UNDERGRADUATE PROGRAMS COUNCIL (UPC)
Meeting Agenda

Friday, September 18, 2026 | 1:00 p.m. – 3:00 p.m. | Microsoft Teams

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 (non-attended)
Laura Sabella, Professor of Instruction
Randi Latzke, Professor of Instruction
Tammy Spratling ,Professor of Instruction
James Hatten, Associate Professor of Instruction
Maureen Chiodini, Assistant Professor of Instruction

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*) Attended as alternate for Beth Wilt*

Ex-Officio or guests

Jennifer Jacobs, Associate Professor (Ex-Officio)
Zafer Unal, Professor and Associate Dean (Ex-Officio)
Margaret Krause, Director of Accreditation (Ex-Officio)
Shaun Dinsmore, Web Application Developer (Ex-Officio)
Brianna Connors-Assistant Professor of Instruction-(guest)

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1. CALL TO ORDER & WELCOME

Chair: Lisa Kelly, called the meeting to order and reviewed the agenda for the day

2. APPROVAL OF MEETING MINUTES

August 28, 2026 UPC Meeting Minutes - The minutes from the previous meeting were presented for review.

Motion: Mo Chiodini-Rinaldo moved to approve the minutes.
Second: Arianna Banack.
Vote: Approved (yes votes recorded via chat; no opposition).

3. NEW BUSINESS

A. PET Program Proposals (Craig Nieman)

- A committee subgroup, led by Arianna Banack, reviewed the proposal, including new courses such as Fitness Walking and Fencing.
- The subgroup found the proposal strong overall and recommended one edit to a learning outcome.

Motion: Arianna Banack moved to accept the proposal and forward it to the next step in the curriculum process.

Second: Elizabeth Doone.

Vote: Approved (yes votes recorded via chat; no opposition).

B. AI Minor Proposal — New Undergraduate Minor, 4 Courses (Dr. Zafer Unal)

- Reviewed by a committee subgroup (led by Candi Ashley and reported by Jim Hatten), which identified minor issues: some course objectives did not align with the stated student learning outcomes, and syllabus wording implied an unintended course prerequisite/sequence.
- Dr. Unal confirmed the corrections had been made.

Motion: Candi Ashley moved to approve the proposal.

Second: Mo Chiodini-Rinaldo.

Vote: Approved (yes votes recorded via chat; no opposition).

C. Computer Science K-12 Program Change Proposal (Dr. Zafer Unal)

Dr. Unal presented a program change proposal for the Computer Science K-12 program, prompted by new state requirements. No new courses are being added; the proposal replaces several existing courses with other existing College of Education courses:

- LAE 4313 → RED 4333 (reading course, recommended by content expert Janet Outlaw)
- SCE 4310 → EEX 4070 (adds a required Exceptional Student Education course)
- TSL 4080→ replacement course recommended by Jane Govoni to meet the ESOL course requirement
- EDU 4504 → ESE 4322 (classroom management; recommended by Jenn Jacobs as a better fit for the secondary, online format)

Laura Sabella commented favorably on the changes, noting they improve flexibility for students who wish to move between programs.

- ➢ *Action Item: Team 3 will need to review the proposal and report at the next UPC meeting*

4. OLD / UNFINISHED BUSINESS

- Not Applicable

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5. REPORTS

A. FTCE 875 Implementation Bill (Dr. Zafer Unal)

Dr. Unal reported on a recent Florida Department of Education bill affecting initial teacher certification programs (received September 14; certain provisions effective August 25, 2026). Key points:

