

**Minutes from Curriculum and Teaching Committee Meeting  
Wednesday, February 10, 2021 at 11:00 am  
Zoom Conference Call**

**Those present:** James Babanikos (chair), Moni Basu, Roxanne Coche, Marcia DiStaso, Pat Ford, Robyn Goodman, Judy Hunter, David Ostroff, Ted Spiker

**Announcements**

- Babanikos shared some updates from the February 2<sup>nd</sup> ACUA meeting:
  - o Workshop on racism, inclusion, bias:
    - UF will offer educational workshops for all current and new students, faculty and staff on racism, inclusion, and bias.
    - Division of Student Affairs and UF Human Resources are responsible for implementing workshops.
    - UF currently has a partnership with EverFi, a digital platform that provides engagement solutions for workplace trainings and higher education. We currently require that all students complete an alcohol education and sexual assault prevention module through EverFi (managed by GatorWell in Student Affairs).
    - All enrolled students have been notified of the module. This year, it's not mandatory. If a student does not complete the module, there's no penalty. They'll continue to receive reminder emails until it's complete.
    - Next year, students are required to complete it, or a hold will be placed on their record preventing access to a transcript.
  - o Online grade change systems:
    - Still on-track to pilot test in March, launch in mid-summer.
  - o Course wait List:
    - This is not going as fast as it was hoped. The goal is now to launch it in the Spring 2022 semester. semester.

**ACEJMC Assessment Updates**

- The Senior Examination for ACEJMC accreditation is ready for each of our four departments (and three Telecommunication sequences), and the committee decided to do some trial runs with graduating students at the beginning of the spring semester. These will take place in the next couple of weeks. That will give us some time to tweak any problems that may come up, and we should be able to roll out the exam late to all graduating seniors in the spring semester.

- There was also further discussion about how to best organize the capstone project evaluations by professionals, as well as the aggregate internship or experiential learning / immersion experience evaluations

### **8-semester plans to reflect what each department wants to do with the Outside Concentration.**

- The Advertising department has decided to do away with the Outside Concentration, and has already reworked and submitted its 8-semester (as well as its two-year for transfer students) curriculum plan to the UCC for approval.
- The Journalism department thus far wants to retain the Outside Concentration.
- The Public Relations department has decided to do away with the Outside Concentration, and the corresponding 8-semester and two-year curriculum plans are in development.
- The Telecommunication department has decided to do away with the outside Concentration in the Digital Film and TV Production sequence, but to keep it in the Management and Strategy, as well as the Media and Society sequences. The corresponding 8-semester and two-year curriculum plans for the Digital Film and TV Production sequence are in development.

### **Handbook for Undergraduate TA's.**

- The Committee decided that a handbook for Undergraduate TA's is necessary so that the policies are clear and consistent within the CJC. The CJC handbook was adapted from one that the Department of Psychology developed a few years ago.
- To enroll as an Undergraduate TA, students must fill in an Independent Study (4905) form, and get it approved and signed by the instructor and the department chair. The instructor needs to include in that form what the responsibilities of the UGTA will be.

### **Pre-Requisite for JOU4123: Investigative Reporting.**

- Journalism chair Ted Spiker said that department approved adding JOU3346L: Multimedia Reporting as a pre-req to JOU4123: Investigative Reporting, and wanted the committee's approval before bringing it before the UCC. His request was unanimously approved.

**The meeting ended at 11:45 am.**

**Minutes submitted by James Babanikos.**