

UNIVERSITY OF SOUTH FLORIDA
Undergraduate Council
Minutes for August 28, 2023

PRESENT: Adriana Uruena-Agnes, Acting Chair (AC), Robert Hoy (AC), Bonita Pollock (LIB), Christine McGuire-Wolfe (PH), Nasreen Sadeq (BC), Mike Sinclair (BU), Michael Snipes (AC), Andrea Smith (BC), Ryan Toomey (EN), Erica Toothman (AC)

ABSENT: Chantale Begin (AC-SNSM), Brendan Cook (AC)

GUESTS/EX-OFFICIO: Ronald “Oscar” Bernard (NR), Kyna Rhae Betancourt (US), Mazi Ferguson (OCEP), Cynthia Brown Hernandez (AP-ODS), Lorene Hall-Jennings (US), Timothy Henkel (CITL), Nazek Jawad (US), Jennifer Lister (BC), Ali Mrani Alaoui (US), Robyn Tornay (RO)

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Meeting Called to Order at 3:04 p.m.

1. Welcome and Announcements

Oscar Bernard welcomed Undergraduate Council (UGC) members to the start of the Fall 2023 semester.

- Oscar introduced Ryan Toomey (Department of Chemical, Biological and Materials Engineering in the College of Engineering) as the newest member of UGC.
- At this time, Adriana Uruena-Agnes will be Acting Chair for UGC. Oscar is an Ex-Officio member (non-voting). A vote for the Vice-Chair vacancy will be scheduled later in the semester if needed.
- Oscar discussed the University has an Academic Grievance Appeals Committee (student appeals) and requested two nominations to serve if interested. Kyna clarified that recommendations of the committee for student appeals are sent directly to Dean Crume, who would then make the final decision on the student appeal based on the committee’s recommendation.
- Oscar discussed the flow of Curriculog proposals in academic year, where fall workload is light and UGC meetings could be held every two weeks. However, the spring semester is busier and there will be a high number of proposals needing the UGC’s review and approval before the last UGC meeting in April 2024.
- Oscar Bernard discussed the UGC has thirteen members and 11 (new) vacancies to be filled. Oscar and Adriana will be working with Faculty Senate and the Committee on Committee to fill these vacancies this fall. Also, three of these vacancies can be student representatives.

2. Approval of April 24, 2023, Undergraduate Council Meeting Minutes - The meeting minutes were approved as submitted (no revisions).

3. Informational Items

Updates from Undergraduate Studies – Oscar Bernard and Kyna Betancourt

- Curriculog proposal system opened for proposals on Thursday, August 7, 2023. In addition, the Curriculog proposal system will close at end of the business day (5:00 p.m. EST) on Monday, December 4, 2023.
 - Kyna discussed last fall’s Curriculog’s deadline extension (extended an additional week due to hurricane closures). Undergraduate Studies (UGS) does not anticipate an extension this production cycle. Again, the Curriculog proposal system will close at end of the business day (5:00 p.m. EST) on Monday, December 4, 2023.
 - Kyna advises that UGS has added deadlines dates in Curriculog and the UGS Curriculum Team website explaining at what dates proposals that need to be in “completed” status to have an effective date of Fall 2024. These deadlines will align processes with university partners to impact this Fall 2024 semester. After registration begins (end of March 2024), proposals still being processed by either UGC or SCNS will have an effective term of Spring 2025. An example, course change (i.e., prerequisite change) proposals need to be completely through the course processing cycle (e.g., the proposal has a completed status) by **March 8, 2024**, to be entered into Banner by the Office of the Registrar (effective term: Fall 2024) for scheduling courses offered in both Summer B and Fall 2024 semesters. This needs to happen before students begin registration for courses. Please note that new courses are not impacted by this deadline. Kyna encourages UGC members to prioritize course change proposals. Additionally, Kyna requests UGC members advise their colleagues of this circumstance and to encourage colleagues to submit all course change proposals as soon as possible.
 - Kyna advised that there are no other changes in Curriculog. Vendor is working to complete enhancements discussed previously with UGC. Also, there is one new question (not required) is if a course is work-based learning component (i.e., internships). It is just a check box; no additional reviews are required for these work-based courses. Lastly, if curriculum proposals are being submitted, please remember to update the corresponding 2-year and 4-year Plans of Study at the same time. This was the same process as last year’s submission cycle.
 - Oscar reminded UGC members that David Hicks, UGS, will be updating proposals for minor revisions versus returning proposals back to the faculty originator/proposer, which is like last year’s process. If major revisions are necessary, proposals will be returned to the faculty originator to complete the revisions required after UGC member’s review, discussion, and recommendation.
 - Please note: Proposals with reviewer requested minor revisions must be submitted to David Hicks (Undergraduate Studies) no later than Wednesday (noon) to be included in the following week’s agenda. Items submitted after Wednesday’s deadline (noon) will

appear on the agenda two weeks later since the UGC council meets the second and fourth Mondays of each month.

- Kyna discussed the UGS review is early in the workflow steps this submission cycle, so that major revisions are addressed by UGS prior to the UGC meeting.

4. Proposal Review Process – Oscar Bernard and Adriana Uruena-Agnes

Adriana Uruena-Agnes informed Council members that the process for reviewing proposals will be the same manner as in the past year.

- Adriana discussed the Mentoring strategy. A continuing UGC member will be paired with a new UGC member to familiarize the new member with the review process of proposals assigned during the academic year. Adriana request that members who would like to be a mentor to the incoming UGC members to contact her view email with their interest.
- Adriana discussed the UGC resource guide, which can be found on the UGC webpage (<https://www.usf.edu/undergrad/documents/undergraduate-council/undergrad-council-resources-jan-2023.pdf>). Also, she discussed the attendance policy for UGC members. She advised that those members who have conflicts with the scheduled UGC meetings (see meeting schedule below at the end of the minutes), please contact Adriana to advise. Also, if you can arrange for a faculty member designee to stand in your stead when you have a known absence, please provide your designee's name to Adriana so that an agenda and meeting minutes can be forwarded to that individual in advance of the meeting so they will be prepared to ask questions and vote in your stead.

The meeting adjourned at 3:28 p.m.

Next Meeting: Monday, September 11, 2023

Undergraduate Council Meeting Schedule*

Fall 2023

- September 11, 2023
- September 25, 2023
- October 9, 2023
- October 23, 2023
- November 13, 2023
- November 27, 2023

Spring 2024 (Tentative Dates)

- January 8, 2024
- January 22, 2024
- February 12, 2024
- February 26, 2024

- March 11, 2024 (Spring Break)
- March 25, 2024
- April 8, 2024
- April 22, 2024 (Final Meeting)

*All Undergraduate Council Meetings are scheduled via Microsoft Teams.