Meeting Minutes

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

February 25, 2021
12:00 p.m. -1:00 p.m., Remote Meeting


Members Absent: Leslie Bach, Olivera Jovanovic, Shirley McGuire, Michelle Millar

I. Welcome and introductions continued (10 mins)

Cathy Goldberg opened the meeting by welcoming everyone and reviewing the meeting’s agenda.

II. Approval of the minutes (5 mins)

Cathy Goldberg asked if there were any edits for the Minutes from the February 11th 2021 meeting – no edits were noted. Charles Moses moved to approved the Minutes; Kelly L'Engle seconded the motion. Minutes were approved.

III. Discussion of Student Hybrid Experience (SHE) Committee’s Online Course Approval Pilot Proposal (40 mins)

Deborah Panter and Joshua Gamson introduced and explained the key concepts of the proposal – creating an Online Review Committee (ORC) to review proposals for courses with 50% or more online instruction, provide faculty training, and implementing quality control. The preJUCC members had a rich discussion on the proposal and agreed that the preJUCC was not ready to vote on the proposal at this time. The preJUCC members noted that more information was needed regarding the vision of the university on online instruction, the difference in modalities, and quality control (Quality Matters). The preJUCC members also noted it was best to review the proposal at a later time once the scope of the JUCC has been defined.
Key points and questions discussed included:

- USF does not have clear competence on how to review online course modality proposals
- SHE Committee is concerned with a move to online modalities without an established quality control process
- A discussion is needed on the vision of online courses at USF and what it means to USF as a university
- The vision and quality control of online courses are two different processes / discussions
- Develop a process to move to online in an event of Emergency - ensure online courses have consistent quality measures and support
- USF has expertise (faculty & staff) on creating and delivering online courses that meet the Quality Matters (QM) standards
- Some college / school curriculum committees do not have the training on how to assess quality on online courses
- A need for a University group to keep track on the number of online courses offered and when the demand may impact USF
- Would USF have a certain number (a cap) of classes that are online, since USF is not supposed to be an online school?
- More information is needed on the different course modalities and how they differ (on-line, remote, hyflex, hybrid, etc).
- Does the vision for USF on online courses need to be situated with the JUCC?
- Why would course proposals with 49% or less online instruction be automatically approved?
- Would a course meeting 49% online also need to meet some minimum QM standard?
- Why would we need a committee when USF has instructional designers?
- Staff cannot deny approval for a course proposal because faculty are seeking approval – faculty review is needed.
- Are online courses reviewed for quality once approved? How often will courses be reviewed?
- Quality Matters is great when faculty become reviewers
- What to do when approved courses change instructors?
- There is a difference between the faculty who develop the online courses and the faculty who are teaching the courses – would faculty need to have training before teaching an online course?
- Why is the preJUCC reviewing the proposal when the scope of the JUCC has not been defined yet?
- What has been the process for approving online courses in the past?
• Will there be a modified BLUE evaluations for online courses?
• Are we assuming that any course has pedagogical reasons to be online? Who will decide this? Department and Programs? Some department and programs do not have this knowledge.
• Will there be student representation on the ORC?

IV. Action items and closing (10 mins)

Rosana will follow-up with Scope small working group to schedule 1-2 meeting in the coming weeks.