Committee on Committees (COC) Minutes

Wednesday, February 26, 2025

4:00 p.m.

via Zoom: https://ufl.zoom.us/j/96471495839?pwd=h1KDW0ZdfAWomEAI9OznqBFMHWzeTu.1

Meeting ID: 964 7149 5839 Password: 542996 Dial in: +1 305 224 1968

Present: Alison Reynolds, Tom Brophy, Joslyn Ahlgren, Lauren Solberg, Tobin Shorey, Amelia Dempere, Laurie Bialosky, Jennifer Hofer, Lisette Tolentino, Joseph Riley and Sudeep Sidhu.

1. **Call to order – Alison Reynolds, Committee on Committees Chair**
   - The meeting was called to order at 4:00 by Alison Reynolds, Committee on Committees Chair.

2. **Approve January 22, 2025 Minutes**
   - The minutes were approved with the addition of Amelia's name to "Present".

3. **Academic Assessment Committee – Lauren Solberg, Co-Chair**
   -Dr. Solberg was joined by committee members Drs. Tim Brophy, Lisette Tolentino (Interim Co-Chair), Joslyn Ahlgren, and Toby Shorey (administrative liaison).
   - This committee functions well. Current members have institutional knowledge and a good system for reviewing all committee matters and fulfilling the committee's mission.
   - Faculty are divided into teams and assigned to review each item under committee review. Each item is reviewed by two teams, each of which has three to four members.
   - Attendance and discussion are robust.
   - Dr. Brophy requested a few years ago that the Faculty Senate amend the Faculty Senate Bylaws to add additional committee members to help spread the committee's workload and increase representation among subject areas of expertise. The committee's membership request was approved and the number of current members are sufficient.
   - Dr. Brophy briefly discussed a successful initiative between the committee and Dr. Laura Spears, who is the Director of the Assessment & User Experience and is a University Librarian with the George A. Smathers Libraries. Liaising with the committee and the UF Office of Institutional Assessment, she is co-Editor of the open-access, online, peer-reviewed journal, The Journal of Assessment in Higher Education which was started about five years ago. With recent multiple UF administrative leadership transitions, this project has been on hold for a couple of years but is about to be published again. Dr. Tolentino relayed that her working group aims to publish the '2.0 version' in April.
   - Potential overlap of other committees? No. Drs. Tolentino and Shorey work together and share this committee's results with the University Curriculum Committee (UCC). Dr. Shorey mentioned that they continue to collaborate on ways to combine curriculum and assessment in more meaningful ways.
   - Following CoC inquiries, Academic Assessment Committee members discussed how assessment data was used to inform committee submissions. A new system allows for a new or changed curriculum request to be submitted simultaneously with an assessment, helping to tie the two integral processes together to assist faculty and with data reporting and the evaluation process. The roles of this committee, the UCC, the General Education Committee and the Professional Curriumulum Committee were briefly discussed, including that curriculum assessment is an essential

component meshing these committees together in an essential way. UF and these committees aim to use new technology to assist.
- A committee handbook for members is located on the website: https://assessment.aa.ufl.edu/media/assessmentaaufledu/academic-assessment/00---AAC-Handbook_2024-2025.pdf
- An inquiry was made about who deals with policies related to the acceptable use of technology in student writing, homework, proposals, dissertations, etc. This is guided by the Student Honor Code, can be spelled out in a course syllabus, and is handled by the UF Dean of Student if there are additional questions or concerns.

