

Call to Order-Welcome

Randi Latzke called the meeting to order at 1:01 p.m. and welcomed the new representatives.

Meeting Attendance

Once approved, the meeting attendance is taken via the DocuSign document and will be attached to these meeting minutes when uploaded into Canvas.

Approval of the Meeting Minutes

The 04/21/2023 minutes were approved with no corrections.

Acknowledgment of the Approvals by Electronic Votes (since the last meeting)

None since the last meeting.

REPORTS

Undergraduate Education/Associate Dean's Report

Ann Cranston-Gingras reported the following:

- Thank you for serving on the UPC.
- Enrollment – Undergraduate
 - enrollment up 1.9% SCH- up 2.3%
 - not all colleges are up across the university in undergraduate enrollment
 - Continuing students – transfer level is where some issues are occurring
 - Opening in Undergraduate recruitment due to a person moving out of state.
 - No communications Marketing Director: no Graphic Designer, so that is affecting our recruitment efforts; no materials to share; presenting challenges
 - University overall is down over 1K students from last year
 - Numbers will fluctuate some because of petitions.
 - Consultants RNL – University hired and are working on areas of emphasis based on recommendations –
 - Focus on updating the university website, starting with the Registrar's office and Financial Aid – student points of contact.
 - Individuals to update and create landing pages for all programs across the university.
 - Is being piloted now with Undergraduate Studies and then to BCS.
 - **Things for UPC to consider:**
 - Completer Degree
 - Graduating students without certification considerations -rare case- state allows this
 - GKT Policy – different policies, but before the final internship
 - Exercise Science Program – separate from Physical Ed; new Degree Code (CIP) -currently moving to the provost level
 - Representation
 - Undergraduate Council: two representatives are needed.
 - Gen Educational Council - Mo has volunteered to serve on Gen Ed

CAEP/FLDOE Report

Pam Magasich reported.

- The annual report to the FL DOE is due in November.
- We'll contact programs between now and early next week to request the necessary information to complete the report.
- Accreditation visit from the State of Florida – scheduled for the end of 2025 (largest and second largest programs are used)

Office of Clinical Education Report

Jennifer Jacobs submitted the following report:

- The Office of Clinical Education has worked with **program clinical coordinators and faculty** throughout the College of Education.
 - This summer, we ran a **clinical education course** where 60 teachers were clinical ed certified. We also held a retreat for our clinical coordinators.
- The Office of Clinical Education is working on a **college-wide disposition assessment** and process for students who need counseling and support.
- The Office of Clinical Education is bringing back **mentor teacher and intern surveys** to be completed at the end of each semester to support continuous improvement and stakeholder voice in program development—both critical aspects of accreditation.
- The Office of Clinical Education also hosted 25 **field supervisors** from across programs in the college for a half day **of professional learning**.
 - This was a great time to build community and reflect on our beliefs and pedagogy as clinical supervisors.
- Over the summer and fall, the office of **clinical education** has fully taken over the **fingerprinting** process.
 - We work closely with programs to ensure all students have uploaded their fingerprints and are cleared before beginning clinical experience.
 - Within the letter of admittance, students are told to fingerprint.
 - Programs will want to review and confirm the counties where they will allow placements so students know the county to fingerprint within.
- The office of Clinical started doing **all EDF 2005 Intro to Education placements**.
 - This summer, we placed **25 students**.
 - This fall, we are almost finished with **150 placements** across the **seven counties**.
- **Dr. Beth Wilt** began as the **assistant director of the Office of Clinical Education** and is coordinating clinical experiences on the **St. Pete campus**.
- **GKT Test Passing** - Students have been getting the message about needing to pass before their final internship. The impact will be seen in the spring.

General Education Council Report

Jane Govoni and, hopefully, Mo Chiodini will represent the College of Education as members of the Gen Ed Council. Neither one has yet attended the Gen Ed meetings and does hope to be providing reports in the future. Call for Gen Ed Course on creativity.

Faculty Policy Council Report:

Randi provided the following report:

- FPC will be holding its first meeting on September 29, from 9:30 to 11:30. However, they did convene the executive committee on August 28 to discuss the development of departmental criteria for the new post-tenure review process at USF—no other items to report.

Undergraduate Council Report

Randi Latzke provided the following report:

- Meetings of the council have begun; however, my tenure on the committee ended, so it would be great to have a new representative from the College of Education if anyone is interested in applying.

Excellence in Undergraduate Education Award Report

Jane Govoni gave the following report:

- We will announce this award once again via email (with the help of Lora Crider), and we are ready to receive recommendations for faculty, adjuncts, community members, and more whom we can highlight their efforts and excellence with a certificate.
- If you have questions about the Award, please contact Jane Govoni anytime.

Student Advising Services Report

Jeany McCarthy shared the following report:

Student Academic Services

Who we are:

- a centralized academic and administrative office in the College of Education on the Tampa campus under the Associate Dean of Academic and Student Affairs.
- We serve students, administration, faculty, and staff in support of the success of our students.

Who we serve: UG, MAT prospective, and current students

What we offer:

- Recruitment (undergraduate high schools, community/state colleges, continuing USF students)
- Application, Admission, and Orientation (more than 20 new student orientations hosted in summer, fingerprinting, professional dispositions, programs, services, course selection)
- Advising and Referrals (350:1 student-to-advisor ratio, holistic, developmental, and proactive)
- Retention and Persistence (Living Learning Community, ARC, GKT resources, tutoring, counseling, etc.)
- Graduation (certify UG/MAT degrees, posting job opportunities and teacher fairs)
- Degree Verification for Alumni

Ad Hoc Committee on Completer Degree

Laura Sabella and Randi Latzke reported:

- A committee was formed last year to examine this pathway and what is possible.
- Met with a new faculty member from UCF and gathered more information.
 - UCF has this kind of program pathway.
 - Multiple Degrees needed -UCF has eight pathways.
 - Professional Studies Degree
 - Life-long Learning Degree- open from the beginning is an option-internship option.
 - Possible use of UCF template makes moving forward easier.
 - Hoping to launch in December to move forward.
 - Marketing possibilities!
 - Next Steps – move to the **Intent Proposal** to move forward.

GKT/FTCE Exams

- Still needed to address -55% would be unable to move to the final internship.
- What options can we offer them?
- Need to revisit policy.

New Business

New Procedures for Curriculum Proposals, Reviews, and Voting

- Lora shared a **PowerPoint Presentation** containing a general overview of the course and review processes.
 - **New Box Folder!**

UPC Meetings continuing on TEAMS!

Old/Unfinished Business

- None currently.

Informational Item(s)

- None currently.

For the Good of the Order/Announcements/Important Dates

- **September 29** – FPC Meeting
- **October 13** – UPC Meeting
- **November 3** – UPC Meeting
- **November – 10 – Veterans' Day** - USF Closed
- **December 1** - Last Day of Fall Semester Classes
- **December 2-7** – Finals Week

Adjournment

The meeting adjourned at 3:04 p.m.

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