

## Committee on Committees (COC)

### Minutes

Monday, October 11, 2021

10:00 a.m.

MBI L1-108

*If cannot attend in person, Zoom=*

<https://ufl.zoom.us/j/91481247006?pwd=TUdHQWZtRmxCclJlaVNvWXJ2U3Axdz09>

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**Present:** Paramita Chakrabarty, Richard Scholtz, Laurie Bialosky, Nian Wang, Patricia Pereira, Lori Knackstedt, Patrick Klager, Steven Swarts, Karen Whalen, Jason Nance, Tobin Shorey, Casey Griffith, and Angela Lindner.

- 1. Call to Order** – Paramita Chakrabarty - Chair, COC
  - The meeting was called to order by Committee on Committees Chair Paramita Chakrabarty at 10:01 a.m. and members and guests were introduced.
- 2. Approve September 13, 2021 minutes** – Paramita Chakrabarty - Chair, COC
  - The minutes were approved.
- 3. Request to form the [Professional Curriculum Committee](#)** – Karen Whalen, Clinical Professor & College of Pharmacy Assistant Dean for Curricular Affairs and Jason Nance, Associate Dean for Research and Faculty Development and Professor of Law
  - Professor Nance presented the rationale and process for establishing a new Professional Curriculum Committee. If approved, the proposal would transfer professional curriculum and course oversight from the University Curriculum Committee (UCC) to this new committee. An organizational chart was shared which provides an overview of the balance and relationship between the Graduate Council & Graduate Curriculum Committee; the UCC; and the new Professional Curriculum Committee. The proposal follows a similar structure to that of other UF curriculum committees. Professional Curriculum Committee members will include a mix of Faculty Senate-elected and University President-appointed faculty members; staff; an appointed Chair; and a Co-chair selected by the committee's Faculty Senate-elected committee members.
  - The committee will assist in reducing the UCC's workload to review professional curriculum matters, provide a more granular level of expertise, and expedite the review and approval process.
  - Dr. Whalen provided examples of recently submitted professional course curriculum requests, including 45 new courses which were experiential and professional development courses, and which looked very different from the undergraduate programs. Some of these courses were brief (four to six week) courses or were two-week elective courses. They differ significantly from undergraduate courses in how contact hours are assigned and from the standardization of UF syllabi and professionalism standards used.
  - The undergraduate and professional student have much different needs, including considerations of grade assignments; external review agencies (which might not exist at the undergraduate level); didactic course work; and course and instructional focus and philosophies.
  - Some professional colleges offer professional certificates or professional programs exclusively while other colleges within UF offer professional courses and curriculums. This new committee will help track these distinguishing features.
  - The communication channel between these three committees (i.e. the Graduate Council

& Graduate Curriculum Committee; the UCC [which will focus on undergraduate curriculum]; and the new Professional Curriculum Committee) was discussed. The three will meet monthly to help shore up consistency in curriculum approval processes across the university. Staff members Casey Griffith and Toby Shorey will help maintain a consistent connection between these three.

- The committee formation timeline was reviewed and discussed.
- There was an inquiry about if national and international standards need to be followed by this committee. Accreditation standards will always be in place. The life cycle of curriculum requests and key 'behind the scenes' participants in working on such items were discussed.
- Communication channels and overlapping courses (such as a 4000 and 6000 level course) partnerships were discussed. The prevention of duplication of effort is currently written into the core of these committees; a UCC sub-committee meets to help with this review and answer any follow-up questions to establish a preliminary vetting process, as well as to ensure that all information correctly aligns. A third check, especially for new curriculum, is that the Faculty Senate approves the curriculum.
- A motion to approve this proposal carried unanimously.
- COC is advancing the proposal to the University Constitution & Regulations Committee (UCRC).

4. **Academic Policy Council (APC)** – Richard Scholtz, Chair, APC

- Chair Scholtz will present to COC at a later date.

- View: <http://senate.ufl.edu/committees--councils/> for a committee/council overview:

Name	Faculty membership consists of:	Seat filled by:	Reports to:
Faculty Senate Committees	UF Faculty	Nominated by UF Faculty & elected by UF Faculty Senators	UF Faculty Senate
Joint Committees	UF Faculty	Nominated by UF Faculty; Typically 50% elected by UF Faculty Senators and 50% Appointed by UF President/President's Designee	UF President & UF Faculty Senate
Presidential Committees	UF Faculty	Nominated by UF Faculty & appointed by UF President	UF President
(5) Senate Policy Councils	*Current (at the time of the election) Faculty Senators	Nominated by UF Faculty & elected by UF Faculty Senators	UF Faculty Senate

<b>Name</b>
<a href="#">Faculty Senate Committees</a>
<a href="#">Joint Committees</a>

<a href="#">Presidential Committees</a>
<a href="#">(5) Senate Policy Councils</a>

**5. Identify next month's Committee/Council Invitation**

- View [APPENDIX](#) of Recommended Committee on Committee Review Rotation.
- An invitation has been extended to [Parking And Transportation Committee \(PATC\)](#) Chair, Keith Rambo, and to [Research & Scholarship Council](#) Chair, Jason Byrd, for the November COC meeting. Chair Chakrabarty will follow-up on the invitation.
- Academic Policy Council (APC) Chair Richard Scholtz will be invited to present to COC this Fall.

**6. Adjournment**

- The meeting adjourned at 10:41 a.m.

Resources:

- [Committee on Committees SOP](#)
- [Constitution of the University of Florida](#) & [Bylaws of the Faculty Senate](#)