

**Minutes from Curriculum and Teaching Committee Meeting**  
**Thursday, May 2, 2024, at 10:00 am**  
**Via Zoom**

**Those present:** James Babanikos (chair), Huan Chen, Won-Ki Moon, Angela Bradbery, Roxane Coche, Tim Sorel, Ted Spiker, Kasey Windels

**Announcements**

- **Using a Tele-Med Note to be Excused From a Class that has a Scheduled Test.** Some takeaways from an ACUA (Advisory council on Undergraduate Affairs) meeting regarding this topic:
  - o The Associate Dean of the Office of Student Life suggested that faculty put on their syllabus that the only way students can get an excused absence for medical purposes is to go through the Dean of Students Office and get an Instructor Notification Form from them that they can then share with the instructor. Instructions for that form, and a link to it, can be found here: <https://care.dso.ufl.edu/instructor-notifications/>
  - o Instructors can't stipulate in their syllabi syllabus that the make-up test will be essay-type instead of multiple-choice. It's important that the make-up test should not be more difficult than the original – instructors could have different questions, but the format should be the same. The student cannot be put at a disadvantage because they missed a class due to illness.
  - o Instructors need to also accept a student's doctor's note from a tele-doctor for missing a lecture or a test in a lecture because they were sick.

**Discussion Items**

- **The ACEJMC self-study, specifically Section III – Assessment of Learning Outcomes.** Babanikos reminded the chairs of what data/information they still owe him so that he can complete CJC's Section III – Assessment of Learning Objectives of the ACEJMC self-study by the June 1<sup>st</sup> deadline.
- **Substituting SPC1017: Intro to Communications for SPC2608: Intro to Public Speaking for transfer students.** Many of our transfer students come in with credit for SPC1017 Intro to Communication. Historically, we've accepted this in lieu of UF's SPC2608 Intro to Public Speaking; the course was listed on a student's record as SPC L000. UF is now counting the course as COM1000, which is very different from SPC2608. The Committee decided that public speaking is an important skill for all CJC students, and, as of Spring 2025, SPC1017 will no longer be accepted as a substitute for SPC2608.

***The meeting ended at 10:30 am. Minutes submitted by James Babanikos.***