

Friday, April 17, 2026 | 1:00 p.m. – 3:00 p.m. | Microsoft Teams

Minutes recorded by: Angelica Foley

Attendance

Janet Outlaw, 25-26 Chair and Assistant Professor of Instruction
Laura Sabella, Professor of Instruction
Randi Latzke, Professor of Instruction
Arianna Barnack, 26-27 Vice Chair and Assistant Professor
Candi Ashley, Professor
Beth Wilt, Associate Professor
Lisa Kelly, 26-27 Chair and Assistant Professor of Instruction
Jennifer Jacobs, Associate Professor
Zafer Unal, Professor and Associate Dean
Ann Cranston-Gingras, Professor and Associate Dean
Clarence Walker, 25-26 Vice Chair and Assistant Professor
Stephanie Arthur, Assistant Professor of Instruction
Jane Govoni, Associate Professor of Instruction
Amber Brown, Assistant Professor of Instruction

1. CALL TO ORDER & WELCOME

Chair Janet Outlaw called the meeting to order and facilitated introductions of all current and new members.

2. APPROVAL OF MEETING MINUTES

The March 13, 2026 UPC Meeting Minutes were approved.

3. NEW BUSINESS

Election of UPC Chair and Vice Chair

Elections were held for UPC Chair and Vice Chair. Members cycling off were not eligible to vote. Role responsibilities are as follows:

- **Chair:** Collaborates with Angelica Foley to facilitate UPC meetings; delivers the UPC report at Faculty Policy Council (FPC) meetings; attends FPC executive leadership meetings with the Dean's Office; ensures meeting minutes are included on the agenda; and communicates relevant FPC items back to the UPC.
- **Vice Chair:** Facilitates the Excellence in Undergraduate Education Award process; serves in the Chair's absence; and prepares award-related email notifications and certificates on behalf of the Chair.

Nominations & Results:

- Vice Chair: Ariana Banack self-nominated; seconded by Randi Latzke. Ariana Banack was elected by acclamation.
- Chair: Nominated by Beth Wilt and Zafer Unal. Lisa Kelly was elected Chair by acclamation.

Both officers committed to serving a one-year term.

Welcome of New Members

New members were welcomed and added to the UPC roster.

Undergraduate Research Mission Statement

Janet Outlaw reported that she is serving on the Undergraduate Research Committee and distributed a draft mission statement to four departments for feedback. The proposed mission statement is as follows:

The USF College of Education engages undergraduates in applied, high-impact research that connects theory, practice, and innovation across education. Through mentored collaboration with faculty, schools, and community partners, students investigate real-world challenges and develop solutions informed by evidence and emerging tools. These experiences prepare reflective practitioners to contribute meaningfully to the communities they serve.

Janet invited thoughts and comments from UPC members. This statement will serve as the College's official undergraduate research mission statement going forward.

4. OLD / UNFINISHED BUSINESS

FTCE Exam Requirement Implementation

Program Coordinators will collaborate with faculty to:

- Identify the appropriate course at each level for embedding the FTCE exam attempt requirement
- Establish program-specific implementation timelines
- Target implementation beginning Fall 2026

5. REPORTS

Undergraduate Education / Associate Dean's Report – Zafer Unal

The College of Education was the only college to complete Simply Syllabus on time. Angelica Foley will identify courses to which attributes are to be added. A DOE SITE visit was recently completed.

CAEP / FLDOE Report – Margaret Krause, Darran Town, Shaun Dinsmore

No report submitted.

Office of Clinical Education Report – Jennifer Jacobs

- An April 23 conference will feature 108 practitioner presentations.
- Feedback from the SITE visit has been reviewed and distributed to all programs.
Recommendations are being incorporated into planning for the upcoming academic year.

General Education Council Report – Mo Chiodini

Ex-officio member; no report.

Excellence in Undergraduate Education Award – Clarence Walker, Jr.

No new updates. Congratulations were extended to Ariana Banack for taking on the award facilitation role in the next cycle.

Faculty Policy Council Report – Janet Outlaw

At the most recent FPC meeting, a new Constitution was discussed and an Ad Hoc Committee was formed.

Undergraduate Council Report – Candi Ashley

The revised USF Syllabus Policy has been finalized. Key provisions include:

- Syllabi must be posted 45 days prior to the start of the semester
- Limited amendments are permitted up to 7 days prior to the semester start
- Additional changes may be made during the semester per policy guidelines

The policy is available for review at the link below; public comments are open through April 19, 2026:

<https://www.usf.edu/regulations-policies/new-proposed-regulations-policies.aspx>

Student Academic Services Report-Angelica Foley

At-risk student outreach is currently pending.

6. FOR THE GOOD OF THE ORDER / ANNOUNCEMENTS

Members expressed enthusiasm for the upcoming Summer Undergraduate Research Academy.

7. ADJOURNMENT

The meeting was adjourned at 2:15PM.

Attachments

UPC Meeting Minutes – April 17, 2026 (recorded by Angelica Foley)

