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**Undergraduate Research Curriculum Committee**  
**Tuesday, March 10<sup>th</sup>, 2015**  
**Meeting Minutes**

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**I. Attendees**

Members Present: Lisa Swanstrom, Joy Longo, Michael DeDonno, Allen Smith, Tobin Hindle, and Sheryl Muriente

Joining via Videoconference from Jupiter: Greg MacLeod and Julie Earles

Others Present: Edward Pratt, Donna Chamely-Wiik and Jennie Soberon

**II. Minutes**

1. Approval of minutes (17 February 2015 meeting)—sent electronically prior to meeting
  - a. Minutes of the meeting were approved via email after the meeting.
    - i. Joy Longo –motion to accept
    - ii. Elizabeth Swanson – second

**III. Document Review**

2. Definition of RI intensive courses was reviewed and updated.
3. Establish FAU criteria for URI Courses: The committee worked on establishing the criteria for URI courses within the URCC manual.
  - RI intensive: Language from RI intensive course definition was included into the document.
  - Requirements for RI course designation: The committee discussed that faculty will be required to submit syllabi for review to the URCC committee as part of the process. Regarding the expectations that all 6 student learning outcomes be expected to be covered and assessed, the committee recommended that there be language include in the document indicating that faculty could submit a justification why one SLO was not met and discuss why that course could be considered research intensive. Faculty could also propose alternative SLO's to replace that one missing SLO.
  - Standardized language for RI Course syllabi: The committee recommended that they create standardized language to share with faculty for inclusion in their syllabi
  - Assessment: The committee recommended to establish a mechanism by which student work samples could be collected for periodic review through this process ( e.g. Livetext or Blackboard). There was also a recommendation that faculty teaching and students completing RI courses complete an RI survey for assessment of the process/program.

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**Undergraduate Research Curriculum Committee**  
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**Meeting Minutes – Page 2**

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- Course Designation: DCW was charged with consulting with the Registrar to determine if all sections of courses needed to be RI for the course to be certified as RI.
  - A follow up email with the registrar on March 13<sup>th</sup> provided a response from Maria Jennings indicating that all sections of the course must be RI for certification.
- Timeline for certifying: The committee discussed completing the establishment of the URCC Document, timeline for approvals and process for faculty to submit courses for review by Spring 2015. These documents could be proposed to UUPC at their first meeting in Fall 2015 and follow the traditional channels for institutional approval during Fall 2015. The committee would begin reviewing courses for approvals during Spring 2016.

**IV. Document Review before next meeting:**

Committee members recommended that the committee send the documents directly through email, instead of through googledocs. The committee recommended sending the draft through the committee one at a time in an orderly fashion. DCW created the following order for committee members to review the documents

1. Greg MacLeod and Julie Earles
2. Michael DeDonno
3. Sheryl Muriente
4. Lisa Swanstrom
5. Tobin Hindle
6. Allen Smith
7. Dan Meeroff
8. Joy Longo

**V. Meeting Adjourned**

**Next Meeting:** Tuesday April 7<sup>th</sup> from 12.-1.30 in GS 214B, with video-conferencing to Jupiter campus.

**VI. Notes:** DCW will establish a tentative timeline for certifying courses and sample syllabi language for committee consideration at the next meeting.