

## Call to Order

Janet Outlaw called the meeting to order at 1:03 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 01/17/2025 minutes were accepted as written with no corrections.

## Curriculum Review

None

## REPORTS

### Undergraduate Education/Associate Dean's Report

Ann Cranston–Gingras reported the following:

- Next week is SACS visit - QEP – Experiential Learning incorporated into our programs to make students better employment and graduate school candidates.
- Student Self Service
- General Education – Built into Degree Works – update syllabi, how we keep some courses as Gen Ed,
- New Gen Ed Proposals will open in the next two weeks for new proposals. The steps go to the Office of the General Council before our committees and will also go to the Board of Governors at some point in the process.
- The 2025/2026 Undergraduate catalog will be published before March 31.
- Curriculog for 2026/2027 open during the summer.
- Curriculum changes to Gen Ed as soon as they finish with courses.

### CAEP/FLDOE Report

Darran provided the following report to the UPC: nothing to report about CAEP, but Darran and Shaun are going to FACTE in the next couple of weeks. Share any concerns or questions you would like FACTE to address with Darran and Shaun. The three candidates will meet with Interim Dean Schneider the week of the 24th, and hopefully, someone will be on board shortly after those meetings happen.

### Office of Clinical Education Report

Jennifer Jacobs shared the following report with UPC:

We had a mentor-teacher meet-up on January 27th, where we spoke to teachers about professional dispositions, engaged in problem-solving around various scenarios, and offered time to provide feedback to programs. On February 24, we will have an Express Mentor Teacher Meet-Up on Teams focused on our new evaluation tool. I am attending FACTE 2/27-2/28 and will report on what I hear from the FLDOE.

**General Education Council Report**

Jane Govoni and Mo Chiodini shared the following report with the UPC **from Gen Ed Council Meeting -Feb 3<sup>rd</sup>**

- Proposals (new and recertification) will be screened by the General Counsel's office and the Provost to determine if they meet the legislative requirements. Courses that are cleared through legal will go on to the GEC for evaluation and adoption with the stipulation that clearing the first tier does not mean a course will automatically be approved by the GEC.
- The GEC subcommittee noted the guidelines featured in Gen Ed programs at other Florida universities to help determine the new structure for USF's General Education. As most have adopted a two-group approach, they have opted to do the same. The first group of courses comes from the Statewide Core, and the second group of courses comes from USF's Institutional Gen Ed requirements.
- Students would be required to take:
  1. Five courses from the Statewide Core (Group 1)—one in each subject area
  2. Five courses from the USF Gen Ed Core (Group 2)—one in each subject area.
  3. The remaining 6 credit hours on electives from Group 2 in any subject area.

<b>Subject Area</b>	<b>Statewide Core (Group 1)</b>	<b>USF Gen Ed Core (Group 2)</b>	<b>Totals</b>
<b>Natural Sciences</b>	3	3	6
<b>Social Sciences</b>	3	3	6
<b>Humanities</b>	3	3	6
<b>Communication</b>	3	3	6
<b>Mathematics</b>	3	3	6
Additional Gen Ed electives	0	6	6
<b>Totals</b>	15	21	36

- The Subcommittee devised a simplified course proposal. After importing the basic course information (e.g. title, description, requisites), proposers will be required to identify one BOG-mandated domain (*Communication, Mathematics, Humanities, Natural Sciences, or Social Sciences*). Two of the three CSDs will then need to be selected (*Problem Solving, Critical and Analytical Thinking, or Communication*) along with one to three Enhanced Gen Ed attributes (*Experiential Learning, Civic Engagement, Information and Data Literacy, Creative Thinking, Quantitative Reasoning, or Cultural Competence*). Finally, the proposer will need to include the required Gen Ed assignments and SLOs. Note that the above is not set in stone. Dr Bourgeois has sent this plan to the General Counsel for their review.
- Any courses that were approved on the BOG list are considered acceptable for the 25-26 catalog year and do not require resubmission. New proposals will be made effective for 26-27, and any new courses must be restricted to the 1000 and 2000 levels.
- The BOG provided a two-week window for new submissions that have been approved at other SUS institutions to be included in USF's folder. They will consider any applications to this effect with the caveat that this option will require faculty to teach these courses as they were approved at the previous institution. In other words, no changes to prefixes, titles, descriptions, SLOs, and teaching materials will be permitted. Currently, the State has not provided the details of any approved courses, but the information will be disseminated once it has been received. Due to this two-week window (ending 2/14 with completion of USF internal processes by 2/13), the list of approved USF Gen Ed has not been finalized.

