

**Minutes**  
**Undergraduate Studies Council**  
**March 12, 2008**

**Present:**

Mary Borg, Jasmine Butler, Laurel Crump, Katrina Hall, Leslie Kaplan, Michael Murillo, Chuck Paulson, Martina Perry, Karen Reedy, Shira Schwam-Baird, Vivian Senior (for Rick Roberts), Diana Tanner, Rudy Taylor, Tony Turrin, Sharon Wilburn

Leslie Kaplan opened the meeting at 11am. Minutes were approved from the February 20 meeting.

**Report from Newly-formed Academic Advising Subcommittee**

Tony Turrin reported that the group met recently and worked out action items to address prior to meeting with the full advising task force (TFUA). A handout was distributed: draft of a call for participation to be sent to the university community.

Recruitment of volunteers for the task force was discussed:

Chuck Paulson indicated he felt it would be valuable to send out a call for participation to ensure broad awareness of the task force.

Diana Tanner reported that the subcommittee is recommending participation as 1/3 advising, 1/3 faculty and 1/3 other, including at least two students.

Tony Turrin reported that the Call for Participation would be reviewed by Provost Workman and then sent out to the campus community upon approval. Volunteers would be selected by the subcommittee to ensure broad representation across the campus community.

**Report from Faculty Advising Subcommittee: Undergraduate Coordinators**

Jasmine Butler reported that the group had established recommendations for the implementation of undergraduate coordinators. Some of the recommendations were discussed:

- They would like three representatives from COAS, one from CCB and one from COEHS.
- Only majors enrolling 100 or more students would be eligible.
- Department chair recommendation would be required.
- Candidates' expectations and understanding of the undergraduate coordinators' role, background and understanding of the needs of UNF would be considered in the selection process.
- The importance of training in advising and in related computer programs was discussed.
- It was recommended that the undergraduate coordinators report to David Jaffee.

It was reported that the call for submissions would be sent to the campus community, and submitted to the Undergraduate Studies office. The deadline for submissions will be May 15 at 5pm and a selection will be made by 5/30.

There was discussion about whether to implement the pilot program in summer or in fall; it was decided that it would depend on whether trainers would be ready for summer and whether it would be otherwise logistically possible to implement in the summer.

### **Report from Retention Subcommittee**

A handout was distributed: recommendations from retention subcommittee. The handout was originally submitted December 12, 2007 and the updated proposal was submitted on March 12, 2008.

Karen Reedy reported that the retention subcommittee would like to take action by sending the proposal to the General Education Council and then to Academic Standards Committee for review and approval.

Reedy asked for committee recommendation to proceed with forwarding the proposal to the General Education Council; the proposal was approved.

Reedy gave an update on behalf of the retention subcommittee:

- Focus groups are moving ahead.
- The goal in focus group process is to make it easier for faculty to identify students who are not doing well academically.
- The subcommittee recommends using a web surveyor to gain feedback from students who have left UNF.

Karen Reedy reported that she will no longer be chair for the retention subcommittee and announced that Tony Turrin will act as chair, pending managerial approval.

### **Update on UNF Reads!**

David Jaffee reported that there is a good likelihood of bringing the author to speak on campus if the logistics can be arranged.

Jaffee reported that he had met with the Board of Trustees; BOT had great enthusiasm for the program and were adamant about the importance of bringing the author. BOT members indicated interest in reading the book and becoming involved in the program when implemented. Shira Schwam-Baird suggested that BOT members might serve as good discussion group leaders.

David Jaffee reported that the UNF Reads! ad-hoc subcommittee meets every Monday at 11am. He updated the group on developments:

- A logo is being designed by Sarah Coghlan (CIRT).
- Laurel Crump and Marnie Jones are cultivating a partnership with John Ferrar and the Jacksonville Public Library.
- Dave Roman is coordinating stories in the *Journal* and *Inside UNF*.
- Lynn Hendricks is coordinating RA involvement.
- Jaffee reported that there is not a definite date for book release; he is still working with Harper Collins to establish order timeframe.
- Marnie Jones is coordinating the implementation of the text into course curricula and will report back; it will definitely be used in ENC1101, RFIG courses and some social science courses.

There was discussion about the election of the next group of Undergraduate Studies Council members.

- David Jaffee suggested that someone from the group check on each member's status since committee representatives serve for three year terms.
- It was reported that the Faculty Association calls for 7 elected voting members and 9 non-voting members.
- The group discussed the need for broad faculty representation on subcommittees in addition to non-faculty members.

Meeting adjourned at 12:05pm.  
Minutes submitted by Melody Taylor