

Minutes from Curriculum and Teaching Committee Meeting
Wednesday, April 8, 2020 at 3:00 pm
Zoom Conference Call

Those present: James Babanikos (chair), Roxanne Coche, Marcia DiStaso, Robyn Goodman, Mindy McAdams, David Ostroff, Ted Spiker, Houston Wells, Kasey Windels, Meisha Wade, Joanna Hernandez

Not able to attend: Pat Ford

Babanikos started by making a few announcements from this month's ACUA meeting:

- Those students accepted to start Summer B will have the option of starting in the Fall semester instead.
- Aid-A-Gator has awarded \$1.48 million to 1,590 students. They had 2,000 applications for assistance.
- If students are in need of financial assistance, they can contact the Financial Affairs office. There is money available for students in dire need.
- Don't know yet if students using the drop option this semester and having less than a full-time load will affect Bright Futures. The Financial Affairs Office is optimistic that they'll come around.
- Thus far (4-7-2020), 1,254 students have made a total of 2,210 requests for the S/U or Drop Option. That number is expected to go way up as April 22nd nears.
- No students will be dismissed from the university in the Spring of 2020 for academic reasons. (i.e., low gpa)
- Continuing students on academic probation will be given an additional semester.
- If students are below 2.00 and are slated to graduate this semester, they should not be encouraged to do the S/U option... as an S cannot raise their gpa.
- Pertaining to transfer students, all programs will accept an S grade for a pre-requisite course.
- Dean's list will go on this semester. Students will need to have 6 credits of a letter grade to be considered. The rest could be S.
- I/N (Incomplete/No grade provided) grades will not be punitive this spring or summer. In other words, no I/N grades will be converted to Failing in the Spring or Summer this year. Things will go back to normal in the fall, hopefully; I/N grades will have to be changed within 150 days otherwise it's a failing grade.
- A notation will be added to the official transcript for Spring 2020 that says "COVID 19 Epidemic: Students given option for S/U grading or drop".
- The shift to online dictated that some syllabi needed to be adjusted. However, the Provost's Office wants to make sure that: the students learning outcomes remain the same; that students are made aware of any changes; changes to exam dates and assignment deadlines are discouraged.

Diversity/Internationalization/Cultural Awareness. There was discussion on how the four departments would incorporate diversity/internationalization/cultural awareness in the

curriculum. The departments of Advertising and Telecommunication prepared a document on what they would do and we discussed these last month (see the 3-11-2020 minutes). The main points of those documents were laid out again today to start the conversation. The department of Public Relations submitted a lengthy document a couple of hours before the meeting, and Dr. DiStaso presented an overview of that report to the committee. Briefly, there are three parts to the process: (1) Build an understanding, appreciation and demonstration of the importance of diversity, inclusion, equity and internationalization into *every* course and create appropriate evaluation metrics for each course. (2) Create appropriate assessment metrics for diversity, inclusion, equity and internationalization every course. (3) Continue to teach the Diverse Voices class. The department of Journalism has sent out a survey to its 50+ professors, lecturers, adjuncts and graduate students who are teaching classes, to assess its courses in the areas of diversity and internationalization before determining an approach. Department faculty and curriculum committee will look at data when it comes in and discuss possible paths and curriculum revisions.

Name change for the Dept. of Telecommunication. The committee voted unanimously to approve changing the name of the Dept. of Telecommunication to the Dept. of Media Production, Management and Technology, as it more clearly describes what the department does.

Distinction between HSAA and regular AA transfer students. HSAA's are those students who completed their AA doing Dual Enrollment, i.e., while they were high school students. The courses they took in the last two years of high school were all college-level, and they graduated high school with an Associate of Arts (AA) degree. The regular AAs are those who finished high school the old way, and then did their AA at a community college, or a college/university. When transfer students get into our College, they typically have 2 years (including the two summers) to finish their degree. So, if they decide in their second semester here that they want to change majors, the Advising Office typically says no because that would take them an additional semester or year to graduate. However, people at UF (including the ombudsman and our own Executive Associate Dean) feel that it's unfair to treat HSAA's the same as the regular transfer AAs because they're younger and less mature, and we should be more flexible with them. The Committee thus decided that HSAA students would have a third year to complete their studies, should that become necessary for them.

Outside area of concentration. In describing the Outside Concentration, our website says: "Students in the College of Journalism and Communications are required to complete either an outside concentration or an official minor as part of the 124 hours required for graduation. The outside concentration may be elected as 12 hours in one academic department or 12 hours in an approved area of study recommended by the department to meet specific career goals. In either option, 9 of the 12 hours must be at the 3000 level or above, unless they are approved prerequisites." However, our current catalog doesn't include "...or 12 hours in an approved area of study recommended by the department to meet specific career needs." So, there's a discrepancy. The Committee decided that the catalog's description should match the website's, and that if students want to pursue an outside concentration made up of courses from more

than one department, then the chair needs to send a short email of approval to the Advising Office so it can be incorporated into the student's degree audit.

Other Business. The chairs agreed that the Advising Office can send a short note to the course instructors asking them to upload it as an Announcement in their Canvas course. This will be done sparsely, like once every couple of weeks, and it will basically remind students that the Advising Office is there should they need any help, or to answer any questions they may have. The chairs wanted that note to be a Word file so it would be easier to upload.

The meeting ended at 4:15 pm.

- Minutes respectfully submitted by James Babanikos.