

**Undergraduate Policy Committee
Annual Report
2020 to 2021**

The Undergraduate Policy Committee (UPC) considers University-wide policies on undergraduate academic affairs. This includes approving new degree programs and majors, reviewing existing programs as part of their regular Quality Enhancement Review (QER) cycles, creating and modifying general policies that affect the undergraduate curriculum, and considering requests from undergraduate programs for exceptions to existing policies. The UPC met “virtually” during the 2020-2021 academic year. Meetings historically have occurred monthly, but with an increased workload, typically have occurred once or twice a month. Members have collaborated and undertaken UPC work throughout this period.

Summer 2020

- Held ongoing conversations with administration, faculty, and UPC members on campus reopening, new policies, temporary covid policies, exams, and degree programs.
- Updated UPC page with new and updated policies.
- Set long-term academic calendar as part of the calendar committee.
- Represented UPC on reopening task forces: Academic Ops Group and Lab Group.
- Scheduled (with Lynn Hogan) 2020/2021 QER with departments.
- Considered and reviewed STEM Entrepreneurship major for approval.
- Considered and reviewed Elementary Education major for approval (PC campus).
- Received and reviewed requests for final exam changes.
- Gathered QER documents from various departments scheduled for review.
- Drafted proposed revision of UPC members and ex officio and guest membership.
- Filled 4 UPC vacancies.
- Prepared for first ever UPC remote meeting.
- Participated in DL Committee about course delivery changes due to campus closure.

Academic Year 2020-2021

New degree programs

- Approved a new combined degree: BS-MS program in Civil Engineering.
- Approved a new degree: B.S. in Financial Planning (College of Applied Studies).
- Approved a new degree: B.A./B.S. in Linguistics (College of Arts and Sciences).

New majors

- Approved the following new majors:
 - Education in the Elementary School (within existing degree program) (College of Education).
 - STEM Entrepreneurship (within existing degree program) (Jim Moran College).
 - Ancient History (within existing degree program) (Department of Classics).

QERs

- Conducted QER reviews and accepted and approved QER reports for the following

programs, with approval extending to the next regularly scheduled QER review unless otherwise noted:

- Geography.
- Program in Interdisciplinary Humanities.
- Interdisciplinary Social Sciences.
- Motion Picture Arts.
- International Affairs.
- Anthropology.
- Public Safety and Security.
- School of Information.

Policies

- Reviewed the UPC bylaws. This led to a permanent invitation to University Libraries and the Graduate Policy Committee representatives to UPC meetings.
- Approved a requested spring 2021 final exam bloc schedule revisions proposed by the Registrar. Changes were needed to accommodate a shift toward allowing 30-minute, rather than 15-minute, breaks between classes to enable students to travel to and from classes and to aid in health and safety protocols related to the COVID-19 pandemic. Since the prior final exam schedule was predicated on the start times of the class standard meeting patterns, a reduction in the total number of standard meeting times resulted in fewer final exam time slots throughout the final exam week. The UPC focused on a revised schedule, presented by the Registrar's Office, that would most closely align with when students take their regularly scheduled classes. It approved the "Spring – Odd Years" final exam schedule (with minor adjustments to accommodate the current version of the block exam time slot), effective Spring 2021.
- Approved the Registrar's request for a similar final exam schedule to the one described immediately above, with the change to be effective for Fall 2021 forward. The change results in a single final exam schedule rather than a variable one from fall semester to spring semester and from even years to odd years.

Other requests and actions

- Approved a request to change final exam schedule for MUT 2246L, Sight, Singing, & Ear Training III, contingent upon approval from the College of Music Department-level forwarded to the UPC.
- Provided feedback on a proposed "Academic Problem Solving Flowchart—A Step-by-Step Guide for Students," presented by a representative of the Council of Assistant & Associate Deans (CAAD).
- Approved the Division of Undergraduate Studies' Student Life Skills (SLS) 3140 class to be permanently mandatory for transfer students who do not earn at least a 2.0 GPA during the first term of enrollment at FSU.
- Provided feedback to the University Curriculum Committee on proposed changes to academic policies.

Details on these actions can be found in the UPC minutes (<https://upc.undergrad.fsu.edu/upc>) and the Faculty Senate minutes (<https://facsenate.fsu.edu>).

Summer 2021

Plans for the summer include:

- Hold ongoing conversations with administration, faculty, and UPC members on undergraduate policy issues.
- Update UPC page with any new and updated policies.
- Schedule UPC tasks for upcoming academic year.
- Schedule (with Lynn Hogan) sub-committees for upcoming QERs.
- Organize and develop details about UPC protocols and practices, and identify different stakeholders involved in UPC work, to promote consistency and to guide future work.
- Create a UPC QER protocol file to ensure consistency in program reviews and reports.
- Orient current and new members to UPC protocols and plans for 2021-2022.
- Address ad hoc undergraduate policy needs and requests as they arise.

UPC Members, 2020-2021

2018-2021	Laura Ballard Bell, Education Colleen Ganley, Arts and Sciences Lydia Hanks, Hospitality Karen McGinnis, Arts and Sciences Sherry Schofield, Entrepreneurship Susan Shelton, Nursing Xinlin Tang, Business Dina Wilke, Social Work
2019-2022	Enrique Alvarez, Arts and Sciences Jim Dawkins, Fine Arts Elizabeth Foster, Medicine Pat Hollis, Engineering Irena Hutton, Business Lama Ziad Jaber, Education Lisa Tripp, Motion Picture Arts Tingting Zhao, Social Sciences and Public Policy
2020-2023	Andrew Askew, Arts & Sciences Nari Jeter, Human Sciences Daniel Mears, Criminology and Criminal Justice Lisa Munson, Social Sciences and Public Policy Sharon Nicholson, Arts and Sciences Brian Parker, Applied Studies Greg Springer, Music Besiki Stvilia, Communication and Information

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