

## Call to Order and Welcome New Representatives

Janet Outlaw called the meeting to order at 1:01p.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 02/13/2026 meeting minutes were accepted as written with no corrections.

## New Business

There was not any new business today.

## Old/Unfinished Business

There was not any old/unfinished business today.

## REPORTS

### Undergraduate Education Report:

Zafer Unal presented the following report to the UPC.

#### **Simple Syllabus Status.**

Summer A & C (2026): April 3, 2026 | Summer B (2026): May 15, 2026 | Fall (2026): July 10, 2026

- First reporting showed that %48 of COE Syllabi has been published. Notifications for missing courses are sent to Department Chairs to share with faculty.

#### **Accreditation**

- USF Board of Trustees has approved selecting the Higher Learning Commission (HLC) as the university's next accreditor, beginning a transition away from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- <https://www.hlcommission.org/>

#### **FTCE Exams**

- The Undergraduate Success Committee has agreed to recommend that students enroll in initial teacher certification programs complete required FTCE exam attempts at specific points throughout the program.
- One proposed structure is:
  - Level I: Attempt the FTCE General Knowledge Exam
  - Level II: Attempt the FTCE Professional Education Exam
  - Final Internship: Attempt the FTCE Subject Area Exam
- Program coordinators are currently discussing this proposal with their program faculty to determine which specific course within each level will include the exam attempt requirement. Each program will establish its own schedule based on program structure. These discussions are ongoing, with the goal of implementing the decision beginning in Fall 2026.
- **Also Welcome to Angelica Foley.** Senior Department Administrator, Undergraduate Studies

### **CAEP/FLDOE Report**

Margaret Krause shared the following report to the UPC.

#### **Preparation for Florida Department of Education/TPI Site Visit (April 13–17)**

##### **1. Second Check-In Call Completed**

We successfully completed our second check-in call with the Florida Department of Education/TPI team. The conversation was productive and confirmed that our preparation efforts are on track for the April site visit.

##### **2. Site Visit Schedule Finalized**

The full schedule for the week of April 13–17 is now complete. All faculty and staff who are involved in the visit should have already received a calendar invitation. If anyone believes they should have received an invitation but did not, please let me know so I can follow up.

##### **3. Ongoing Preparation Meetings**

I am actively scheduling preparation meetings with all groups participating in the site visit. Progress so far includes:

- ✓ Meetings scheduled with all field supervisors
- ✓ Meeting on schedule with the leadership team
- ✓ Meeting held with elementary faculty
- ✓ Meeting held with mentor teachers for ESE

Next steps include continuing to schedule meetings with course instructors and the remaining focus groups. **Please encourage all faculty who receive invitations to attend these preparation calls.** Their participation is essential to ensuring a smooth and successful visit.

##### **4. Marketing & Communications Preparation**

Our Marketing team is finalizing their contributions for the site visit. Their work includes:

- Updating video feeds throughout the college
- Refreshing bulletin boards
- Preparing additional resources and materials for use during the visit

These updates will help ensure that our physical spaces reflect the quality and professionalism of our programs.

#### **5. Anticipated Faculty Support During Visit Week**

The site visit week will be an “all hands-on deck” effort. Please stay tuned for updates regarding any specific involvement needed from your program faculty. Your continued support, flexibility, and willingness to assist are deeply appreciated and make a significant difference in our readiness.

### **Director of Assessment Hiring Update**

Dr. Cranston-Gingras provided an update that we still need to hire a Director of Assessment as there were complications with hiring of the person that had been previously selected for this role.

### **Office of Clinical Education Report**

Jennifer Jacobs shared the following report.

#### **Temporary Teaching Internship Certificate**

The clinical coordinators are working to develop more uniform guidelines and processes related to the **Temporary Teaching Internship Certificate**, including exploring additional options for compensating interns. For example, the secondary program has piloted a shared position in which students serve as long-term substitutes. In other programs, when appropriate, a student may be hired as a substitute if the classroom teacher goes on leave. We are working to better highlight these opportunities; however, students must first demonstrate their readiness to take on these additional responsibilities. This includes evidence from prior clinical experiences, meeting minimum GPA requirements, and passing certification exams. Many of our neighboring districts that offer paid internships are moving away from that.

#### **FTCE Testing**

All programs have established expectations for **FTCE testing attempts** and have created Canvas pages to document these attempts. We are also working to incorporate fingerprinting documentation into this system. Thank you to Zafer for assisting with updating the catalog language to reflect that these attempts will be required. Programs are monitoring these records and working with students to ensure testing attempts occur in a timely manner.

#### **Final Evaluations**

We are also working to ensure that students receive prepaid access for **final evaluations, clinical surveys, and disposition assessments**.

### **Practitioners Research Conference**

Finally, the **Practitioner Research Conference** will take place on **April 23 from 4:30–7:00 p.m. in the TECO Room**. Final interns from elementary, early childhood, and secondary programs will present their practice-based research. We also plan to invite some of our pre-education majors to attend.

### **Recording of Instruction**

A discussion of recording classrooms as environments have changed and many do not understand the purpose of the recordings.

### **General Education Council Report**

Mo Chiodini reported approved 4 classes, tabled 7 and have 60 classes looking for reviewers for those courses.

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


Clarence Walker shared the following list of recent recipients.

Recent recipient of Excellence in Undergraduate Education Award: Cassidy Lee and he just received two more nominations prior to today's UPC meeting.

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

Janet Outlaw shared the following report from the FPC Meeting.

The FPC met on 02/27/26:

- The University and College leadership express a deep commitment to Sarasota faculty and staff. Recognize the incredible difficulties of all the uncertainties.
- There is a delay in getting the new budget, since the University was waiting for the new President to start.
- All Marketing requests need to use this intake form. The queue is long, and projects are prioritized and assigned based on the online form.
  - Please use (and bookmark) this request form to share the details of your project:  
 [bit.ly/COEMarketing](https://bit.ly/COEMarketing)
- The new website has an events page.
- Angelica Foley has started as the new Sr. Dept. Administrator, Undergraduate Studies. Welcome!
- Andrea O'Sullivan has started as Faculty Services Administrator. Welcome!
- The College is hiring a lead advisor.
- Jeany McCarthy is retiring on 4/1. Congratulations and will be missed!
- FPC (members only) spent time in meeting giving suggestions to the FSCIS committee on the leadership feedback survey that will be sent to faculty this semester.

### **Undergraduate Council Report**

Candi Ashley reported that they are busy reviewing proposals. Now there are no longer pre-requisites and co-requisites, but just requisites. More discussion on Simple Syllabus implementation.

### **Student Academic Services Report**

Jeany McCarthy was unable to attend today and will be retiring as of April 1.

### **Informational Items**

- Summer Undergraduate Research Academy – Janet Outlaw
- April's UPC meeting will be the election for new Leadership Roles of Chair and Vice Chair.

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

- **Summer Undergraduate Research Academy**
- **FL DOE Site Visit** - April 13-17, 2026
- **Technology Inventory** -Tagging is continuing.

### **Important Dates**

- **Next UPC Meeting – April 17, 2026**

### **Adjournment**

- The meeting was adjourned at 1:48 p.m.
- Minutes approved 4.17.26 committee meeting: Angelica Foley

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