

## Meeting Minutes

Preparation Workgroup for the Joint University-wide Curriculum Committee (pre-JUCC)  
April 8, 2021  
12:00 p.m. - 1:00 p.m., Remote Meeting

**Members Present:** Bernadette Barker-Plummer, Robert Bromfield, Marie-Claude Couture, Lovepreet Dhinsa, Joshua Gamson Ryan Langan, Erika Johnson, Michelle R LaVigne, Kelly L'Engle, Marvella Luey, Shirley McGuire, Charles Moses, Deborah Panter, April Randle, Jeff Paris, Annie Pho, Susan Prion, Joshua Rosenberg, Jill Schepmann, Julie Sullivan, Peggy Takahashi

**Members Absent:** Rosana Aguilar, Richard J Ayers, Leslie Bach, June Madsen Clausen, Cathy Goldberg, Laura Hannemann, Olivera Jovanovic, Michelle Millar

**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)

McGuire asked if there were any corrections to the minutes from the March 11th 2021 and March 25<sup>th</sup> 2021 meetings. No corrections were noted. Faculty Representative Michelle LaVigne moved to approved the minutes; Dean Charles Moses seconded the motion. Minutes were approved for both meetings.

### III. 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 confirmed that the broad scope was fine for now. The co-chairs will have the ability to prioritize the agenda.
- c. There was a suggestion to provide definitions for curricular terms.
- d. It was clarified that all questions and issues regarding budgetary issues related to academic programs and curriculum would be sent to the University Budget Advisory Council (UBAC).

IV. 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 updates to representative and membership responsibilities sections.
- b. The preJUCC discussed issues of representation, balance, overall size, and voting status.
- c. It was clarified that the by-laws for the USFFA Curriculum Committee require that all 10 members be representatives to the JUCC or their by-laws must be revised and voted on by the USFFA members. The USFFA requested that the JUCC by-laws continue to be consistent with the USFFA Curriculum Committee. The preJUCC voted to approve this request.
- d. The preJUCC agreed to a total of 24 JUCC members:
  - i. 10 USFFA members
  - ii. 1 SOL/ALP member
  - iii. 2 USF PTFA member
  - iv. 9 Provost-appointed academic staff members
  - v. 2 Student members (1 ASUSF, 1 Graduate Student Senate)
- e. It was confirmed that all 24 members will be voting members.
- f. One non-voting staff support member will be needed to take the minutes.

V. 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) team provided updates and brought questions to the preJUCC.
- b. There will be multiple pathways to bring issues to the JUCC: new program ideas, final closure of programs, other curriculum committees can elevate programs that impact more than one school, provost and deans may send issues for discussion.
- c. It was suggested that a list of ways that proposals may come to the JUCC be created and communicated.
- d. It was suggested that the preJUCC discuss how and when to hold executive sessions given that the meeting is open to the community.

VI. Closing / Action Items (5 mins)

- a. The co-chairs will revise the by-laws before the next meeting.
- b. Final issues will be resolved and the draft will be voted on at the next meeting. Then, the draft will go to constituents for voting and last changes.