

Call to Order and Welcome New Representatives

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

Meeting Attendance

Once the meeting minutes have been accepted, 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 11/7/2025 minutes and the 12/8/2025 notes were accepted as written with no corrections.

New Business

There was not any new business.

Old/Unfinished Business

EME 2040 Review for Gen Ed Recertification

Candi Ashley and Robert Dedrick will be reporting in February on the recertification.

REPORTS

Undergraduate Education Report:

Zafer Unal presented the following report to the UPC.

UPCOMING SIMPLESYLLABI PLATFORM TO SHARE COURSE SYLLABI

BOG 8.003 Requirements:

- All course syllabi must be posted publicly 45 days before the first day of class
- Certain individualized courses are excluded (dissertation, independent study, internship, clinical experience)
- The 45-day window will be enforced starting Summer 2026

Canvas Simple Syllabus System:

- Will replace the current Canvas Syllabus Link
- User-friendly interface comparable to Canvas
- Allows easy copying from previous syllabi
- Auto-populates standard USF policies and information
- Automatically pulls course information from Banner schedule
- Gives faculty better control of academic freedom while ensuring compliance

Required Syllabus Components (per BOG 8.003):

- Course curriculum and required readings
- Required and recommended textbooks/materials
- Course goals, objectives, and student expectations

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- Performance measurement and evaluation methods, including grading scale

Training and Support:

- Administrator training in January
- Faculty training in February through online self-paced materials, webinars, and in-person sessions for larger colleges
- Dedicated support via email, MS Teams, and Jira-based tracking
- Student support also available

Timeline:

- Simple Syllabus releases to faculty February 1st
- Dashboard for monitoring progress available in March

CAEP/FLDOE Report

Margaret Krause provided the following report to the UPC.

Accreditation Report to UPC (1-16-26)

Our team is currently in the final stages of preparation for the Florida Department of Education (FDOE) site visit conducted by the Teacher Preparation Institute (TPI). The visit is scheduled for **April 13–17**, and will focus on two undergraduate programs:

- **UG Elementary Education**
- **UG Exceptional Student Education**

Both programs will undergo a comprehensive review conducted by the TPI evaluation team.

Self-Assessment Documents

We are collaborating closely with the program coordinators to finalize the required **self-assessment documents** for each program. Each self-assessment is approximately **10 pages** and includes:

- Program structure and curriculum
- Assessment and evaluation processes
- Candidate performance data
- Clinical experiences
- Program improvement efforts

To support these narratives, we are collecting and organizing all required supplemental documentation (e.g., handbooks, assessment rubrics, data reports). The TPI team has provided a **shared Google Drive**, which we are now using to store and organize all materials for the site visit.

Timeline:

- **Early February (at the latest):** All self-assessment documents will be shared with program faculty for review and verification of accuracy.

Preliminary Master Schedule

A preliminary **master schedule** for the April site visit has been drafted. It includes:

- Faculty interviews

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- Focus group meetings with students and stakeholders
- Classroom observations (if requested)
- Debrief sessions
- Program-specific presentations

Next Steps:

- By **early February**, the draft schedule will be shared with all participating faculty to ensure availability and alignment of time slots.

Marketing & Communications Efforts

We have also been coordinating with **Cassidy and the Marketing team** to develop communication and visibility materials that will support the visit. Plans include:

- Bulletin boards throughout the college highlighting program accomplishments
- Content for video monitors
- Highlight videos for each program
- Swag bags for TPI site visitors

These efforts aim to present a cohesive, welcoming, and informative environment for the reviewers and to showcase the strengths of our educator preparation programs.

Next Milestones

- **Late January:** Finalize all documentation for self-assessments
- **Early February:**
 - Send self-assessment documents to program faculty for review
 - Share master schedule and confirm faculty availability
 - Finalize marketing and visibility preparations
- **March:** Final check of all materials and schedule
- **April 13–17:** TPI Site Visit

We appreciate the continued support of the Undergraduate Policy Council as we move through the final steps of preparation. Our goal is to ensure a smooth, well-coordinated visit that accurately reflects the quality and strengths of our undergraduate programs.

Office of Clinical Education Report

Jennifer Jacobs reported

- January 7, we held a supervisor professional learning in collaboration with the HCPS Professional Learning Team on collecting evidence in relation to our final evaluation tool.
- We have several programs that are exploring innovative pathways for final intern compensation. This includes the Temporary Teaching Internship Certificate and a job-sharing, paid substitute position. We will need to continue to explore innovative options if certain districts begin to no longer pay final interns.
- We have a button on the Undergraduate HUB for SharePoint that includes directions on fingerprints.

General Education Council Report

Mo Chiodini reported that the next GEC meeting is on February 2, 2026.

Excellence in Undergraduate Education Award Report

Clarence Walker reported that there was nothing new to report.

Faculty Policy Council Report:

Clarence shared that FPC met in November but those meeting minutes have not been released yet.

Undergraduate Council Report

Candi Ashley reported UC met and discussed the Simple Syllabi and are busy processing many proposals.

Student Academic Services Report

Jeany McCarthy reported to the UPC about:

- Supporting students with registration
 - Change of major from MUMA to Exercise Science and Kinesiology
- Has 88% of FTIC from summer/fall 2025 registered prior to break
- Preparing for Admitted Student Days- hosted by Admissions
- Florida Future Educators Association College Night
- Hiring a new advisor
- Shared data from Dr. Crum related to retention of FTIC from summer/fall

Informational Items

There were no informational items at this meeting.

For the Good of the Order/Announcements

Active Threat Training for Faculty and Staff

Lora is working on scheduling Active Threat Training for the College of Education Faculty and Staff either in late January or February.

Important Dates

- **Next UPC Meeting – February 13, 2026**

Adjournment

- The meeting was adjourned at 1:33 p.m.

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