ACCEPTED BY THE UPC ON 02/14/2025

UNIVERSITY of SOUTH FLORIDA
College of Education

UNDERGRADUATE PROGRAMS COMMITTEE

Friday, January 17, 2025 – 1:00 p.m. via TEAMS

MEETING MINUTES

Call to Order

Janet Outlaw called the meeting to order at 1:00 p.m.

Meeting Attendance

Once approved, the meeting attendance is taken via the DocuSign document, which will be attached to these meeting minutes when uploaded onto Canvas.

Approval of the Meeting Minutes

The 11/08/2024 minutes were accepted as written with no corrections.

Curriculum Review

None

REPORTS

Undergraduate Education/Associate Dean's Report

Ann Cranston–Gingras reported the following:

- Memorial for the student (Alexis Tandy) who passed away in the fall semester tomorrow at 10 am in the Marshall Center.
- Student Self-Service – We have been directed not to use the term "Oasis" any longer; instead use Student Self-Service. Please remove Oasis from syllabi, Canvas, websites, etc. Link to Student Self-Service with resources is on Registrar's website.
- Undergraduate Metrics – Increased emphasis on metrics at all levels –most are aimed at FTIC, Ann shared various data summaries that show COEDU metrics with undergraduate students specifically including retention rates, 4-year graduation, etc. She also shared some slides from a recent Board of Governor's (BOG)meeting depicting potential new metrics including internships and Pell student success.

CAEP/FLDOE Report

Darran provided the following report to the UPC sent out a list of people not in campus folio and need the data. First meeting of the Director of Accreditation search was today.

Office of Clinical Education Report

Jennifer Jacobs shared the following report with UPC:
In coordination with our COE clinical coordinators, the OCE is implementing a new final internship evaluation rubric starting this Spring, 2025. We've had two professional learning experiences collaborating with HCPS to support the transition for our field supervisors. Please let me know if you would like a recording of that training. We've also created several tools to collect observational data and feedback in post-conferences. We are piloting various versions of those by program and plan to meet this summer to develop several tools that will be shared across programs. I'm happy to meet with any faculty who would like more information on this new rubric and to brainstorm ways to embed it in coursework. Individual programs will be working with their mentor teachers to support their learning as well. On January 27, from 4:30-6:30, we will have a Mentor-Teacher Meet-up in TECO with any teachers who have served as Mentor Teachers to our students. We will discuss the indicators

of our new dispositions and the development process. There will also be time for Mentor Teachers to provide feedback to programs.

General Education Council Report

Jane Govoni and Mo Chiodini shared the following report with the UPC from the Gen Ed Meeting on December 2, 2024.

Dr Buckley-Burnell, Associate Vice President & Executive Director Center for Career & Professional Development, provided a presentation on the Quality Enhancement Plan (QEP).

Dr Buckley-Burnell charged the Council with keeping the ExCeL QEP in mind for student experience tracking. She also asked Council members to be aware of any potential on-campus internships they may be able to create that are eligible for FWS funding. Lastly, she asked for faculty to assist in assessing student outcomes by way of Canvas Outcomes. Additional information about the QEP also can be found on the following websites:
https://www.usf.edu/qep
https://careers.usf.edu/excel-with-experience-infuse-into-experiences/

The Gen Ed subcommittee members meet on a weekly basis. Marie Bourgeois reported that a 2-tiered screening process for courses wishing to be part of the Gen Ed curriculum was approved by the provost and moving to a '2-group approach' where the first group of courses comes from the Statewide Core and the second from USF's Institutional Gen Ed requirements. The next steps will include refining our SLOs and creating a set of rubrics for assessing existing and prospective Gen Ed course proposals.

Excellence in Undergraduate Education Award Report

Clarence Walker provided the following report of recipients since the November meeting.

Dec. 2024
Angela Regate
Ashley Glynn
Carmen Austin
Jackie Busch
Rita Ortiz (twice)
Stacy Haas

Jan. 2025
Jen Conley

Faculty Policy Council Report:

Janet Outlaw shared the following with the UPC from the 11/22 FPC Meeting:

- Marketing team working on 2023-2024 annual report to send out in Dec.
- Sarasota-Manatee campus shared several of its programs and initiatives, such as a leadership program, camp at College Wonder, and literacy learning league.
- Spring enrollment is down.
- If a course hasn't been taught in 5 years, must be taught in the next 3 semesters.
- Ad Hoc Committee to Propose Policies on Bullying and Hostile Work Environment - discussions on whether faculty in leadership positions should be included in the committee formation

Undergraduate Council Report

Candi Ashley reported that the UC met on Monday (1/13) for the first time this semester.

Associate VP for Student Success presented the new QEP which is Excel – Experiential Centered Learning and career readiness including high impact practices such as internships, co-operative education and undergraduate research.

There were a number of consent items including the Athletic Coaching minor and change in BA/BS in Physical Education as well as change in course prefix for a number of Exercise Science courses.

