

MINUTES

Undergraduate Studies Council

December 12, 2007

11:00-12:30

Present: Jamba, Corrigan, Jaffee, Schwam-Baird, Tanner, Reedy, Furtwengler, Jones, Butler, Crump, Croft, Kaplan, Perry, R. Taylor, Brock

1. Introduction of new members Rudy Taylor and Dawn Brock.
2. Approval of minutes from 11/21/07.
3. Lisa Jamba reported for the Faculty Advising Subcommittee on revisions to the proposal presented at the prior UG Studies Council meeting on ways to involve faculty in the advising process. A handout was circulated. The proposal now recommends the appointment in each academic program of an “undergraduate coordinator” who would be the contact person in each program for students seeking guidance and advice beyond that available from the professional academic advisors in the colleges and ACE.

The proposal was discussed:

- a. How would departments recognize this activity? As service? As Teaching?
- b. Would this be defined in the FARS as a non-credit generating activity?
- c. Could the graduate director position be used as a model?
- d. One member reported that students have expressed excitement about the prospect of having such a person designated in the department as opposed to trying to informally develop such connections
- e. It will be important to advertise and promote this new program to students when it is implemented and send targeted message to particular students. It was agreed that department websites would need to clearly communicate who was the undergraduate coordinator.
- f. How would the undergraduate coordinators be “trained”?
- g. An advising syllabus could be created for the student relationship with the undergraduate coordinator similar to that being developed for relationships with professional advisors.
- h. Information on the student’s undergraduate coordinator could be included in the portal.

One wording change was proposed and supported by the council. The item on compensation that read as follows in the original -- “Compensate the undergraduate program coordinator through course release time and/or a stipend”-- would include “and recognize this function as part of the teaching component (non-credit-generating instruction) of the faculty assignment for purposes of annual evaluation.”

A vote was taken on the full proposal. The first vote was for the entire membership present. It passed 13-0. A second vote was taken for the voting members. It passed 4-0.

The proposal will be communicated to the Provost.

4. Karen Reedy reported on the retention subcommittee activities and deliberations.
 - a. There are plans to gather further focus group data on the FTIC population to explore why students persist.
 - b. The subcommittee circulated a handout with two recommendations:
 - i. Designate a visible individual to oversee retention efforts on campus.
 - ii. Promote student retention through classroom practices based on early feedback to students on their academic progress.

Both recommendations were supported. There was discussion on retention related issues, and the factors that might impact UNF's retention rate.

As a concrete step it was proposed that we see if the freshman grade submission can be moved to an earlier point in the semester to facilitate feedback and intervention for students who may need academic assistance and support.

Karen Reedy will develop a formal proposal for UG Studies review and possible submission to the Academic Standards Committee.

Meeting adjourned at 12:20.