Meeting Minutes
Preparation Workgroup for the Joint University-wide Curriculum Committee (pre-JUCC)
November 9, 2020
1-2 p.m., Remote Meeting (please see Google invite for Zoom link)


Members Absent: Joshua Gamson, Jeff Paris, Annie Pho, and Julie Sullivan

I. Welcome and short introductions (20 mins)

Senior Vice Provost McGuire opened the meeting at 1:03pm and asked members to look for doodle polls from Provost Office Assistant Rosana Aguilar to schedule a meeting in December 2020 and on-going meetings in Spring 2021.

Brief introductions from members.

II. Minutes and meeting schedule during Spring 2021 semester (5 mins)

Rosana Aguilar will be sending the Minutes from today’s meeting and the meeting on 10/16/2020 later in the week for comments.

III. Review of curriculum committee structures across the university (10 mins)

Senior Vice Provost McGuire briefly discussed the committees noted on the Curriculum Committees Table and explained the different levels of review and approval (e.g., school-level and multiple-school level, course changes versus program changes).
Senior Vice Provost McGuire provided a brief overview of Curriculog, USF current curriculum management system. Deborah Panter explained that USF staff and faculty are able to access Curriculog via their myUSF apps or via https://usfca.curriculog.com.

Questions noted regarding the JUCC as it related to exciting committees:

- How is the JUCC different than the exciting curriculum committees?
- How and why are items sent to the JUCC?
- What type of discussions are made by the JUCC?
- Where do items go after the JUCC?

Senior Vice Provost McGuire noted that it is important to track curriculum decisions for the sake of internal transparency and for external accrediting bodies.

IV. Workgroup memberships (i.e., scope, process, and membership; 10 mins)

Senior Vice Provost McGuire asked the members to sign-up for one of four small workgroups noted on the FINAL perJUCC small workgroup sign-up shared google document. The four workgroups are 1) Scope, 2) Process, 3) Membership & 4) Website / Documents.

V. Continued discussion of Scope (10 mins)

It was agreed that the discussion regarding scope will continue in the small workgroup.

VI. Action items and closing (5 mins)

1. Sign-up for a small workgroup
2. Review the Curriculum Committees Table
4. Complete doodle poll for December 2020 and Spring 2021 meeting availability