

Call to Order and Welcome New Representatives

Janet Outlaw called the meeting to order at 1:00 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.

New Degree & Changes – Randi Latzke & Laura Sabella (Reviewed by Bob Dedrick & Mo Chiodini)

- **BS Education (ESOL & Reading)**
- **BS Educational Studies**
- **EDF 4931 Seminar in Educational Studies**
- **Education Studies Template Major**

- ❖ Janet Outlaw made a motion to approve all these components/proposals and Robert Dedrick seconded the motion. The motion passed by a unanimous vote by the UPC Representatives.

BS Mathematics – Middle School Concentration -Update

Zafer reported that the catalog people are working on this and we are waiting on an update from Undergraduate Studies.

EDP 2210 Learning in the Real World – (Course Change) Lisa Lopez (Reviewed by Janet Outlaw, Clarence Walker, Jr. & Jane Govoni)

Lisa Lopez reported on the status of the course and the updates that she has made to the course and the rejection of the course and the seeming rejection of any courses from the College of Education. Several suggestions were made about how to try to get this through the General Education Process.

- ❖ Janet Outlaw made a motion to approve EDP 2210 and Robert Dedrick seconded the motion. The motion passed by a unanimous vote by the UPC Representatives.

Approval of the Meeting Minutes

The 09/12/2025 minutes were accepted as written with no corrections.

New Business

There was no new business raised.

Old/Unfinished Business

Report on SPM 2019 – Candi Ashley & Randi Latzke will report at the next meeting.

REPORTS

Undergraduate Education Report:

Zafer Unal reported:

1. **FTCE Exam Support:** To help our students prepare for their FTCE exams, we have coordinated with Learning Liaisons and secured a 50% discounted rate for subscription access reducing the cost from \$50 to \$25 per month for full access to all exams. We are also working on facilitating bootcamps for the General Knowledge Exam.

During our most recent Undergraduate Studies meeting, we discussed working with program coordinators to determine a timeline for when students should take each exam, connecting it to relevant courses or internship experiences. Since each program operates differently, each program will review its curriculum to determine specific test requirements. For more information, students can visit the Learning Liaisons' USF 2024–2025 page: <https://thelearningliaisons.com/usf-2024-2025-fl>

2. **Undergraduate Travel Awards:** Our proposal for the travel awards has been approved. We have sent an official announcement to all undergraduate students. So far, no one has applied, and we have extended the application deadline to October 15. If no applications are received by then, the funding will be transferred to the Spring 2026 semester.

We posted Fall Awards.

https://usflearn.instructure.com/courses/931860/discussion_topics/13166594

Spring Awards announcements will be posted on November 15.

Four to 8 awards for conferences between January 1 and April 30, 2026 (Spring)

3. **New Initial Certification Program in Computer Science K–12:** The intent proposal was submitted a week ago and sent to all USF College Deans and Associates. We have received extensive feedback and will be meeting with the review team next week to discuss their comments and next steps.

CAEP/FLDOE Report

Margaret was unable to attend today and sent the following report:

An update for UPC- we submitted our list of spring courses to the BOG for review. There were approximately 30 undergraduate courses in initial teacher preparation programs submitted. We expect feedback from the BOG (who is also working with the FLDOE) in the upcoming weeks. I will certainly keep everyone updated. Once changes are approved, they will automatically change in the catalog/SCNS, etc. without a need for faculty to go through curriculum.

I want to thank faculty for their swift attention to the request for information during this submission. Faculty truly attended to the task at hand (even though it's emotionally taxing) and they worked hard to make descriptions and SLOs more concise.

Also, we are currently on target with both the Elementary and ESE programs in preparation for our April 2026 site visit from FLDOE/TPI. Faculty have been busy contributing to the self-assessment for each program. Drafts are in progress, and we will share them for review in the next month. Our goal for each program is to have the self-assessment and many supporting documents gathered by Thanksgiving Break. We also have several course recordings taking place over the next few weeks for courses not offered during the spring semester. Marketing is helping with this effort along with the creation of "highlight reels" for each program.

Office of Clinical Education Report

Jennifer Jacobs reported:

The OCE just finished over 100 early field placements across Hillsborough, Pasco, Hernando, Pinellas, Manatee, and Sarasota counties. We have finalized fingerprinting for all teacher preparation programs.

General Education Council Report

Mo Chiodini reported that she somehow is trying to find out if she is still on the committee and will update us as soon as possible.

Excellence in Undergraduate Education Award Report

Clarence Walker reported that 26 individuals were the recipients of the Excellence in Undergraduate Education Award. There was a discussion about having some kind of guideline be made about perhaps placing limits on the number of nominations or the number of certificates that an individual can get in a period of time and disallowing self-nominations. Clarence and Lora will create a document of proposed changes and circulate to the members of UPC to gather feedback and come with a cohesive document for consideration at the November 7 UPC meeting.

Faculty Policy Council Report:

Janet Outlaw shared that FPC met on September 26.

New HR hires/news:

- Angela Peebles – Director of Strategic Operations
- Emily Howard – New Office Assistant and Administrator to the Dean
- Phillip Estes – HR pod for our college
- Cindy Blount – HR pod for our college
- Patty Bige – HR Pod Leader for College of Education
- New director of marketing is being hired
- The BFSS travel system will pay for your travel (e.g., airfare, hotel) upfront if you request them to

BOG program monitoring

- The BOG is now reviewing programs at a 3-year level rather than 5-years.

Doctoral programs – 10 students over 3 years; Master's – 20 students over 3 years;

Undergraduate programs – 30 students over 3 years. Programs below these numbers will be flagged for low enrollment.

FPC discussed goals for the year

- Rethinking the role of the FSCIC committee and their work for faculty success
- Shared governance – raising awareness for college-wide and university committees and promoting engagement for faculty to have voice in the college and university
- Continue discussions on policies and guidance for curriculum with the new teacher education mandates

Undergraduate Council Report

Candi Ashley reported there was nothing new at this time.

Student Academic Services Report

Jeany McCarthy sent the following report:

-Spring registration- Nov. 3

Advising appointments

ACCEPTED AS WRITTEN 11/07/2025

- Degree Works plans
 - Teacher prep students in Educators Rising will be able to receive advising during their course.
 - Exercise Science and Kinesiology will also have walk-in days with Dr. Bobby Brown and small group advising sessions with Deanna Schwope
 - Spring admission- Oct. 15-Dec. 1
Secondary, ESE, Elementary
<https://www.usf.edu/education/admissions/>
 - Graduation Information Session- last night
 - Career coaching session for Ex Sc and Kin- Oct. 16th- 2:30-4:30-EDU 411
- Living Learning Community active as ever! 28 FTIC in teacher prep attending community building and academic support sessions with Dr. Lindsey Williams.

Informational Items

- None at this meeting.

For the Good of the Order/Announcements

- None at this meeting.

Important Dates

- **Next UPC Meeting – November 7**

Adjournment

- The meeting was adjourned at 2:32 p.m.

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