

## Meeting Minutes

Preparation Workgroup for the Joint University-wide Curriculum Committee (pre-JUCC)  
April 29, 2021  
12:00 p.m. - 1:00 p.m., Remote Meeting

**Members Present:** Rosana Aguilar, Richard J Ayers, Leslie Bach, Bernadette Barker-Plummer, Robert Bromfield, June Madsen Clausen, Marie-Claude Couture, Lovepreet Dhinsa, Cathy Goldberg, Laura Hannemann, Erika Johnson, Ryan Langan, Marvella Luey, Shirley McGuire, Deborah Panter, Jeff Paris, Susan Prion, April Randle, Joshua Rosenberg, Jill Schepmann, Julie Sullivan

**Members Absent:** Joshua Gamson, Olivera Jovanovic, Michelle R LaVigne, Kelly L'Engle, Michelle Millar, Charles Moses, Annie Pho, Peggy Takahashi

**Guest:** USFFA Vice President Keally McBride

### I. Welcome and introductions continued (10 mins)

Senior Vice Provost Shirley McGuire opened the meeting by welcoming everyone and reviewing the meeting's agenda.

### II. Approval of the minutes (5 mins)

Senior Vice Provost Shirley McGuire asked if there were any corrections to the minutes from the April 8th 2021 meeting. No corrections were noted. Faculty Representative Joshua Rosenberg moved to approved the minutes; Faculty Representative April Randle seconded the motion. Minutes were approved.

### III. Approval Process

Senior Vice Provost Shirley McGuire discussed the review and approval process timeline to finalized the JUCC By-Laws. Based on McGuire conversation with the Council of Deans, it is highly recommended to have feedback from Provost and Vice President Chinyere Oparah before proceeding with the review and approval by the different USF groups and the final approval by the Provost. PreJUCC members agreed with the process. The finalized draft of JUCC ByLaws will be shared with Provost and Vice President Chinyere Oparah upon her arrival at USF in July 2021.

If any members have any concerns please reach out to Co-Chairs Shirley McGuire and Cathy Goldberg.

- IV. Review of Updated JUCC Proposed Scope Draft (15 mins)
- a. The scope (Members: Cathy Goldberg, Kelly L'Engle, Peggy Takahashi, Julie Sullivan, Laura Hannemann, April Randle, Bernadette Barker-Plummer, Joshua Gamson, Marvella Luey, and Robert Bromfield) team provided no updates to the scope charge.
  - b. The preJUCC members had a rich discussion on whether the review of proposals for program closure / termination should be include on the scope of the JUCC ByLaws. PreJUCC members agree that the review of program closure / termination should be included on the scope for the JUCC for various reason (e.g., to provide a venue for faculty to voice their concerns, discuss the impact to other programs / schools, etc). The preJUCC members also noted that the program closure / termination should start at the college / school level. However, the college / school curriculum committees do not have program closures / termination on the scope of their bylaws.
  - c. Pre-JUCC members suggested members review the college / school curriculum committee bylaws and discuss the relationship between the JUCC and the college / school curriculum committee.
- V. Review of Updated JUCC Proposed Membership Draft (15 mins)
- a. The membership (Members: Jill Schepmann, Jeff Paris, Annie Pho, and Richard J Ayers) team provided no updates to representative and membership responsibilities sections.
  - b. There were no items regarding membership noted at this meeting.
- VI. Review of Updated JUCC Proposed Process Draft (15 mins)
- a. The process (Members: Joshua Rosen, Ryan Langan, Charles Moses, Marie-Claude Couture, Leslie Bach, Michelle R LaVigne, and Deborah Panter) discussed the pending question on how items get to the JUCC for review / discussion.
  - b. It was agreed that any USF faculty / administrator can bring items to the JUCC by informing the committee's co-chairs. The JUCC co-chairs will then vent the item and decided if the item is reviewed by the JUCC.
  - c. Dean Charles Moses would like to discuss Executive Session an additional idea to consider for the JUCC scope. This topic will be tabled to the next meeting since Dean Moses was not in attendance at this meeting.
- VII. Closing / Action Items (5 mins)
- a. Rosana Aguilar will collect the college / school curriculum committee bylaws and will share with the preJUCC member prior to the next meeting.