Reviewed and accepted by the UPC on 09/13/2024

UNIVERSITY of SOUTH FLORIDA
College of Education

UNDERGRADUATE PROGRAMS COMMITTEE

Friday, April 19, 2024 – 1:00 p.m. via TEAMS

MEETING MINUTES

Call to Order-Welcome and Introductions of New Representatives

Randi Latzke called the meeting to order at 1:03 p.m. and welcomed the new representatives:

- Clarence Walker – CIL
- Robert Derick (continuing for a second term) – EPS
- Candi Ashley – EPS
- Wenyu Guo- LLEEP
- Janet Outlaw- LLEEP

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 03/08/2024 minutes were accepted as written with no corrections.

Acknowledgment of E-Votes (All were approved by a majority vote of the UPC since the last meeting)

There were none since the last meeting.

ELECTIONS

- Chair
  - Nominations for Chair
    - **Janet Outlaw** was nominated by Randi and seconded by Robert Dedrick. Janet Outlaw was declared chair by acclamation.
- Vice Chair
  - Nominations for Vice Chair
    - LaSonya Moore was nominated for vice chair but declined the nomination.
    - **Clarence Walker** was nominated for vice chair by Randi Latzke and LaSonya Moore seconded it. Clarence Walker was declared vice chair by acclamation.

REPORTS

Undergraduate Education/Associate Dean's Report

Ann Cranston–Gingras reported the following:

Summer Undergraduate enrollment is down for the summer. Maybe it is taking longer to register.

The new FASFA Form has been updated and may affect students registering for classes this summer.

Fall Undergraduate enrollment is up.
Students who have not passed the FTCE do not have to enroll for the summer while waiting to hear about the results of the FTCE.
Pizzo Elementary Lease – affiliation agreement – Memorandum of Understanding – been working on this for at least three years.
USF Admissions Challenges for Undergraduate Students.

CAEP/FLDOE Report

Darran Town and Shaun Dinsmore provided the following information:

Shaun indicated that they are working on reports to program heads for CAEP.

Office of Clinical Education Report

Jennifer Jacobs submitted the following report:

The **Practitioner Research Conference** will occur on April 25 from 4:30-7:30 for early childhood, elementary, and secondary. Other programs also present their research—Physical Education on April 22 and Special Education on April 18. Sarasota held theirs last Friday evening, and St. Petersburg will hold theirs on April 29. Engaging in practitioner inquiry is a crucial routine of practice within clinical education.

Final Internship Surveys -Our office has worked to administer final internship surveys to both mentor teachers and interns. We will be working this summer to analyze this data and provide reports to the program.

Outlook for next year—I would like to do some sessions on the new Association of Teacher Education Standards for Clinical Practice to showcase our work and engage in self-reflection to improve our programs.
Additionally, I want to have a clinical practice research group that will meet regularly. I have already collected the names of interested faculty members.
Also, I will be working with programs to encourage opportunities for faculty and mentor teachers to meet and communicate.

Pizzo Elementary – She will meet with faculty to find more ways to continue working with them.

Excellence in Undergraduate Education Award Report

Jane Govoni provided the following report:

For the 2023-24 academic year, fifty-two (52) educators were nominated and received the Excellence in Undergraduate Education Award/Certificate. For April, there were eight (8) nominees.

I want to note the following were awarded more than once this academic year:

Stephane Arthur Randi Latzke Janet Outlaw
Lindsey Persohn Tammy Sommers

General Education Council Report

Jane Govoni provided the following report from the Gen Ed Council on April 1, 2024

Course Discontinued – CHM 2020 Chemistry for Liberal Studies I

Kyna R. Betancourt reported that she was asked to identify enhanced General Education courses that could be concerning or might be flagged by reviewers. There are 15 courses with titles that could be problematic, and the respective associate deans/chairs were contacted regarding plausible course title changes. She will bring back any changes at the next meeting.

If proposals are not approved by April 15th, the courses must be approved in Fall 2024. Some are waiting on the proposers' responses and others need revised syllabi to include the Gen Ed criteria appropriately.

Course Recertification:
CCJ 3058 Professionalism in Criminology and Criminal Justice -Approved
NSP 3667 Introduction to Global Health – Approved

The following courses need revisions, and the course proposers have been contacted:
ECH 3783 Sustaining the Earth: An Engineering Approach - (Tabled)
LIS 4934 Information Science Senior Capstone - (Tabled)
MUE 4940 Internship: Music Education - (Tabled)
SPS 3003 The Meaning of Madness - (Tabled)

Faculty Policy Council Report:

Randi provided the following FPC Report from March 29, 2024:

- Digital Ecosystem Committee
  - USF College of AI, Cybersecurity & Computing starting - soft launch Spring 25/full launch Fall 25
  - Continuing conversations regarding the possibility of requiring students in our college to have a laptop.
  - Redesign of the Collaboratory on the Tampa campus will focus on creating a multifunctional space with the potential to allow faculty to try out new technology. The committee is recommending a dedicated staff person be assigned there for support.
- Diversity Committee
  - The visit by Angela Valenzuela on February 23 was successful
  - The committee is organizing a session to discuss CS/HB1291-Educator Prep Programs which takes effect in July and its potential impact on our programs and work with students.

- FPC Business
  - FPC voted to create a faculty budget standing committee that would interface with the dean regarding budget issues.
  - FPC voted to convene an ad hoc committee to create promotion guidelines for research professors

Undergraduate Council Report

There was no report today. Candi Ashley will be representing the COEDU beginning in the fall.

Student Advising Services Report

Jeany McCarthy reported the following to the UPC:

Spring Potential Grads without FTCE

- COEDU to BGS
- Former COEDU students who completed all coursework, did not submit FTCE scores and have not yet graduated
- Working on a mechanism to recognize the completion of reading and ESOL competencies- undergraduate certificate.

River Ridge High School Teaching Academy campus visit on April 8th

- 50 high school students
- 5 facilitators
- Lunch in MSC, campus tour, residence hall, engaged with our students and faculty
- Photos here! https://usf.box.com/s/uohfd3s2lhpixidy330f34m5zpkbdego

Education Living Learning Community

Education Living Learning Community (LLC) recognized! Dr. Lindsey Williams was awarded the LLC of the Year due to her outstanding efforts to design a curriculum and experiences that challenge and supports students in their first year at USF. On average, students who live and learn in the LLC community for their first year boast a higher overall GPA and readiness for their second year, are retained in the college, and express a higher level of satisfaction with their college experience than their peers outside the LLC.

Ad Hoc Committee on Completer Degree

At the last meeting, Laura Sabella and Randi Latzke indicated that work would resume on the completer degree over the summer.

New Business

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Undergraduate Proofing Process

Jeany and Randi discussed the process of editing the Undergraduate Catalog, which should appear in Degree Works. After the door closed, Undergraduate Studies shares a proof, which happenes to be in the summer when faculty were not working.

Old/Unfinished Business

Curriculog Process Survey Results

Ann and Randi presented the survey results with the UPC. Ann created a summary document and shared it with the UPC. Any suggestions and feedback should be sent to Ann and Lora.

Informational Items

There were no informational items today.

For the Good of the Order/Announcements

There was nothing to share.

Important Dates

- **Practitioner Research Conference –** April 25
- **Last day of Spring Classes –** April 26
- **Final Exam Week –** April 27-May 2
- **USF Commencement –** May 2-5

Adjournment

The meeting was adjourned at 2:23 p.m.

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