

Call to Order and Welcome New Representatives

Janet Outlaw called the meeting to order at 1:02 p.m. All were welcomed, and introductions were made.

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 04/11/2025 minutes were accepted as written with no corrections.

REPORTS

Undergraduate Education Report:

Zafer Unal reported:

- **Students Success Council Meeting** – September 22 - TECO Hall-all things Undergraduate
- **Undergraduate Research Funding** -travels to conferences – landing page has been created- \$5K funding for the year
- **FTCE Exam Support** – delaying graduation, a couple of options, USF resources, LearningLiasions.com (providing practice exams)
- **New Portal for Faculty Staff** -www.facultyserver.com

CAEP/FLDOE Report

Margaret and Darran reported:

- **FLDOE Site Visit on April 12-17.** TPI group will arrive on Monday April 13, ESE and ELE. Friday is the wrap up for the site visit. Each program will complete a ten-page report for the site visit.
- **Campus Folio** - Darran needs everyone in the Campus Folio system by the end of this semester. Rubrics need to be updated to be CAEP compliant and need to be done as soon as possible. Need to retrieve files from Kris.

Office of Clinical Education Report

Jennifer Jacobs reported:

- **Fingerprinting** – processing is being finalized -check process for each county.
- **Temporary Internship Certificate** – teacher of record; only at the final internship level
- **Tuition Waiver Vouchers** – for supervising teachers
- **Supervisor Teacher Workshop** – partnered with Hillsborough County in August and will do another one in December.

General Education Council Report

Mo Chiodini has not heard anything from General Education Council. No report today.

Excellence in Undergraduate Education Award Report

Clarence Walker reported:

- 34 recipients in Tampa Bay last year

Faculty Policy Council Report:

Janet Outlaw shared that FPC will meet on September 26. The Faculty Constitution amendments were approved. and constitution updates.

Undergraduate Council Report

Candi Ashley indicated that there is nothing to report at this meeting.

Student Academic Services Report

Jeany McCarthy sent the following report:

Visit Student Academic Services! We are now located in DAC 107!

- Student Academic Services serves undergraduate and MAT students in the following aspects of the student's life cycle:
 - Admission and Orientation
 - Advising and Registration
 - Retention and progression
 - Engagement
 - Graduation

Initiatives we are working on toward student success!

- Hiring a second advisor
- Building Living Learning Community for Exercise Science and Kinesiology
- Creating more than 350 academic plans for all active, enrolled students
- Partnering with Student Success resources and other advisors at USF
- Participating in USF Admissions Open House events
- Continuing with monthly tracking/monitoring and outreach to all active undergraduate students
- Crafting an Academic Advising Syllabus
- Automating forms using Qualtrics

In the News

<https://www.usf.edu/news/2025/usf-welcomes-record-breaking-class-sees-increase-in-student-engagemen...>

New Business

Ad Hoc Committee for Undergraduate Research Conference Travel

Proposals

- Travel Funding for Undergraduate Travel
- Committee - Janet Outlaw Chairing the committee
- Volunteers - Robert Dedrick, Maureen Chiodini, Betsy Doone, and Zafer Unal
- Beth Wilt (she was not present at the meeting and was volunteered by Zafer)

Meeting Modalities

- EDU 219 Room is reserved
- Continuing Teams and EDU 219 in person - as option
- Motion: to continue holding the meeting on Teams while keeping the physical room available for anyone who wishes to attend in person.
 - Randi made the motion Clarence Seconded the motion and the motion passed unanimously by the voting members present.

Old/Unfinished Business

BS in Studies of Education Studies Degree Update

- Randi reported that this is almost completed to accommodate those who do not want to go to the classroom to teach.
- Using BXS/BXE cip code -found the 2-course core-Schools in Society/General Seminar in Education.
- The last pieces are now ready to go through the pipeline.
- **Bob Dedrick and Maureen Chidoni** -Team to Review if Mo agrees. (Lora is sending an email to Mo to ask if she would be willing to work with Bob on this review team)

Informational Items

- Margaret Krause shared that **Syllabus update of student learning outcomes** to 4-5 objectives and outcomes are coming and suggested a proactive plan to get this accomplished with minimal faculty effort.

For the Good of the Order/Announcements

- None at this meeting.

Important Dates

- **Next UPC Meeting – October 10**

Adjournment

- The meeting was adjourned at 2:30 p.m.

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