

## Committee on Committees

March 6, 2017

Room N6-1

10:30 a.m.

Attendees: Steven Swarts, Sue Alvers, Jennifer Rea, Ashley Ghiaseddin, Jose Trevino, Margaret Fields, Tim Brophy, Casey Griffith, Angela Lindner, Alison Reynolds, and Hans van Oostrom

Jose Trevino called the meeting to order at 10:30 a.m. and welcomed the guests. Introductions were made. Dr. Trevino gave a short explanation about the charge of the Committee on Committees.

**Academic Assessment Committee** – Tim Brophy (chair), Margaret Fields (co-chair), [website](#)

- Committee meets monthly on the second Tuesday from 3 – 4 p.m.
- Eight members of the committee are divided into 4 review teams. Each team is assigned a number of approval system requests one week prior to each committee meeting. They report their recommendations to the committee and the committee then takes action based on that recommendation.
- The committee reviews the validity of assessment measures and makes recommendations to faculty when measures appear to be misaligned with the outcomes or goals they are intended to measure.
- The committee reviews the Institutional assessment plans for General Education and Quality Enhancement Plan.
- The committee does not develop long-term assessment plans for the undergraduate program at the institutional level. All UF academic programs (undergraduate, professional, graduate, and certificate) develop and administer Academic Assessment Plans annually.
- Recommendations for change: The committee's charge could be revised to better reflect what it does. Dr. Brophy will provide a suggested revision.

**University Curriculum Committee** – Angela Lindner (chair), Hans van Oostrom (co-chair), Casey Griffith (OUA) [website](#)

- Approval system provides one central site for submissions and interval communication among all parties involved in the life cycle of a curriculum request.
- To begin, the submitter selects appropriate type of submission on the approval.ufl.edu site
- Prior to UCC review, the department and college curriculum committees must approve the request.
- Some requests (those that impact a degree) must be reviewed by the Faculty Senate, BOT, and BOG.
- Opportunities for further enhancement are:
  - More effective recruiting and retention of student members
  - Develop training manual for all submitters
  - Develop training of new members
  - Establish rubrics for review of each type of submission
  - Streamline syllabus for better standardization
  - Ensure redundancy of responsibilities in the event of an absence.

- Heighten awareness among faculty, staff and students of the work of the UCC.
- Elevate participation on UCC to better recognition of UCC members
- Better align the Graduate Curriculum Committee process with the UCC process. Courses are reviewed only by the GCC and not the Graduate Council. The graduate Council does review certificates, program changes, etc. Have the GCC pre-process all graduate submissions, and then have a vote taken on all items by the Graduate Council.
- Dr. Lindner will provide a suggested charge revision to the CoC.

**General Education Committee** - Angela Lindner (chair), Alison Reynolds (co-chair), Casey Griffith (OUA) [website](#)

- Close to the same process as UCC
- Committee establishes a philosophy of what constitutes the general education component for baccalaureate degrees offered by the University.
- Opportunities for enhancement
  - Streamline syllabus format
  - Continue to refine the review process
  - Update the auditing process to recertify existing General Education course
  - Engage GEDC in UF Quest approvals and oversight of assessment and consistency of quality of courses
  - Engage GEDC in playing an influential role in changing the culture of General Education at UF
  - Establish training for all new GEDC members
  - Remove the mystery from the process
  - Heighten awareness among faculty, staff, and students of the work of the General Education Committee, the significance of General Education courses, and of the identity of the General Education Program
  - Elevate participation on GEDC by better recognition of GEDC members
- Dr. Lindner will provide a suggested charge revision to the COC

February minutes were approved.

Discussion revolved around the senate draft report. Dr. Swarts will reformat the draft so that the Councils and Faculty Senate Committees will be submitted in the first report to the Senate. After the joint committees are completely reviewed, the CoC will submit a second report. Plans are to have an April and May meeting in order to finish all committee reviews. 2017-2018 CoC will begin again with the Councils.

The meeting adjourned at 11:45 a.m.