Reviewed accepted by the UPC on 10/18/2024

UNIVERSITY of SOUTH FLORIDA
College of Education

UNDERGRADUATE PROGRAMS COMMITTEE

Friday, September 13, 2024 – 1:00 p.m. via TEAMS

MEETING MINUTES

Call to Order-Welcome and Introductions of New Representatives

Janet Outlaw called the meeting to order at 1:00 p.m., and welcomed the new representatives, and asked everyone to introduce themselves.

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 04/19/2024 minutes were accepted as written with no corrections.

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

There were none since the previous meeting.

REPORTS

Undergraduate Education/Associate Dean's Report

Ann Cranston–Gingras reported the following:

- The UPC Committee has been involved in helping improve programs, graduating students without certification
- Gen Ed Concerns with requirements from the state
- Literacy course changes,
- Registrar, Financial Aid, and Admissions offices will be reporting to the same person
- Secondary teaching Degree is now being supported
- Student Outreach – a sense of belonging, New welcome center at ALN building,
- SACS Visit February- University's QEP-Quality Enhancement Plan – application to Undergraduate Students
- Referrals have increased to students of concern -available to come to classes along with Victim's Advocacy
- Student Accessibility is getting a new Central Center

CAEP/FLDOE Report

Darran Town provided the following information: Shaun is working on the annual DOE Report. Program Status Report PSR and will be shared with faculty for feedback. The search for a Director of OCIS is underway, and hopefully, there will be some information next week as interviews have been completed.

Office of Clinical Education Report

Jennifer Jacobs shared the following report with UPC.

- This fall, we kicked off **our new dispositions assessment**. Newly admitted students engaged in a self-assessment to rate their strengths in various dispositions coming into the program. They will compete again at the end of their junior and senior years. We aim to make this data meaningful and for programs to use for continuous improvement. All clinical experiences will also be using the same growth plan.

- For the **2024-2025 school year**, Pinellas, Manatee, and Sarasota Counties will **offer paid internships.**

- This spring, we will be piloting a new evaluation tool. We have two training sessions—**October 29 and November 12**- on Teams in collaboration with HCPS to support supervisors and other interested faculty.

- We created **cross-college intern and supervisor handbooks**, so while programs have unique features, these handbooks promote coherence on policies, expectations, etc. You can contact me or your program's clinical coordinator with any questions. We meet twice a month.

- Finally, we want to **welcome Erica Herrera**, who collaborates with SAS and OCE. She is taking the lead on fingerprints, tuition vouchers, and substituting.

General Education Council Report

Jane Govoni shared the following report from the Gen Ed Council. The General Education Council held its first meeting on August 19th and Kyna Betancourt presented and shared the following:

Gen-Ed Credit Minimum

Kyna informed the council that, for variable credit-hour courses, the minimum required credits must be three.

BOG 8.005 Change

Working in tandem with SB 266, BOG 8.005 was amended to account for the changes added to the senate bill. BOG 8.005 includes an updated list of approved state general education courses that must be approved by each SUS' president and Board of Trustees annually to account for the requirements expressed in s. 1007.25 and s. 1007.55 of the Florida Statutes (SB 266). Institutions must submit these courses to the Articulation Coordinating Committee by September 1st each year for review.

24-25 Proposal Moratorium

Due to Banner 9 Self-Service replacing OASIS, which includes various updates to Degree Works and registration, there will be a moratorium on most proposal changes for the 24-25 catalog year. This is to ensure that, in future, the catalog can be published in March—rather than June. This will aid students when choosing courses as the catalog will be open by fall registration, rather than in the months following. All changes for 26-27 (and henceforth) will proceed on an abridged schedule through Curriculog, but if colleges have any critical curricular edits for 24-25, they can submit them to Kyna Betancourt for special approval.

Next GEC Meeting: Sept 16th

Excellence in Undergraduate Education Award Report

Clarence Walker provided the following report:
The Excellence in Undergraduate Education Award received two nominations in September:

- Mary Beth Wilt
- Nicole Chaput Guizani

Faculty Policy Council Report:

There have not been any meetings yet.

Undergraduate Council Report

Candi Ashley reported from the UGC Meeting on 082624. It was a short meeting.

The main takeaway was the proposal moratorium for curriculum proposals for the 25-26 academic year. All new courses through Curriculog this fall will be active for the 26-27 academic year. This will be the process moving forward. In addition, all Gen Ed courses must be approved by the state one year ahead.

If a program believes they should be an exception, they should have Ann email Kyna Betancourt by **October 11 with the rationale for the exception.**

The process for exceptions will include completing forms like those in Curriculog and sending them to Kyna via email. The last day to approve the curriculum for 25-26 is January 11.

Student Academic Services Report

Jeany McCarthy reported the following to the UPC in late September: USF is upgrading to the new Self-Service Banner 9 (SSB9) platform, which will be named Student Self-Service, and will replace Student OASIS.
This online platform offers a more streamlined and efficient way for students to:

- Update personal info
- Provide access to view records to a parent or supporter
- View account info and pay bills
- Manage financial aid
- View grades and transcripts
- Register for classes
- And more!

Upon implementation on September 28, all students will be directed to log in to the new Student Self-Service platform instead of Student OASIS. The platform dashboard will include hyperlinks to current Student OASIS functionalities for registration until they are migrated to Student Self-Service in February 2025. At that point, Student OASIS will be fully deactivated. If you use OASIS Banner for your work, this platform will not change.

Rebecca Darmoc from our Marketing and Communication Office hopes to launch an Undergraduate View book this month. This will be in both print and digital formats.

SAS can communicate with all our Undergraduate students via a canvas organization and is happy to send out announcements. Erica Herrera can send out the announcements.

Link to the staff of SAS office: https://www.usf.edu/education/undergraduate/academic-advising/sas-staff.aspx

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.

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Informational Items

There were no informational items today.

For the Good of the Order/Announcements

There was nothing to share.

Important Dates

- **October 13 – UPC Meeting**
- **December 1 – Undergraduate Curriculog Closes**

Adjournment

The meeting was adjourned at 1:50 p.m.

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