Meeting Minutes

Preparation Workgroup for the Joint University-wide Curriculum Committee (pre-JUCC)
November 4, 2021
11:45 a.m. - 12:30 p.m., Remote Meeting

Members Present: Rosana Aguilar, Leslie Bach, William Bosl, Nate Hinerman, Erika Johnson, Ryan Langan, Nick Leonard, Jennifer Loli, Jo Loomis, Shirley McGuire, Michelle Millar, Megan O’Banion, Deborah Panter, Jeff Paris, April Randle, Natacha Ruck, & Basilos Tesfai

Members Absent: Richard J Ayers, Bernadette Barker-Plummer, Robert Bromfield, Cathy Goldberg, & Annie Pho

I. Welcome and Approval of the Minutes (5 mins)
Co-Chair and Senior Vice Provost Shirley McGuire welcomed new members to the Preparation Workgroup for the Joint University-wide Curriculum Committee (JUCC). Co-Chair and Professor Jo Loomis welcomed all members and officially started the meeting. Co-Chair Loomis asked members to review the minutes from the October 7th meeting and asked for additions or corrections. None were reported. Co-Chair Loomis called for any objections or abstains - none were reported. Minutes from the October 7th Meeting were approved.

II. By-Laws (5 mins)
Brief discussion was held to discuss the scope and procedures of the ByLaws. Co-Chair McGuire called for objections or abstains to the motion to add the possibility for the JUCC to meet more often if needed to Article 3. Procedures of the ByLaws. No objections or abstains were reported. Motion was approved. Discussion on when JUCC should review proposals was also held - it was agreed that proposals will be reviewed by the JUCC after the college / school committee(s) and dean(s) have approved the proposals.

Co-Chairs McGuire and Loomis made a motion to approved the JUCC ByLaws and to initiate the formal approval process by the University of San Francisco Faculty Association (USFFA) and Provost as well as feedback from university stakeholders - the Part Time Faculty Association, Undergraduate Student Senate (ASUSF), and Graduate Student Senate (GSS). No objections or abstains were reported. Motion was approved.
III.  Recommendations Regarding Course Modalities (30 min)
Co-Chair McGuire informed the JUCC workgroup members that most likely the JUCC will be asked to provide feedback to the Provost regarding instruction modalities. At USF the majority of courses are taught in-person with a smaller number of courses taught via online (asynchronous) and hybrid modes. Due to the pandemic two more instruction modes were introduced - remote (synchronous) and HyFlex. The two newest instruction modes have not been formally adopted into the curriculum approval process at USF. A proposal from the Student Hybrid Experience (SHE) Advisory Group regarding instruction modes will be sent to the JUCC in the coming weeks.

Co-Chairs McGuire and Loomis asked the workgroup members what information they would like to have in order to review instruction modes? Co-Chair McGuire and Associate Vice Provost Deborah Panter shared the link to the USF webpage on Instruction Modes.

The members had a brief discussion and noted the following information would be helpful:
- Faculty Survey Data
- Student Survey Data
- Instruction modes used by peer institutions
- Rational for mode explained on proposals - pedagogy or enrollment?
- Pro and cons of HyFlex mode
- Student Success Data

Co-Chairs McGuire and Loomis stated that a folder would be created in the JUCC shared drive for instruction mode information.

IV.  Closing / Action Items (5 min)
Co-Chair McGuire will update the Working DRAFT Fall 2021- By-Laws of the JUCC with the notes from today’s meeting and will send the final version to Provost Oparah, the President of the University of San Francisco Faculty Association (USFFA), the JUCC membership for them to share with their constituents.

Minutes written and submitted by Rosana Aguilar, Assistant to the Senior Vice Provost