

## Meeting Minutes

Preparation Workgroup for the Joint University-wide Curriculum Committee (pre-JUCC)

October 16, 2020

11 a.m. – noon, Remote Meeting

**Members Present:** Rosana Aguilar, Richard J Ayers, Leslie Bach, Bernadette Barker-Plummer, Robert Bromfield, June Madsen Clausen, Marie-Claude Couture, Joshua Gamson, Cathy Goldberg, Laura Hanemann, Erika Johnson, Olivera Jovanovic, Kelly L'Engle, Ryan Langan, Michelle R LaVigne, Marvella Luey, Shirley McGuire, Charles Moses, Deborah Panter, Jeff Paris, Annie Pho, Susan Prion, April Randle, Joshua Rosenberg, Jill Schepmann, Julie Sullivan, Peggy Takahashi.

### I. Welcome (5 mins)

Senior Vice Provost McGuire welcome all members to the pre-JUCC group and reminded all to complete the doodle poll for future meeting availability. Senior Vice Provost McGuire briefly discuss the affiliation breakdown of the pre-JUCC group.

Senior Vice Provost McGuire informed members that a [shared google folder](#) has been created for the group. In the shared folder there are example of By-Laws.

### II. Tasks and Timeline (30 mins)

- a. Workgroup Process - The process of the pre-JUCC group will be to define the Scope, Process and Membership of the JUCC. Much of the work will be completed in small workgroups.
- b. Tasks:
  - i. **Scope** – Members discussed initial ideas concerning the scope of the JUCC. Items mentioned included: to review university-wide policies, to review new program proposals, to review the closing of programs, to consider university-wide changes to course modality approval process (e.g. on-line instruction), and dual-degrees. Some members also stated that the JUCC should not overlap with existing committees or interfere with pedagogy.

- ii. **Processes** – Members briefly discussed possible processes for items to come to the JUCC and noted that the process should be streamlined, flow quickly and not add bureaucracy. Members also discussed possible routes for items to get to the JUCC agenda including items from college / school curriculum committees, the provost, and the deans.
- iii. **Membership** – Possible membership representation may include members from USFFA, USF PT-FA, College / school administration and the Office of the Provost. Non-voting representation from the Registrar and Office of Assessment and Accreditation Support currently exists on the workgroup and might be continued. The members also agreed to have student representation was important to include on the pre-JUCC group. Professor Goldberg and Senor Vice Provost McGuire will formally invite an undergraduate student and a graduate student to join the pre-JUCC group.

c. Target Date for Final By-Laws for Approval

The timeline to finalize the JUCC By-Law is be the end of the academic year.  
More specific timeline will be discussed at future meetings.

III. Initial Discussion: Scope (15 mins)  
See II.b.i. Scope above.

IV. Action Items and Closing (10 mins)

1. Complete doodle poll for Fall pre-JUCC meeting availability.
2. Think about which small workgroup to join.
3. Review previous By-Laws for the JUCC.
4. Add a copy of College / school curriculum committee by-laws to shared google folder if you have access to the by-laws.