- A new mandatory course, tentatively titled "Civics in Education," will be required in addition to EDU 2005 (Introduction to Education), for future incoming cohorts. The course must be developed and ready before the next fall semester; content experts (led by Michael Bearson) are drafting the course description, objectives, and a 15-week schedule. Lauren Braunstein, Social Foundations coordinator, has requested to be involved in the updates to Civics in Education.
- Introduction to Education and Classroom Management courses require content updates to align with new state standards; draft topic lists have been prepared for faculty review.
- Florida Educator Accomplished Practices (FEAP) alignment is required across all teacher education programs; alignment matrices are due September 30.
- Students must pass all required FTCE exams and complete internship requirements before graduating; "forced graduation" without passing exams is no longer permitted under the new bill. A follow-up meeting was proposed for the following Monday to further discuss implementation options with anyone who wishes to attend.
- A possible solution under discussion is a certification / non-certification "concentration" structure within existing programs, allowing students who have not yet passed exams to still graduate and pursue temporary certification (up to 5 years to complete requirements). This is pending confirmation from the Registrar's Office and Financial Aid regarding feasibility.
- Interim plan: students who do not pass exams before their final internship will be handled case by case, with support from Angelica Foley. Advisors are being asked to strongly encourage students to test early and to list USF as a score recipient.
- A free, AI-supported FTCE exam preparation resource is available to students at AIExamServer.com (no USF login required).
- FTCE competency data by program is available via the program advising dashboard (ProgramAdvising.com) and the CAEP report, allowing program coordinators to identify competency areas where students are struggling.
- Key curriculum deadlines: intent-to-propose forms for new programs/concentrations are due September 30; full curriculum change proposals are due December 4.
- Volunteers were identified to help revise course syllabi: Lauren Braunstein and Jenn Jacobs (with Laura Sabella as a reviewer) for EDU 2005 (Introduction to Education); a broader work group was suggested to address Classroom Management, since requirements currently differ across early childhood, elementary, and secondary/ESE tracks.

B. PTO and SDE Program Update (Laura Sabella)

- Professional Training Option (PTO): 59 students currently enrolled (77 total admitted to date, including graduates).
- Studies in Education (SDE) program: new this fall; 15 students currently enrolled.

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- Both programs are helping retain students in the College of Education who might otherwise have transferred to other colleges or off-ramped into other degrees.

C. CAEP / Florida DOE Report (Margaret Krause)

- Programs are in the process of updating FEAP alignment matrices; due September 30. Individual workbooks have been created for each program.
- Program assessments (via the Xitracs system) begin in October; workshops will be offered to support faculty.
- Preparations are underway for the CAEP site visit scheduled for this spring.

D. DOE Annual Curriculum Changes Report (Shaun Dinsmore)

- The DOE has opened its annual reporting window (Standard Details Report) for initial teacher preparation and educational leadership programs.
- Program leaders will be contacted for narrative information describing curriculum changes made between 2025 and 2026; narrative data is due by November 13.
- Additional optional metrics (e.g., admission requirement changes, data retrieval metrics) were also requested and will be shared via chat/email for reference.

E. Office of Clinical Education Report (Jenn Jacobs)

- Mileage reimbursement procedures have been updated and are proceeding smoothly.
- Reminder: student teaching/internship supervision should occur monthly rather than being delayed.
- A new video platform, Prism, is now available for secure storage of intern/student-teaching videos, addressing school-partner privacy requirements. Faculty interested in access (including for methods or coaching courses) should contact Dr. Unal.

F. General Education Council Report (Lauren Braunstein)

- The Council has not yet met this semester; its first meeting is scheduled for the coming Monday.
- A draft mission statement for general education was presented to the Provost, and feedback was received; it will be brought to the full Council for further discussion.

G. Excellence in Undergraduate Education Award (Arianna Banack)

- The award is presented twice per year (end of fall and end of spring semesters).
- A nomination email will be sent toward the end of the fall semester; recipients will receive a certificate.

H. Faculty Policy Committee (FPC) Report (Lisa Kelly)

- FPC has not yet met this semester; the next meeting is scheduled for next Friday. An update will follow at the next UPC meeting.

I. Undergraduate Council Report (Candi Ashley)

- The Council has met once and set two goals for the year: (1) recommend a list of required syllabus components for course reviews, and (2) develop recommendations regarding 90-credit-hour degree programs.

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- Clarification for proposal writers: there is no minimum, but a maximum of five student learning outcomes and five course objectives per course, unless additional outcomes/objectives are required for accreditation. This applies prospectively, not retroactively.

6. FOR THE GOOD OF THE ORDER / ANNOUNCEMENTS

- Curriculum Subgroup 3 will be assigned Computer Science K-12 degree proposal
- The next UPC meeting is scheduled for October 9, 2026.

7. ADJOURNMENT

- UPC Meeting Minutes – September 18, 2026 (recorded by Angelica Foley)
  Motion: Arianna Banack moved to adjourn.
  Second: Mo Chiodini-Rinaldo.
  The meeting was adjourned.

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