

# UNDERGRADUATE PROGRAMS COUNCIL (UPC)

## Meeting Minutes

Friday, August 28, 2026 | 1:00 p.m. – 3:00 p.m. | Microsoft Teams  
*Minutes recorded by: Angelica Foley*

### Attendance

#### UPC Membership:

Lisa Kelly, 2026-27 Chair and Assistant Professor of Instruction  
Arianna Banack, 2026-27 Vice Chair and Assistant Professor  
Candi Ashley, Professor  
Beth Wilt, Associate Professor  
Lisa Kelly, 2026-27 Chair and Assistant Professor of Instruction  
Laura Sabella, Professor of Instruction  
Randi Latzke, Professor of Instruction  
Tammy Spratling, Professor of Instruction  
James Hatten, Associate Professor of Instruction (non attended)  
Maureen Chiodini, Assistant Professor of Instruction (non attended)

Jennifer Jacobs, Associate Professor (Ex-Officio)  
Zafer Unal, Professor and Associate Dean (Ex-Officio)  
Margaret Krause, Director of Accreditation (Ex-Officio)  
Craig Nieman, Assistant Professor of Instruction (Serves as Alternate LLEEP)  
Lauren Braunstein, Professor of Instruction (Serves as Alternate EPS)  
Elizabeth Doone, Professor of Instruction (Serves as Alternate-LLEEP)

## CALL TO ORDER & WELCOME

Chair: Lisa Kelly

Introductions of committee members

Chair Lisa Kelly confirmed a quorum was present before calling the meeting to order. This was the first meeting of the 2026–27 academic year and Ms. Kelly's first meeting chairing the committee. Members and alternates introduced themselves and the programs/areas they represent, including a new committee seat for the Leadership, Policy & Lifelong Learning Department (undergraduate Leadership minor).

## 2. APPROVAL OF MEETING MINUTES

- April 17, 2026 UPC Meeting Minutes – Approved  
Motioned by Candi Ashley; seconded by Arianna Banack.

## 3. NEW BUSINESS

- Curriculog submission overview, process, and deadlines:
  - Curriculog link for process sent out, [COE Workflow — USF College of Education](#)
  - Round 1 curriculog proposal review begins September 21. Proposals must be submitted at least two weeks before a UPC meeting so the committee has time to review and give feedback ahead of a vote at the following meeting.
  - Dr. Unal, confirmed any catalog changes must go through Curriculog. Any change to a course title, course description, learning outcomes, or student objectives must go through Curriculog. Even for a small wording fix, because education courses are subject to Florida DOE review; he recommended submitting a simple Curriculog entry describing the change.
  - Margaret Krause added that the committee also has an annual opportunity each July to submit a consolidated spreadsheet of routine course-description, title, and student-learning-outcome updates intended to take effect the following fall; changes needed sooner (e.g., by spring) still require the full Curriculog process.
  - Gen Ed curriculum proposals are on pause and still pending, per the website. Lauren Braunstein, who serves on the Gen. Ed. Council's summer redesign collective, added that submissions are paused for a full academic year while the council redesigns the Gen. Ed. mission and objectives (with Board of Trustees and presidential input); the Gen. Ed. Council will meet for the first time this semester in the coming weeks, and she will report back.
  - Questions on COE curriculog submitter workflow: should faculty submitting proposal attend twice? The first meeting explains the process so we can answer questions. Candi Ashley noted that Undergraduate Council follows the opposite model, reviewing proposals first and inviting the proposer back only afterward. Craig Nieman and Dr. Unal agreed that having the proposer present context at the first meeting helps the review team avoid starting from scratch, and that follow-up questions during review can typically be resolved by e-mail rather than requiring a second appearance. No formal change was made; UPC will continue its current practice of having proposers present at the introductory meeting.
- Curriculog Teams: Divided into three review teams of three members each, responsible for reviewing assigned proposals and communicating with proposers ahead of the next meeting. Volunteers identified as team leads (communicators).
  - Group 1 communicator: Arianna Banack
  - Group 2 communicator: Candi Ashley
  - Group 3 communicator: Laura Sabella
- Curriculog deadlines and UG Studies platform: Dr. Unal presented the new centralized Undergraduate Studies resource site ([programadvising.com](http://programadvising.com)), built to consolidate materials previously scattered across Box, Google Drive, and individual folders.
  - The site includes current forms, submission steps/instructions, signature forms, an FAQ section, key definitions, deadlines, and chart-field information for all curriculum submission types, plus a reviewer form for UPC members reviewing proposals.
  - The Committee Meetings section now archives the past three years of UPC agendas and minutes, plus a yearly summary report of what was submitted and approved, so institutional history is preserved regardless of committee turnover.
  - The site also hosts CAPE, student forms, FTCE/exam, and Gen. Ed. course resources.

- Members without site access should contact Dr. Unal or Angelica Foley to have login credentials created or reset.
- Open to Craig Neiman and Zafer Unal to review their submitted proposals. Each was asked to keep their presentation under 10 minutes.
 

