ACCEPTED BY THE UPC ON 11/08/2024

UNIVERSITY of SOUTH FLORIDA
College of Education

UNDERGRADUATE PROGRAMS COMMITTEE

Friday, October 18, 2024 – 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 09/16/2024 minutes were accepted as written with no corrections.

Curriculum Review

Literacy Studies Updates

Janet Outlaw presented the changes to the UPC that the FLDOE expects to be implemented in the Fall 2025.

B.S. in Elementary Education – Replace LAE 4311 with LAE 4315
B.S. in Exceptional Education- Replace LAE 4311 with LAE 4315
RED 4943 Reading Practicum – updating learning objectives.
LAE 4315 Intro to Literacy Course – New Course to replace LAE 4311

- Robert Dedrick motioned to approve all the associated program changes and course proposals, and Sam Buckner seconded the motion. A vote was taken, and these proposals were approved unanimously.

B.S. in Exercise Science and Associated Courses

Mo and Candi presented the changes to the UPC to create 3 tracks for students to choose from: Strength and Conditioning, Nutrition and Allied Health tracks within the program, change course prefixes from PET to APK, and align with accreditation standards to achieve future accreditation.

Program Change	BS in Exercise Science – Program Changes
APK 2091	A Survey In Leadership and Professionalism in Exercise Science
APK 3120	Exercise Physiology
APK 3226	Biomechanics in Human Motion
APK 3163	Nutrition for Fitness and Sport
APK 3511	Science of Weight Management
APK 3129	Exercise Testing and Prescription
APK 3129L	Exercise Testing and Prescription Lab
APK 3613	Strength and Conditioning
APK 3122	Integrated Fitness Programming
APK 4413	Administration of Fitness and Wellness Centers
APK 3944	Exercise Science Practicum
APK 3405	Exercise Psychology
APK 4941	Internship in Exercise Science (6 hours)
APK 4171	Physical Activity in Diverse Populations
APK 4431	Stress, Health and Disease
APK 320C*	Corrective Exercise
APK 4138L	Applications of Strength and Conditioning
APK 4400	Sport Psychology
APK 4122C*	Exercise Program Design
APK 4166*	Sports Supplements
APK 4167*	Sports Metabolism
APK 4415*	Nutritional Coaching for the Lifelong Athlete
	New Courses *

- Mandie Dunn motioned to approve all the associated program changes, course change proposals, and new course proposals and Janet Outlaw seconded the motion. A vote was taken, and these proposals were approved unanimously.

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REPORTS

Undergraduate Education/Associate Dean's Report

Ann Cranston–Gingras reported the following:

- University metrics are based mainly on Undergraduate students, and post-storm often causes the numbers to go down and financially impact the universities. Please keep in contact with your students as much as possible and give them as much support as possible.
- The last date for fall classes is December 12; dates have been changed to make up time lost from the hurricanes and other dates have been adjusted as well. There is no longer a test-free week nor a finals week; instruction continues until the last day of classes on December 12.
- Spring registration begins on November 12.
- Admissions has been totally revamped and have created two new committees: one on undergraduate prospective students/recruitment and then a committee on Undergraduate retention.
- Closing the OCIS Director search because of the impacts of the storms and budget.
- Here are some of the available resources for students:
  - Financial Aid is reviewing students who applied for emergency grants through the Fund-a-Bull application.
    - These emergency grants are available for undergrad and grad students on all three campuses.
    - They are meant to provide TEMPORARY relief to students for one month to tide them over until they can receive more extensive aid from sources like FEMA, insurance, etc.
    - Students can request an emergency grant to cover unexpected losses in due to the hurricane, to include housing, food, transportation, books and personal expenses. The most an individual student can receive is $1,500.
    - Emergency grants do not change a student's cost of attendance or change a student's future financial aid.
  - Where to send students who are experiencing urgent financial distress due to the hurricane: https://www.usf.edu/financial-aid/questions/faq-hurricane.aspx
  - Main Dean of Students website - links to Students of Concern form, Financial support, and Academic assistance https://www.usf.edu/student-affairs/dean-of-students/emergencies/hurricane-guide.aspx
  - https://www.usf.edu/undergrad/academic-advocacy/campus-partners/student-referrals.aspx Student Referrals University of South Florida
  - InEd's Teams resources page, where you can find information about recording a live classroom as well as instructions for posting the recording to Canvas. You will see "Teams for the Live Classroom." Additionally, here are the direct links if you would rather share those.
  - Teams for your live classroom
  - Sharing your class recording
  - https://www.usf.edu/academic-continuity/faculty-toolkit/ Faculty Toolkit | Academic Continuity Resources | University of South Florida Toolkit for faculty during an unplanned event.
    - Sign-in to Canvas from MyUSF and check your course syllabi for updates.
    - Prepare for upcoming exams with 24/7 online tutoring support via Tutor Me (link in the left menu in Canvas).
    - Tutoring and learning support in writing and other subject areas is available remotely and in-person on USF campuses.
    - Contact your academic advisor to schedule an appointment. Graduate students should contact their major professor or the graduate program director.

