

**UNIVERSITY OF SOUTH FLORIDA**  
**Undergraduate Council**  
**Minutes for October 9, 2023**

**PRESENT:** Ronald “Oscar” Bernard (NR), Chair, Adriana Uruena-Agnes, Vice Chair (AC), Chantale Begin (AC-SNSM), Catherine Belden (NR), Brendan Cook (AC), Alessio Gaspar (COE), Bonita Pollock (LIB), Marc Lajeunesse (CAS), Jocilyn Martinez (CAS), Christine McGuire-Wolfe (PH), Nasreen Sadeq (BC), Mike Sinclair (BU), Michael Snipes (AC), Andrea Smith (BC), Ryan Toomey (EN), Erica Toothman (AC)

**ABSENT:** Alysson Duffy (NR), Robert Hoy (AC),

**GUESTS/EX-OFFICIO:** Kyna Rhae Betancourt (US), Joseph Boyd (ODS), Mazi Ferguson (OCEP), Cynthia Brown Hernandez (AP-ODS), Lorene Hall-Jennings (US), David Hicks (US), Jennifer Lister (BC), Ali Mrani Alaoui (US), Ashley Reese (US).

**Meeting Called to Order at 3:00 p.m.**

1. Welcome and Announcements – **NOTE:** Oscar Bernard, the Chair of the Undergraduate Council welcomed new council members and established the committee’s quorum at 3:00pm.

Introduction of new members of the Undergraduate Council: **NOTE:** The Undergraduate Council welcomed new members Alessio Gaspar, Catherine Belden, Jocilyn Martinez, and Alysson Duffy as new members to the UGC.

2. Approval of Minutes from August 28, 2023 minutes – **APPROVED**
3. Informational Items –
  1. Message from the Chair – **NOTE:** Oscar Bernard, the Chair of the Undergraduate Council provided a brief update on his returning status to Undergraduate Council Chair and Adriana Uruena-Agnes return as Vice Chair. Oscar spoke summarily about his goal to increase institutional civility with key components being an emphasis to find new council members mentorship from current members as they adjust into their new roles as well as highlighting the importance of workload manageability to ensure work on the council remains sustainable for all members.
  2. General Attendance policy – **NOTE:** Kyna Betancourt provided a brief background on an emerging need to develop more formal policies and procedures for attendance by students university wide. Currently, USF does not have a formal attendance policy although all instructors should mention attendance expectations inside their course syllabi. Undergraduate Studies is starting the process of writing a more formalized policy with the goal of creating minimal guidelines that can be applied University wide as well as allowing for instructors to have academic freedom to add additional guidelines such as for classroom

discussion being an expectation. Additionally, student athletes would need safeguards in the writing of a new policy to ensure they are covered more thoroughly for team meetings and events. Kyna highlighted that currently “university sponsored events” is broad terminology that might need to be revised to attain more clarity for students and staff. The current policy can be found at the following links: [University Regulations & Policies | University of South Florida \(usf.edu\)](#). Council members can email additional questions or concerns to Kyna Betancourt.

**NOTE:** Cynthia Brown Hernandez provided a brief background about the professional responsibilities of the Office of Decision Support and updated Council members that the next SACSCOC onsite visit will occur February 18-20, 2025.

New Business: (Need Reviewers Assigned)

1. Course Change Short Form:

1. [EEC - 4307 - Cognitive Experience for Young Children](#) **APPROVED**
2. [EEC - 4706 - Language and Emerging Literacy](#) **APPROVED**

The Undergraduate Council meeting was adjourned at 3:40pm.

**Next Meeting: Monday, October 23, 2023**

### **Undergraduate Council Meeting Schedule\***

#### **Fall 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.