- Dr Scott Besley, previous General Education Council chair, created a combined spreadsheet of the courses the BOG has approved for each of the SUS institutions. He can be contacted directly to request this document. Individual lists can be obtained through the BOG's January 30th [Academic and Student Affairs Committee](#) meeting webpage. The list for USF is located within [this document](#).
- For the 26-27 year, courses must be submitted to the State by September 1st, 2025. To account for this shift in date, Curriculog will reopen over the summer for Gen Ed proposal creation. Any courses currently with an Enhanced Gen Ed attribute but are not on the approved list will be taught out to accommodate students whose programs are already hinged on these courses. Students also have the option to switch their catalog to a more recent edition if they choose.
- A town hall has been slated to disseminate this information to faculty and staff who may be affected by the Gen Ed changes. The date and location have not yet been finalized.

### **Excellence in Undergraduate Education Award Report**

Clarence Walker reported that there was nothing new to report today.

### **Faculty Policy Council Report:**

Janet Outlaw shared the following with the UPC from the 01/31/2025 FPC Meeting: According to the dean's report, the college can have searches in the fall after reviewing the budget. Jenifer is meeting with all programs and centers to ensure we integrate all services and best support all students across the college. The college is aiming to integrate university resources with the college better.

USF is hosting the Florida Undergraduate Research Conference on 2/14 and 2/15. At least 800 undergraduate researchers are expected to be present. College representatives will be there to recruit for the college.

Conversations about more explicit language about undergraduate students' research experiences. In student exit surveys, undergraduate students say they're not involved in research, but we know many of our undergraduate programs have integral student research experiences.

[ISTE](#) course for teacher preparation faculty and pre-service teachers for AI literacy and [registration form](#).

Ad hoc committee to propose policies related to bullying and hostile work environment.

FPC is conducting a constitutional annual review.

### **Undergraduate Council Report**

Candi Ashley reported that the UC discussed the number of course objectives. The Graduate Council is now recommending a maximum of 5 course objectives while still maintaining the integrity of the course. Many course objectives (n=25-30) dilute the message of what the course is about. It was mentioned that only SLOs are required for the course syllabus. UGC will discuss and make a recommendation by August.

### **Student Academic Services Report**

Jeany McCarthy provided the following information:

## **DRAFT**

- Recent legislative changes related to fulfilling the General Knowledge Skills Test – ACT/SAT/CLT as alternative assessments should increase progression/retention/timely graduation
- Creation of Degree Works plans to support Student Self-Service- proactive advising before the registration cycle ensure students have access to an academic plan to help ease registration, advisor accountability, course data for administrators
- Florida Future Educators Association College Night- an event that puts high school students in touch with universities/colleges offering teacher preparation programs- enthusiasm and guidance to future educators!
- Developing knowledge and leveraging technology to enact state-mandated changes to general education
- Refreshing partnerships with student success resources at USF to increase retention, academic progress rates, and timely graduation

### **Ad Hoc Committee on Completer Degree Status Report**

There are no updates currently.

### **New Business**

There was no new business today.

### **Old/Unfinished Business**

There was no old/unfinished business today.

### **Informational Items**

Lora shared that all 88 courses on the 4<sup>th</sup> floor have been relocated for the fall 2025 semester. Fifty have been placed already, and the registrar's office is working on the remaining courses.

### **For the Good of the Order/Announcements**

There was nothing to share.

### **Important Dates**

- **March 14 – UPC Meeting**

### **Adjournment**

The meeting was adjourned at 1:47 p.m.

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