

Call to Order-Welcome

Randi Latzke called the meeting to order at 1:01 p.m.

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 09/15/2023 minutes were approved with no corrections.

Curriculum Votes

- BS in Early Childhood Education- Govoni/Dedrick (Sophia Han, Faculty Submitter)

Bob Dedrick motioned to approve the BS in Early Childhood Education, and Maureen Chiodini seconded the motion.

A vote was taken, and a majority of the UPC representatives voted to approve the program change submitted by Dr. Sophia Han.

- EEC 4940 Internship Early Childhood- Govoni/Dedrick (Sophia Han, Faculty Submitter)

Bob Dedrick motioned to approve the EEC 4940 Internship Early Childhood, and Maureen Chiodini seconded the motion.

A vote was taken, and a majority of the UPC representatives voted to approve the course change submitted by Dr. Sophia Han.

- BS in Exceptional Education- Dunn/Buckner - (Elizabeth Doone, Faculty Submitter)

Mandie Dunn motioned to approve the BS in Exceptional Education, and Sam Buckner seconded the motion.

A vote was taken, and a majority of the UPC representatives voted to approve the program change submitted by Dr. Elizabeth Doone.

REPORTS

Undergraduate Education/Associate Dean's Report

Ann Cranston-Gingras reported the following:

- BSX, BXE intent proposals in the early stages (moving to online program)
- \$500 incentive - online teaching certification training
- Key Reporting Resources -<https://www.usf.edu/about-usf/reporting-resources.aspx>

CAEP/FLDOE Report

Pam Magasich reported.

- There is nothing new to report today.

Office of Clinical Education Report

Jennifer Jacobs submitted the following report:

The Office of Clinical Education has formed two sub-committees of program clinical coordinators to focus on

- revising our dispositions assessment and
- moving forward with a timeline for the rollout of a new final evaluation tool since Hillsborough County has revised its evaluation tool.

Clinical coordinators met at the end of September and discussed recommended processes/policies due to events that have arisen this semester.

- Teacher candidates are not permitted to tutor students within internship classrooms as outside employment.
- If students are involved in an arrest, DUI, etc, they should notify their USF clinical coordinator as the school district where they are placed will be informed by the police, so there is a need to be proactive and report.
- USF will not host guest interns from other universities. If the university is looking for We are happy to provide recommendations for local supervisors who could serve as an adjunct hired by that university.

General Education Council Report

Jane Govoni provided the following:

The Council met on 9/18/23 and discussed the following:

- Each college may submit a proposal around 'Creative Thinking,' and an email will be sent out soon with further information.
- Departments will be notified of courses that must renew the Gen Ed recertification.
- The next meeting is scheduled for 10/16/23.

Faculty Policy Council Report:

Randi provided the following report:

Report from FPC on 9/29:

Digital Ecosystem Committee:

- As of September 28, the USF College of Education has signed the ISTE Educator Preparation Programs for Digital Equity and Transformation pledge. We have been officially welcomed by the U.S. Department of Education, ISTE, and coalition members as part of a growing network of forward-thinking EPPs dedicated to growing an inspired generation of new teachers.
- **Tech Resources**
 - Grammarly will be made available to all faculty, administrative staff, and students within the College of Education across all campuses within the next two weeks.
 - GoReact: The committee discussed the need to enhance the decision-making processes for students and instructors. Discussions on alternative platforms and feedback solicitation from various departments will continue. The platform VideoAnt and Perusall were mentioned as potential alternatives.
- **Technology-Enhanced Spaces**
 - Upgrades are scheduled for rooms EDU 305 and EDU 219, with Dr. Luis Visot to provide further details. The Collaboratory and iTeach Lounge have also been identified as spaces needing technological upgrades.

- USF AI Initiatives
 - A new eBook titled "More than a Glitch: Confronting Race, Gender and Ability Bias" is now available through the USF Library. It can be accessed [here](#)
 - Additional USF resources and guidelines on generative AI have been provided and can be accessed [here](#) and [here](#).
- Recognition of Technology Innovation: committee members will be recommending colleagues within their departments for recognition with the purpose of fostering a culture of recognition and sharing of best practices among the various departments to inspire further innovation, foster cross-departmental collaboration, and promote a cohesive effort towards achieving digital equity and transformation.

Constitution Committee:

- Revised the document based on feedback from Dr. Steven Tauber from the Provost Office. The document was shared with the FPC leadership to forward to the appropriate parties.
- Motion approved for sending out the revised constitution (with the revised mission statement) to faculty to provide feedback and then vote.

College Budget Standing Committee:

- Discussed with the dean's office more collaborative ways to engage in the budget process in the college, including the possibility of having an ad hoc committee that looks at the budget and supports the college in addressing financial issues that come with the budget.

Post-Tenure Review:

- Guidelines from all of our departments have been approved. 15 faculty members have been randomly chosen to take part in the process.

Undergraduate Council Report

There was no report today.

