

# UCF Graduate Council

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## CURRICULUM COMMITTEE MINUTES

### Minutes of October 17, 2007 meeting

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

**Recorder** Rhonda Nelson

**Guests Present** Sheau-Dong Lang, Philip Craiger, Satyender Goal, Carrie Whitcomb, Jamal Nayfeh, Ron Eaglin

Handouts: Minutes from October 2, M.S. in Digital Forensics, Resubmission of Higher Ed track revisions, BOT criteria worksheet

**Welcome and call to order.** The meeting was called to order at 1:30 p.m. by Stephen Goodman, chair. Welcome and introductions followed.

**Approval of minutes.** The minutes of the meeting held on October 2 were approved with no changes.

**Addition of an M.S. in Digital Forensics.** Dr. Lang gave a summary of this new proposal including the highlights of the program. This will be a 30-credit hour program with two tracks: professional and Science/Computing. The professional track will be directed towards current professionals in the field who will pursue the degree as part-time students. The Science/ Computing track will be full-time students directed toward those with an interest in the scientific applications and research in the field. This proposal will be an interdisciplinary effort bringing together computer technology with criminal justice to prepare students for work in the emerging field of digital forensics. The curriculum will be delivered mostly online to working professionals. Dr. Lang indicated that the diversity section on page 19 had received approval from Janet Balanoff. This summary was followed with questions from the committee members. The committee agreed that the proposal was well written with only a few changes needed. The following suggestions were made:

Page 3 & 6 – clean up on punctuation.

Page 8 – bullet the program faculty and list their accomplishments so this area stands out.

Library – Mr. Harrison indicated that some of the core journals listed were ones that the library does not subscribe to at this time. Some discussion was held on library funding and how to support this in the proposal. Dr. Lang indicated that he had a more updated library memo to add to the proposal.

Page 9 – 3.00 GPA or a 1000 on GRE. A suggestion was made to rework the sentence and break it into two sentences. State the requirement first and make it clear that a competitive GRE score was required.

Page 9 – first paragraph, 3<sup>rd</sup> line from bottom, put \$ sign in front of 2.2 million.

Page 49 – curriculum introduction. Add a sentence in this area to clarify part-time and full-time students and when they can finish the program.

Page 86 – add dollar sign to amounts.

The committee then discussed the BOT criteria worksheet and strengths and weaknesses of the program. Additional suggestions were made for strengthening the program.

Page 36 - add more specifics to strengthen the recommendations area.

Implementation is planned for spring 2008. The committee asked that course action requests for the new courses listed in the proposal be forwarded to Graduate Council. A motion was made and seconded for unanimous approval of the program.

**Resubmission of the Higher Education track addition.** This was tabled at the meeting on September 11 pending changes made to the credit hours, faculty area, add note on additional electives, and additional estimates on enrollment. The revised proposal received unanimous approval by the committee for implementation in spring of 2008.

**Announcements and adjournment.** Dr. Bishop reported that the Digital Forensics proposal will go before the EPC (Educational Program Committee) of the BOT on November 1 and then the BOT on November 29. The committee also discussed two additional proposals to consider at the curriculum meeting on October 30: an MA in Applied Learning and Instruction and a Masters in Engineering Technology. If approved, these two proposals would then be added to the 11/1 and 11/29 meetings listed above. The committee approved going forward with this schedule. These proposals will be forthcoming the first of next week. The committee agreed to have an additional meeting on October 24 to review courses and special topics.

**Next meeting.** Next meeting is scheduled for October 24, 1:30 p.m., in MH 327.

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