

# UCF Graduate Council

[Home](#) > [Curriculum](#) > [Minutes](#)

## CURRICULUM COMMITTEE MINUTES

### Minutes of January 30, 2008 meeting

**Members Present** Patricia Bishop, Deborah Breiter, Tosha Dupras

**Recorder** Rhonda Nelson

**Guests Present** Satyender Goel, Stephen Holmes, Johnny Pherigo, Kevin Belfield, Karen Biraimah, Michael Georgiopoulos, Gordon Taub, Saleh Naser

**Welcome and call to order.** The meeting was called to order at 12:30 p.m. by Stephen Goodman, chair.

**Equipment fee requests for a degree program:** The committee was able to review part of the equipment fee requests. There were some revisions needed on the fee request forms from ECS. The committee asked that ECS make the necessary revisions to the requests and return the forms. They would then be forwarded to the committee to review and vote on via email. Once the committee has made decisions, a list of equipment requests that the committee has recommended for approval will go forward to the provost's office to then be reviewed by the Board of Trustees at their March meeting. Once all equipment fee requests have been finalized, an update will be forwarded to all graduate faculty and staff.

**Course fee requests:** The committee was not able to review these at the meeting due to time so a list of the course fee requests will be sent to the committee members on Friday, February 1, for review and approval. Once the recommended approvals have been compiled, a list of the course fees that the committee has recommended for approval will go forward to the provost's office for review and final approval. Once all course fee requests have been reviewed and finalized, an update will be forwarded to all graduate faculty and staff.

**Special topics and course action requests:** The ST and CAR for the Music Education Workshop were approved. The committee was not able to review the remaining courses due to time so they will be on the agenda again for the February 15 meeting.

**Next meeting.** The next meeting is scheduled for February 15, 12:30, MH 243.

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