**Craig Nieman (Physical Education) — 4 proposals:** (1) Athletic Coaching minor update, adding elective options ahead of the new Athletic Coaching major launching next year; (2) new standalone Yoga course, offered informally as a special-topics class for 20+ years and now being established under its own course number; (3) new standalone Fencing course, offered for the first time last year and filling two sections, with its own course number allowing a course fee to fund equipment; (4) new standalone Fitness Walking course, fully online, using wearable fitness trackers to log weekly activity/heart-rate data, targeting enrollment up to 100 students and also serving as a flexible prerequisite option for students with scheduling conflicts. No questions were raised.

**Dr. Unal — AI in Teaching and Learning (new undergraduate minor):** A new, fully online undergraduate minor mirroring the existing graduate AI Certificate (approved roughly one year ago; nearly 30 students currently enrolled). Motivated in part by 12 undergraduate students last semester who mistakenly enrolled in the graduate certificate courses, indicating undergraduate demand; supported by survey data and discussion with the Dean. Same syllabi/course structure as the graduate certificate, adapted for undergraduate-level assignments and outcomes. 4 courses, 12 credits, 100% online; proposed start Fall 2027. All required signatures/approvals for submission are complete.

Question (Randi Latzke): Will students have to take all four courses? Answer (Dr. Unal): No, the courses are not strictly sequenced as prerequisites of one another and can be taken individually (e.g., through elective space in another program) without completing the full minor; exceptions are handled at the point a student formally declares the minor. Jenn Jacobs suggested other programs consider embedding one of the AI courses into their own program of study. Craig Nieman confirmed a student could take the introductory course one term and the remaining three the next (e.g., in a final semester), since the courses are not strictly sequential.
- Curriculog Proposal Review:
  - Group 1: Craig Neiman proposal.
  - Group 2: Zafer Unal minor.
  - Group 3 will be assigned the next incoming proposal.

#### 4. OLD / UNFINISHED BUSINESS

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- Not applicable – no business report

#### 5. REPORTS

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- CAEP/FLDOE Report – Margaret Krause, Shaun Dinsmore, Zafer Unal:
  - Report on the CAEP hub on the dashboard.
  - The CAEP self-study was submitted in July. FEAP matrices are changing and must be addressed and in use by August 27. We are getting ahead of the game with workshops and programs with Margaret on how to make progress on revising the matrices.

- A virtual CAEP site visit is scheduled for April 5–7, 2027; the CAEP self-study is submitted and the committee is awaiting contact from the lead reviewer.
- Margaret has begun meeting with programs (including ESOL and literacy coursework) ahead of workshops this week to help map FEAPs into program matrices.
- Office of Clinical Education Report – Jennifer Jacobs:
  - Video software, Dr. Unal is developing an internal platform for this work, piloting this semester. GoReact software was going to charge us \$50K, so Dr. Unal is building our own. We just need real students and faculty to pilot it so we can confirm it works and identify any issues. We are hoping to start this in spring 2027, for all of COE. Jen will forward the invite; there will be multiple sessions. The in-house video platform is being built in response to data-storage concerns (particularly from Hillsborough County), nothing is stored on the local computer, and the AI-generated summary of each observation is for advisor/supervisor reference only, not used for evaluation decisions.
  - Candi Ashley confirmed the tool will also be available to Exercise Science internship supervisors, access is open to anyone in the College of Education
  - Tutorial on mileage for supervisors, Dr. Unal is working with the fiscal team and Department Operations Managers to assist with travel requests for mileage; it centralizes and automates the process and calculates the map and address for where supervisors are going. We are trying to move away from spreadsheets and files and folders. The mileage/travel system was developed by Dr. Unal with Erin and Zee, and auto-calculates mileage, generates a PDF with the route map, retains submission history, and allows batch submission for multiple visits to the same site; a tutorial is being developed by the DAMs: Alyssa and Angie for supervisors and adjunct supervisors, and BFSS approval will still be part of the process.
  - Jenn Jacobs also noted that Kay Bonte is no longer with Hillsborough County; the College is now working with Tammy Brooks as the new point of contact.
- General Education Council Report – Lauren Braunstein:
  - All students, regardless, must be on the new set of Gen Ed requirements; re-catalog to 2026-2027. All Enhanced Gen Ed courses no longer count. They are not accepting any new Gen Ed submissions for another year.
  - The Gen. Ed. Council has not yet met as a full committee this semester; Lauren has been part of a smaller summer working group on Gen. Ed. redesign.
  - All students regardless of catalog year now must follow the new Gen. Ed. course set, requiring roughly 9,000 students to be re-catalogued over the summer. She will keep the committee posted.
- Excellence in Undergraduate Education Award – Arianna Banack:
  - No report; Arianna is scheduling a meeting with Clarence, the former vice chair who oversaw the awards, to learn the process, and will follow up.
- Faculty Policy Council Report – Janet Outlaw:
  - No report on FPC.
- Undergraduate Council Report – Candi Ashley:
  - Only met once; one item on the agenda regarding an opening on the Undergraduate Council for COE. Anyone interested in joining should contact Candi Ashley.

## 6. FOR THE GOOD OF THE ORDER / ANNOUNCEMENTS

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- TBA

## 7. ADJOURNMENT

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Next meeting: September 18, 1:00–3:00 p.m. on Teams. Motion to adjourn by Arianna Banack; seconded by Candi Ashley. Adjourned at 2:00 p.m.

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### Attachments

- UPC Meeting Minutes – August 28, 2026 (recorded by Angelica Foley)