- Academic advocates are ready to help students in academic distress. Please complete this form and email them at academicadvocacy@usf.edu.
- Your campus Dean of Students Office is always ready to provide guidance in times of need. Don't hesitate to reach out if you need additional assistance.

Wellness Resources

- TimelyCare – 24/7 virtual TalkNow service with a mental health professional is accessible within 15 minutes
- TogetherAll – 24/7 virtual support community of your peers (with mental health professionals to supplement conversations, as needed)
- USF mental health care – support from our campus professionals in-person or virtually
- USF medical health resources are also available to students.

Benefits and Resources

- Single Stop provides a one-stop tool for local community benefits and resources to provide additional assistance.
- USF's campus food pantries are a free resource for students.

Government Resources

- FEMA Disaster Assistance: https://www.fema.gov/assistance/individual
- Federal Disaster Support: https://www.disasterassistance.gov/
- Federal Disaster Application Assistance: https://www.disasterassistance.gov/what-to-expect
- Florida Disaster Guidance: https://www.floridadisaster.org/
- Search for Help by Zip Code: https://www.findhelp.org/?ref=ab_redirect
- Government Hurricane Info: https://www.ready.gov/hurricanes
  - Opportunities to give back, support, and volunteer for Hurricane Milton relief can be found on USF's Disaster Relief Resources webpage.

CAEP/FLDOE Report

Darran provided the following report to the UPC: US News and World Report is being finalized today. Data housed in the campus folio is behind in completion, with 51% missing data. If additional copies are needed, please reach out to Darran.

Office of Clinical Education Report

Jennifer Jacobs shared the following report with UPC: The Office of Clinical Education is drafting a guidance document for course caps for clinical experiences. The new Evaluation Tool training Part One will occur on November 12 from 4-5:30, with Part 2 in December or early January. These trainings will take place on Teams and will be recorded. We successfully administered the adapted Dispositions Assessment tool this fall. Students will complete another assessment with their Mentor Teacher and University Supervisor at the end of the spring semester.

Evaluation Tool Training Part One
November 12 4-5:30 (will be recorded)
Microsoft Teams
Join the meeting now
Meeting ID: 295 872 652 661
Passcode: Mwdxv4

General Education Council Report

Jane Govoni sent word that the Gen Ed Council has not met since the last UPC Meeting due to cancellations because of Hurricanes Helene and Milton.

Excellence in Undergraduate Education Award Report

Clarence Walker provided the following report: The Excellence in Undergraduate Education Award received two nominations, and they have been notified.

Faculty Policy Council Report:

Janet Outlaw shared the following with the UPC: annual report, research faculty, faculty raises, support from Office of Dean for students and faculty impacted by the hurricanes.

Undergraduate Council Report

Candi Ashley reported from the UGC Meeting that they had not met as well due to the impact of the hurricanes.

Student Academic Services Report

Deanna Schwope shared the report on behalf of Jeany McCarthy to the UPC:

We support UGS in identifying and putting an attribute (HUR) on students impacted by the two recent hurricanes. The purpose of the attribute is to track and monitor these students. The other way we support students is to inform them of the multiple resources on the Dean of Students website. We have also connected them to a survey-fund-a-bull, which could result in financial support. Finally, ARC reps have been asked to indicate whether a student is withdrawing from classes due to either hurricane. If so, they will receive the attribute and will not need to file a Fee Adjustment Form to get their tuition/or a portion of it back. Instead, their petition will be routed directly to financial aid regardless of whether they received it.

Ad Hoc Committee on Completer Degree Status Report

This has been tabled until the next meeting.

New Business

There wasn't any new business at this time.

Old/Unfinished Business

Curriculog Process Survey Results document responses were shared with the UPC in the chat window and will be discussed at next month's meeting.

Informational Items

There were no informational items today.

For the Good of the Order/Announcements

There was nothing to share.

Important Dates

- **November 8 – UPC Meeting**
- **December 1 – Undergraduate Curriculog Closes**

Adjournment

The meeting was adjourned at 1:46 p.m.

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