The new curriculum in Exercise Science and Kinesiology was approved.

Student Academic Services Report

Jeany McCarthy provided the following information:

Effective 12/24/2024, Florida Administrative Code 6A-4.0021 will allow alternative assessments to satisfy the GKT. GRE test administrations conducted on or after July 1, 2015, and SAT, ACT, and CLT test administrations on or after March 1, 2016, may be used as an acceptable means of demonstrating a mastery of general knowledge. Please see chart below for more detail.

GK SUBTEST	ALTERNATIVE ASSESSMENT	MINIMUM REQUIRED ALTERNATIVE ASSESSMENT SCORE
GK Essay		
	GRE Analytical Writing	A combined score of 4 out of 6
	SAT Evidence-Based Reading & Writing	A score of 560
	ACT English	A score of 22
	CLT—Verbal Reasoning & Grammar/Writing	A combined score of 49
GK-English Language Skills		
	GRE Verbal Reasoning	A score of 151
	SAT Evidence-Based Reading & Writing	A score of 560
	ACT English	A score of 22
	CLT Verbal Reasoning & Grammar/Writing	A combined score of 49
GK Reading		
	GRE Verbal Reasoning	A score of 151
	SAT Evidence-Based Reading & Writing	A score of 560
	ACT Reading	A score of 23
	CLT Verbal Reasoning & Grammar/Writing	A combined score of 49
GK Mathematics		
	GRE Quantitative Reasoning	A score of 147
	SAT Mathematics	A score of 540
	ACT Mathematics	A score of 22
	CLT Quantitative Reasoning	A score of 20

Please don't hesitate to send students to our email at edu-advise@usf.edu if they have questions!

GKT Boot Camps this term

Flyer shared with program and clinical coordinators and our students

Admitted Student Day

Our college connection for this event hosted by USF Admissions
Dr. Lindsey Williams, Tampa

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Dr. Cheryl Ellerbrock, Sarasota-Manatee
Dr. David Rosengrant, St. Pete

Florida Future Educators Association-College Night-Feb. 1

Partnering with Career and Professional Development

Career exploration and research workshops, resume writing, interview strategies, and job search

Admission and Graduation Data

Fall 2024	Applied	Earned with Certification	Earned without Certification	Total Earned	Denied
Undergraduate Program					
Early Childhood Education	0	0	0	0	0
Elementary Education	19	13	2	15	4
Exceptional Student Education	0	0	0	0	0
Physical Education	0	0	0	0	0
Exercise Science	0	0	0	0	0
English Education	9	7	1	8	1
Math Education	4	4	0	0	0
Social Science Education	12	6	3	9	3
Science Education	6	4	2	6	0
Middle Grades Math	0	0	0	0	0
Totals	**50**	**34**	**8**	**38**	**8**

MAT Program					
Elementary Education	7	6	0	6	1
Exceptional Student Education	0	0	0	0	0
Foreign Language Education	1	0	1	1	0
English Education	2	1	1	2	0
Social Science Education	3	2	1	3	0
Science Education	3	0	3	3	0
Middle Grades Math	0	0	0	0	0
Secondary Math	1	0	0	0	1
Totals	**17**	**9**	**6**	**15**	**2**

Spring 2025 - UG Programs	Applications	Admitted	Exceptional/ Conditional	Denied	Pending	Withdrawn
Elementary Education	40	19	10	2	0	9
English Education	7	4	2	0	0	1
Exceptional Student Education	5	4	0	0	0	1

Exercise Science	4	1	0	0		3
Math Education	4	4	0	0	0	0
Science Education - Biology	4	3	1	0	0	0
Science Education - Chemistry	0	0	0	0	0	0
Science Education - Physics	1	1	0	0	0	0
Social Science Education	14	13	0	0	0	1

Spring 2025 - MAT Programs	Applications	Admitted	Denied	Pending	Withdrawn	Changed Entry Term
Elementary Education	1	0	0	0	1	0
English Education	4	2	0	0	2	0
Exceptional Student Education	1	0	0	0	1	0
Math Education - Middle Grades	0	0	0	0	0	0
Math Education - Secondary	2	0	0	0	2	0
Science Education	2	1	0	0	1	0
Social Science Education	5	4	0	0	1	0

SAS Staffing News

Sydney Patela, UG Recruiter, departing Student Academic Services. We await direction from Interim Dean Schneider.

Ad Hoc Committee on Completer Degree Status Report

They will be revisiting this during the summer.

New Business

There was no new business today.

Old/Unfinished Business

There was no old/unfinished business today.

Informational Items

The termination of the B.S. Exercise Science Program under the old CIP Code.

For the Good of the Order/Announcements

There was nothing to share.

Important Dates

- **February 14 – UPC Meeting Tentative**

Adjournment

The meeting was adjourned at 2:06 p.m.

The attendance Sheet for this UPC meeting is attached to these meeting minutes as the attendance record.