

Call to Order and Welcome New Representatives

Clarence Walker called the meeting to order at 1:00 p.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.

Curriculum Review

New Course (previously Gen Ed)

- **LAE 2014 Intro to Children's Literature The Art & Science of Picture Books** (formerly Gen Education now submitting as a regular course) – Ann Marie Gunn

Clarence made a motion to approve, and Robert Dedrick seconded the motion.

- A vote was taken and approved unanimously by the representatives present.

Physical Education - Changes

Changes to Existing Degree Program

- **B.S. in Physical Education** – Program Changes – Craigory Neiman & Sara Flory

Randi Latzke made a motion to approve the changes to the BS in Physical Education, and Robert Dedrick seconded the motion.

- A vote was taken and approved unanimously by the representatives present.

New Degree under PE CIP code & Changes – Craigory Neiman & Sara Flory

- **B.S. in Athletic Coaching and Physical Activity Leadership (New Degree)**

Jane Govani made a motion to approve the new BS in Athletic Coaching and Physical Activity Leadership and Robert Dedrick seconded the motion.

- A vote was taken and approved unanimously by the representatives present.

- **New Courses**

- PET 3471 Sport Officiating
- PET 3557 Designing Sport Training Programs
- PET 4945 Practicum in Athletic Coaching & Physical Activity Leadership
- PET 4931 Seminar in Athletic Coaching & Physical Activity Leadership
- PET 4763 Sport Tactics & Strategy
- PET 4434 Youth, Sports & Athlete Development
- PET 4403 Leadership & Administration in Athletic Coaching & Physical Activity

Jane Govani made a motion to approve all of the new course with the pending further review of PET 4945 and PET 4931 courses, and Robert Dedrick seconded the motion and pending further review of PET 4945 and PET 4931.

- A vote was taken and approved unanimously by the representatives present.

Approval of the Meeting Minutes

The 10/11/2025 minutes were accepted as written with no corrections.

New Business

Excellence in Undergraduate Education Award Revisions

Clarence presented the results of the group discussion of the proposed changes. After discussion each change was presented and voted upon by the UPC representatives.

- No self-nominations
Jane Govani made motion to approve the change to no longer allow self-nominations and Bob Dedrick seconded the motion.
 - A vote was taken and approved unanimously by the representatives present.
- Only awarding certificates once in each semester in the fall and spring
Candi Ashley made a motion to accept the change that certificates would be awarded only once each semester and Bob Dedrick seconded motion.
 - A vote was taken and approved unanimously by the representatives present.
- Only one certificate per awardee per academic year but would be notified of additional nominations.
Randi Latzke made a motion to approve of the awarding of only one certificate per awardee per academic year and Candi Ashley seconded the motion.
 - A vote was taken and approved unanimously by the representatives present.

These changes will go into effect in Spring 2026.

Old/Unfinished Business

Report on SPM 2019 – Candi Ashley & Randi Latzke will complete the report at the January 16th UPC meeting.

REPORTS

Undergraduate Education Report:

Zafer Unal reported:

Item 1. In collaboration with Deanna and Lindsey, we have scheduled the upcoming GKT bootcamps: the Math bootcamp will be held on Tuesday, January 20, from 8 to 12, and the ELS and Essay bootcamp will be held on Wednesday, January 21, from 8 to 12. We have also secured funding to continue offering bootcamps throughout Spring 2026.

Item 2. We received the three-year discontinuance report for all undergraduate courses. Program chairs and coordinators are reviewing the list with faculty to determine which courses are essential and should remain active and which courses should be discontinued. Report link: <https://usf.app.box.com/s/j2o43b6bo5b10xg8cnnwi2qq6hl9p3ss>

Item 3. We are working with program coordinators and chairs to review catalog updates for every undergraduate program. Our goal is to confirm that all program information is accurate. Any corrections will be submitted through the new catalog ticketing system, except for programs already undergoing revisions in Curriculumlog.

CAEP/FLDOE Report

Darran reported that rubrics need to be in the system by the end of spring semester and has offered to do a workshop for anyone who needs assistance in cross walking to the new CAEP items. The workshops will be open to GA's as per Jane's suggestion.

Shaun added that each program needs a narrative showing the changes since last CAEP visit.

Ann reported on the search for the new position Director of Assessment and has it narrowed down to candidates which are at Dean's desk for a decision.

Office of Clinical Education Report

Jennifer Jacobs reported the semester is winding down. The Secondary/Elementary Fall Practitioner Research Conference will take place on November 14 from 11-2 in TECO Hall. Sarasota County will no longer be offering paid internships starting this spring.

General Education Council Report

Mo Chiodini reported that she is still trying to clarify her membership with the Gen Ed Council. The meeting on October 22nd was cancelled; on November 3rd there was a meeting of the Gen Ed Council and an oceanography course that needed approval.

Excellence in Undergraduate Education Award Report

Clarence Walker reported in the above new business about the changes to the Excellence in Undergraduate Education Awards.

Faculty Policy Council Report:

Clarence shared that FPC met on October 31 meeting minutes were sent out and suggested that everyone review those meeting minutes.

Undergraduate Council Report

Candi Ashley reported there was nothing from the college yet, but other areas have courses undergoing course reviews.

Student Academic Services Report

Jeany and Deanna were unable to attend today's meeting so there were no reports from Student Academic Services.

Informational Items

- **Non-Substantive Changes Simple Changes to Existing Courses** (changing restrictions-informational items)
 - PET 3640 Adapted Physical Education
 - PET 3421 C&I in Physical Education
 - PET 4380 Applied Exercise Science
 - PET 4432 Instructional Design & Content: PE Elementary 1
 - PET 4433 Instructional Design & Content: PE Elementary 2
 - PET 4510 Measurement & Evaluation in Physical Education
 - PET 4765 Scientific Principles of Athletic Coaching
 - PET 4820 Spots Skill Proficiency
 - PET 4942 Physical Education Pre-Internship Elementary
 - PET 4944 Physical Education Pre-Internship Secondary
 - PET 4947 Internship in Physical Education Secondary

For the Good of the Order/Announcements

- **December 8 – 1-3pm – Curriculum Clean-Up**

Important Dates

- **Next UPC Meeting – January 16**

Adjournment

- The meeting was adjourned at 1:57 p.m.



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