Meeting Minutes
Preparation Workgroup for the Joint University-wide Curriculum Committee (pre-JUCC)
November 16, 2020
11:30 a.m. -12:30 p.m., Remote Meeting

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

Members Absent: Leslie Bach, Lovepreet Dhinsa, Joshua Gamson, Olivera Jovanovic, April Randle, Julie Sullivan, Peggy Takahashi

I. Welcome and introductions continued (10 mins)

Senior Vice Provost McGuire opened the meeting and asked Annie Pho and Jeff Paris to briefly introduce themselves. Senior Vice Provost McGuire also reminded members to complete the doodle polls sent by Provost Office Assistant Rosana Aguilar to schedule a meeting in December 2020 and on-going meetings in Spring 2021.

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

Senior Vice Provost McGuire reminded members to review the Minutes for the October 16th and November 9th meetings and email any edits to Rosana Aguilar by Friday, November 20th.

III. Example of curriculum decision-making process in one school (20 mins)

Senior Vice Provost McGuire briefly reviewed the curriculum decision-making process for the College of Arts and Sciences (CAS). She reviewed the decision-trees for course-level and program-level curriculum changes in the College and discussed some process differences between the College and the other schools.
Key points noted regarding the curriculum approval processes were:

1. Two groups that are crucial to every curricular decision in the university are the faculty and the deans. And, in the case of program-level changes, the provost is also crucial. Everyone else in the process is a support player.
2. Proposals for curriculum changes originate with the faculty.
3. In CAS, course-level curriculum changes are a joint decision-making processes between the faculty and the dean, which is represented by the associate dean.
4. Program changes and university-wide course changes (e.g. Cultural Diversity and Community-Engaged Learning designations) are reviewed by the College Curriculum Committee (CCC).
5. School-level curriculum committees are joint decision-making bodies and examples of shared governance between the faculty and the administration.
6. Program curriculum changes that impact degree requirements are also reviewed and approved by the Provost.
7. New Program Proposal start with the faculty then are reviewed by Department Chair, Office of the Dean, Curriculum Committee, Office of Academic Affairs, and the Council of Deans.

The decisions made by the JUCC will be made at provost-level because it is a university-wide committee. An example of a university-wide decision would be a policy that impacts all schools. USF currently does not have a place where policies that impact curriculum and teaching across the university are discussed and approved. In addition, it is not clear which committee will inherit the work of the pandemic response group, Continuity of Instruction. The pre-JUCC workgroups examining scope and process may consider these points.

IV. Smaller workgroups: memberships, tasks, timelines (20 mins)

Senior Vice Provost McGuire reminder member to sign-up for small workgroups by Wednesday, 11/18th and briefly review each of the four workgroups (1. Scope, 2. Process, 3. Membership, and 4. Website / Documents).

Timeline: it would be ideal to have draft of each area by the end of February 2021.
V. Action items and closing (5 mins)

1. Please sign-up for small workgroups by Wednesday, 11/18th
2. Complete doodle poll for December 2020 meeting
3. Complete the doodle poll for Spring 2021 meetings
4. Review Minutes for October 16th and November 9th meetings by Friday, November 20th