4. **Professional Curriculum Committee (PCC) – Lauren Solberg, Chair & Toby Shorey, Liaison**
- The PCC was established in 2022-23. There was recognition that the professional programs are different enough in grading, structures, etc. than other programs, so a different review **process** from that of courses being reviewed by the UCC and Graduate Council was clearly needed. As a result, the PCC was formed.
- There is a good mix of members (appointed and elected - as a joint committee.)
- The size and membership makeup is good.
- Meetings are well attended.
- Dr. Solberg reviewed recent administrative and committee leadership transitions and all have gone smoothly with no major issues. A major initiative is to clearly define what is a professional program (as opposed to a graduate, etc. program). A sub-committee is working to solidify this. For example, professional program components such as demonstration of professional competency, or achieving required licensures and certifications are all considerations which would fall under PCC program reviews. Moving forward, the PCC will think more philosophically and broadly about this essential question in defining this committee.
- PCC members are working with UCC Chair Dr. Hans van Oostrom to align processes so that all university curriculum processes are as streamlined and as consistent as possible. The Chairs of the PCC, UCC, and the Academic Policy Council (APC) work closely with one another.
- Operational teams are shared by the Provost's/Academic Affairs Office.
- Dr. Solberg shared a link for the SOP, which is a work in progress: https://fora.aa.ufl.edu/docs//162//PCCHandbook%20(1).pdf
- This month, the UCC brought a request to Faculty Senate to change the UCC bylaws to increase efficiency by removing the UCC review of 5000 level courses. This will assist in streamlining review and submission processes. The Faculty Senate will vote on this proposal next month.

5. **Update on the 2023 – 2024 Committee on Committees Report to the Senate Steering Committee**
- View: http://senate.ufl.edu/committees--councils/ for a committee/council overview;
CoC reviews only the committees highlighted below:

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

Name	Faculty membership consists of:	Seat filled by:	Reports to:
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 *or his Designee, per Dr. Fuchs* & UF Faculty Senate
Presidential Committees	UF Faculty	Nominated by UF Faculty & appointed by UF President	UF President *or his Designee, per Dr. Fuchs*
(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

6. **Committee/Council 2024-2025 Invitations Schedule**
   - **Professional Curriculum Committee (PCC)** – Reported Feb 26, 2025
   - **Academic Assessment Committee** – Reported Feb 26, 2025
   - General Education Committee (GEC) – Mar 26, 2025
   - Senate Nominating Committee – Mar 26, 2025
   - Academic Freedom, Tenure, Professional Relations, & Standards (AFTPRS) Committee – Reported Oct 23, 2024
   - University Information Technology Committee – Reported Oct 23, 2024
   - Academic Policy Council (APC) – Reported Nov 20, 2024
   - Parking & Transportation Committee (PATC) – Reported Nov 20, 2024
   - Research & Scholarship Council – Reported Jan 22, 2025

   ➢ **Committee on Committees (Annual) – April 24, 2025 – To report every April to the Steering Committee**
   {Steering Comm meets Thurs Apr 24, 2025;
   Materials due to Faculty Senate Secretary by Weds Apr 16, 2025;
   CoC final/working meeting is Apr 9, 2025}

Committees reviewed in 2023-2024 by CoC and CoC members assigned for Annual CoC Report *(next review AY2026-27)*:
- Senate Steering Committee—Reported Oct 2023
- Honorary Degrees and Distinguished Awards—Reported Nov 2023
- University Curriculum Committee—Reported Nov 2023
- Preservation of Historic Buildings and Sites Committee—Reported Jan 2024
- Infrastructure Council—Reported Jan 2024
- Lakes, Vegetation, & Landscaping Committee – Reported February 2024
- Land Use and Facilities Planning Committee – Reported February 2024
- Graduate Council – Reported March 2024

- Committee on Committees (Annual) – April 25, 2024

Committees reviewed in 2022-2023 by CoC *(next review AY2025-26)*:

- University Constitution & Regulations Committee (UCRC) – Oct 2022
- Academic Personnel Board – Nov 2022
- Welfare Council – Nov 2022
- Compensation & Equity Committee – Dec 2022
- Student Petitions Committee – Dec 2022
- University Libraries Committee (ULC) – Jan 2023
- Sustainability Committee – Jan 2023
- Budget Council – Feb 2023
- Research Policy Committee – Mar 2023

- Committee on Committees (Annual)

7. Adjournment

- The meeting adjourned at 4:42 p.m.

Resources:

- *Committee on Committees SOP*
- *Constitution of the University of Florida* & *Bylaws of the Faculty Senate*

Minutes Submitted by Faculty Senate Secretary Laurie Bialosky.