIOL 4150 - Fundamentals of Population Biology (3H,3C). UG&G. Change in  
title and syllabus.

BIOL 4750 - Environmental Animal Physiology (3H,3C). New course. Drop  
BIOL 4431-4432-4433.

ENGL 3710 - Advanced Composition: Analytical and Critical Writing (3H,3C).  
Change in title, catalog description, syllabus. Drop ENGL 3740.

ENGL 3720 - Technical Writing (3H,3C). Change in title and catalog description.

GEOL 2030 - Physical Geology (3H,3L,4C). Change in catalog description,  
combine lecture and laboratory. Drop GEOL 2040.

Changes in Independent Study and Undergraduate Research.

#### EDUCATION

EDCI 4410 - Teaching Composition: Methods and Materials (3H,3C). UG&G.  
New course.

EDCI 4420 - Adolescent Literature (3H,3C). Change in number. Drop EDCI 4515.

EDCI 4610 - Audio-Visual Methods in Education (3H,3C). UG&G. Change in  
syllabus.

EDVT 3630 - Professional Topics in Vocational and Technical Education (var.)  
New course.

ENGINEERING

- MatE 3071,3072,3073 - Structure-Property Relationships (3H,3L,4C) each. New course. Drop MatE 3050 and MatE 3110.  
MatE 4210 - Materials in Electrical Engineering (3H,3C). New course.  
AOE 4700 - Introduction to Heat Transfer (3H,3C). New course.  
ME 3220 - Elements of Heat Transfer (3H,3C). New course.

HUMAN RESOURCES

- CT 2401 - Basic Apparel Construction (1H,6L,3C). New course. Drop CT 2400.  
CT 2402 - Advanced Apparel Construction and Fitting (1H,6L,3C). New course. Drop CT 2410.  
CT 2403 - Flat Pattern and Design (1H,6L,3C). New course.  
FCD 3110 - Human Development IV: The second Half of Life (3H,3C). Change in number, remove graduate credit. Drop FCD 4100.  
FAC 4310 - Introduction to Marriage and Family Counseling (3H,3C). Add graduate credit, change in syllabus.  
FCD 4500 - Adult Development and Aging (3H,3C). New course.  
FCD 4510 - The Family in Middle and Late Adulthood (3H,3C). Change in title and catalog description.  
HIDM 2110 - Furnishings for Interiors (3H,3C). Change in hours, elimination of laboratory.  
HIDM 2120 - Introduction to Interior Spatial Design (1H,6L,4C). Change in laboratory hours and credits.  
HIDM 2130 - Presentation Techniques (6L,3C). New course. Drop HIDM 3120.  
HIDM 3110 - Interiors (1H,6L,4C). Change in credits.  
HIDM 3130 - Interior Systems (2H,4L,4C). Change in laboratory hours and credits  
HIDM 4000 - Contemporary Topics in Housing, Interior Design, and Management (3H,3C). New course.  
HIDM 4110 - Residential Interior Design (1H,6L,4C). Change in hours, laboratory hours, and credits.  
HIDM 4120 - Commercial and Institutional Interior Design (1H,6L,4C). Change in hours, laboratory hours and credits.

Note: These course approvals were submitted to the University Council in May, 1983, along with the CUS Minutes for May 9, 1983.

5. Textbook Approvals

Dr. Barnett moved adoption of the Subcommittee report. The motion was seconded and passed.

AGRICULTURE AND LIFE SCIENCES

For one-year approval

Stuska, Susan J. Horsemanship Handbook, Alpha Editions (Burgess Co.), March, 1983. (For use in ANSC 1150, 2031, spring, 1983.)

ARTS AND SCIENCES

For four-year approval

Smith, Nicholas, Thought Probes: Philosophy Through Science Fiction,  
Prentice-Hall, 1981. (For use in Philosophy 1200, I Summer 1983.)

For one-year approval

Bryant, Clifton D. The Social Dimensions of Work, Prentice-Hall, Inc., 1972.  
(For use in SOC 4520, summer 1983.)

Becker, J. B., Mick, H. and Todd, R. Lab Materials for Math 1611-12,  
Lab workbook (for use in Math 1611, 1612, fall, 1983.).

6. Credit by Examination

Dr. Riess moved adoption of the legislation derived from the Subcommittee report received at a previous meeting of the Commission. Dr. Yongue moved to delete the first "Whereas." The motion to amend was seconded and passed. Dr. Perry was asked to clarify the question of how the fee for Credit by Examination was set and how the Commission's request for a higher fee would be implemented. Dr. Perry replied that the Commission's recommendation for a higher fee would be referred to Vice President for Finance Ridenour.

The motion to adopt the legislation, as Resolution 82-83-D, was voted upon and passed.

7. Enrollment Controls

Dean Simutis reported that the Subcommittee on Enrollment Controls had continued to meet and to research the problem. Its work has focused on the transfer limitations passed in March and on limited access courses. A report will be made at a meeting next academic year.

8. Purge

Dr. Carson discussed the materials that had been circulated with the agenda. The objective of the purge is to comply with University policy and state law requiring that fees be paid before classes start but to do so at minimal cost to management efficiency. Thus, the purge is run as late as possible and under controls that will minimize the number of returning students who are purged.

9. Diploma Content

Since only a short time remained, this subject was held over until next year.

10. The Commission adjourned at 5:01 p.m.

Respectfully submitted,

Justin J. Green  
Acting Secretary

kdk  
Att.




## VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

Blacksburg, Virginia 24061

OFFICE OF THE DEAN

May 17, 1983

To: Commission on Undergraduate Studies

From: Justin J. Green, for the Subcommittee on Course Proposals 

The Subcommittee has considered at length the question of whether there ought to be a standard course proposal format for all undergraduate courses and, if so, what that format should include. The Subcommittee believes strongly that standardization is in order and submits the attached format as the version that will best meet the needs of the Commission. If the Commission concurs, the Subcommittee requests that the Provost, as Chair of the Commission, notify all colleges and departments that, as of fall, 1983, the format will be required for all course proposals.

The Subcommittee has also considered whether certain changes should be permitted by memorandum, i.e., without the full course proposal. It is the Subcommittee's opinion that any efforts to define the kinds of changes that could be accomplished by memorandum are likely to be unsuccessful. Therefore, if Commission action on a course request is necessary, the full proposal format must be followed. Again, this Commission policy would take effect in the fall of 1983.

Dean Teekell of the Graduate College has been asked to consult the Graduate Commission on the question of whether it would like to adopt the same format as the one attached and recommended to the Commission on Undergraduate Studies. There are clear advantages to having only one format for course proposals regardless of the level of the course.