

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 1/16/2026 meeting minutes 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 Report

Candi Ashley and Robert Dedrick reported

REPORTS

Undergraduate Education Report:

Zafer Unal presented the following report to the UPC.

Simple Syllabus Training – 128 people attended. They are working on making the training which was recorded available for those who were unable to attend the workshop, and the link should be available. Department Chairs will be designating who will need to upload the syllabus until an instructor is identified. Then at the 45-day due date, the information will need to be updated by the instructor of record.

CAEP/FLDOE Report

Margaret Krause provided the following report to the UPC.

FLDOE Site Visit Updates

- Program leaders from Elementary Education and Exceptional Student Education met with the site visit team for the first Community of Practice Call on January 27.
 - The site visit team expressed satisfaction with the program's preparation.
 - During the preliminary review of the visit schedule, the team recommended adding an additional reviewer due to the size of the program.

- State approval for the additional reviewer is pending, delaying finalization of the schedule; follow-up is ongoing, and approval is anticipated soon.
- Once the schedule is finalized, faculty involved in the visit will receive direct communication and calendar invitations for focus groups, teaching observations, and field observations.
- **The next check-in call with the site visit team is scheduled for March 3**, and most components of the visit are expected to be finalized by that time.
- Approximately 90% of required documents have been uploaded to the shared Google Drive with TPI/FLDOE to support the self-assessment.
- The full self-assessment was submitted on February 12, ahead of the February 13 deadline.
- Marketing continues to support site-visit initiatives, including program highlight videos, promotional materials, and swag bags.

BOG/FLDOE Course Approval Updates

- The program is actively working on the Spring 2026 course approval list with the BOG/FLDOE.
- Initial feedback indicated that only six submitted courses required minor wording or typographical revisions.
- Revised materials have been resubmitted with the requested changes.
- The program is currently awaiting the final approved list.

Office of Clinical Education Report

Jennifer Jacobs did not have a report today.

General Education Council Report

Mo Chiodini reported that she could not attend the last General Education Council meeting as she teaches on Mondays. The meeting minutes have not been posted yet so there is nothing to share at this time

Excellence in Undergraduate Education Award Report

Clarence Walker shared the following list of recent recipients.

- Nicole Chaput-Guizani
- Shelley Esman
- Luisa Munoz
- Joy Angelillo
- Kim Garcia
- Maureen "Mo" Chiodini
- Anna Oelmann

Faculty Policy Council Report:

Janet Outlaw shared the following report from the FPC Meeting.

FPC met on 1/30/26:

- The College of Education is forming two work groups:
 - Faculty Salary Workgroup
 - Strategic Implementation Workgroup
- FSCIC working on faculty survey providing college leadership feedback

Undergraduate Council Report

Candi Ashley reported that at the last meeting of UGC, the UGC are standing firm that SLOs should be limited to 4-5 unless there is good justification for more.

Student Academic Services Report

Jeany McCarthy did not have a report today and was unable to attend.

Informational Items

There were no informational items at this meeting.

For the Good of the Order/Announcements

- **Active Threat Training (In-Person)**-February 20 – TECO Hall- 9am – 10:15am
- **Technology Inventory** -Tagging has begun. This includes all USF purchased technology as examples (laptops, desktops, monitors, docking stations, external hard drives, printer, AR/VR headsets, etc.).
- **Shredding Purge and Tech Purge**- beginning Monday, February 16 through early March; please see your Department Operations Manager for more details.

Important Dates

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

Adjournment

- The meeting was adjourned at 1:23 p.m.

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