Excellence in Undergraduate Education Award Report

Jane Govoni provided the following report:

The following 11 educators received the Award for Sept./Oct.:

- Stephanie Arthur (nominated twice)
- David Bright (Sickles High School)
- Nathan Callihan (Sickles High)
- Alyssa Chism
- Leesa Crescenzi (Leto High School)
- Brent Gilbert (Sickles High)
- Wendy Heir (Plant High School)
- Ravyn Hunt (Alonso High School)
- Randi Latzke
- Sergio Luya (Leto High School)
- Dorothy Schroeder (Freedom High School)

Student Advising Services Report

Jeany McCarthy shared the following report:

Advising

Congratulations, academic advisor, Alyssa Chism!

- All FTIC (173) will receive an invitation for advising either in small group of one-one-one to receive progress and prepare for registration at the end of October.
- All other continuing USF COEDU students will be encouraged to seek advising prior to registering for spring.

Monthly outreach to all continuing student

- One week after fall term
- Midterm grades
- Below 2.0
- Early identification of students who may need to consider a change of major

Admission

[Application for spring admission to COEDU](#)- October 16-December 1

Orientation

- New FTIC
 - Friday, December 15, 2023: In-Person
 - Wednesday, January 3, 2024: In-Person
- New transfers
 - Friday, December 15, 2023: In-Person
 - Wednesday, January 3, 2024: In-Person
 - Friday, January 5, 2024: Virtual

Recruitment

Currently operating with one undergraduate recruiter, but soon will have two!



Sydney Navarro Undergraduate Recruiter navarros@usf.edu

August

- St. Pete Open House – Arleya Loss, SP advisor, attended
- Week of Welcome (Tampa)- all new and continuing undergraduate students

September

- Email outreach to all high school counselors, teaching academy leads, and state/community college contacts
- FUSE partner presentation and follow-up email- Sydney and Jeany
- House Calls- in residence halls presentation- Sydney and Lindsey
- PHSC Transfer Fair North- Sydney
- USF Open House for undergraduate students (Tampa and SP campus)- Sydney and Lindsey

October

- Riverview HS College & Career Fair- Sydney
- Avon Park Career and Transfer Fair-Sydney
- St. Pete Open House – Arleya Loss, SP advisor
- Sarasota-Manatee Open House- faculty/campus dean
- Boca Ciega High School- Sydney
- Seminole High School- Sydney

DRAFT

- Auburndale High School College & Career Fair - Sydney
- River Ridge High School College Fair- Sydney
- Zephyrhills High School College Fair - Sydney
- IMG Academy College Fair - Sydney
- Hernando County College Fair-Sydney
- Hillsborough County College Fair- Sydney
- Lake Gibson High School- Sydney
- Orlando NACAC College Fair- Sydney and Jeany
- USF Fall Open House and College of Education Showcase- Sydney, Jeany, Lindsey, Jenn, and Alyssa

Ad Hoc Committee on Completer Degree

Laura Sabella and Randi Latzke reported:

- Hope to have an update on November 3.
- Meeting with Ann and Cynthia Brown-Hernandez

New Business

- Department Name Change -CIL back to Teaching and Learning– Laura Sabella

Old/Unfinished Business

- Undergraduate Council vacancies- still need representatives
- **GKT/FTCE Exams Process**
 - Students have not passed the final sections of GKT, and subject areas have not passed
 - Dean is in favor of keeping as many students as possible; graduation without certification-current programs contain certification.
 - Do not have the numbers to know how many will be impacted; concerned to open this option up; no state program on the books w/o certification
 - Graduation without certification – what do people think?
 - Temporary Certification- advising stop-gap not automatic path
 - Levels of certification? Decision Tree

Informational Items

- EEC 4307 Cognitive Experience for Young Children (removing requisites correct catalog copy)
- EEC 4706 Language and Emerging Literacy (removing requisites correct catalog copy)
- BS in English Education (to comply with State Reading Mandate and correct catalog copy)
- BS in Education (ESOL and Reading Endorsements (Remove EDF 2085, correct catalog copy)
- BS in Educational Studies (remove EDF 2085, correct catalog copy)

For the Good of the Order/Announcements

- Link to HR webpage - new Embedded Services model: <https://www.usf.edu/hr/employment-resources/embedded-services.aspx>
- Link to the Provost's Faculty Fall Address: <https://www.usf.edu/provost/index.aspx>
- Link to FAQs about the Responsibility Center Management (RCM) philosophy of budgeting: <https://www.usf.edu/budget-committee/resources/faq.aspx>

Important Dates

- **October 17** - Dr. Perry A. Zirkel, Professor Emeritus of Education and Law at Lehigh University, will be a guest speaker on "The Role of Law in Special Education" on 10/17 at 6-7:30 pm in TECO. (please see the relevant email announcement from Dr. Scanga sent out on 9/20)
- **November 3** – UPC Meeting
- **November – 10 – Veterans' Day** - USF Closed
- **December 1** - Last Day of Fall Semester Classes

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- **December 4** – Curriculog Closes
- **December 2-7** – Finals Week

Adjournment

The meeting adjourned at 2:48 p.m.

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