# Attendees

Members Present: Joy Longo, Allen Smith, Tobin Hindle

Others Present: Donna Chamely-Wiik and Rachel Messer

Note: Quorum was not met for the meeting, resulting in no voting.

# Minutes

1. Approval of Jan. 14, 2016 meeting minutes—sent electronically prior to meeting
   1. Approval of last meeting’s minutes was requested; J. Longo suggested the following minutes correction: 3i from 01-14-16 minutes changed from “Masters students are now interested in a DIR option” to “Assistant Dean is now interested in a DIR option for Masters students.”
   2. Joy Longo - motion to approve
   3. Tobin Hindle – second

# Document Review

1. Discussion of RI course designation update from Maria Jennings.
   * 1. FAU will be first in the state for RI designation.
     2. As for now, the state prefers everything carried out at the FAU level; this may change.
        + There will be RI and non-RI versions of a course.
        + In order to designate large groups of courses as RI simultaneously (**such as will be done with HON thesis courses- XXX 4970 and XXX 4971**):
          1. Memo should be created with all courses’ prefixes and numbers that will be designated RI. The courses will need to be approved by college curriculum committee/Dean.
          2. Within memo, it should be mentioned that all courses to be designated RI are for a letter grade.
          3. Memo should request courses’ titles be changed to “RI: <Title of course>”.
          4. If there are any credit changes to the courses, the course credit change requests should be addressed in the memo. If there are no credit changes requested, do not mention credit change.
          5. The memo can be in email form to registrar’s office from the Dean of the college with the college curriculum committee chair copied or vice versa.
          6. URCC will approve courses 🡪 UUPC
2. Members who were present reviewed HON sample syllabus using RI course proposal worksheet rough draft to see how the syllabus matched original intent of RI designation manual.
   1. In addition to requirements from RI manual/RI course proposal worksheet, other suggestions for all courses seeking RI designation include:
      1. Addition of [Provost’s guidelines for syllabi](http://www.fau.edu/provost/resources/files/Guidelines-for-course-Syllabi-7-29-15.pdf)
      2. Presentation of final product(s) at symposium or equivalent (SLO #6)
      3. Research compliance guidelines

# Timeline Review

5. In order for courses to be designated RI by Spring 2017, they should be submitted to UUPC by September 2016 meeting.

**V. Other Business**

6. An administrative assistant is being sought by OURI to fulfill the URCC and RI designation needs.

7. College liaisons are encouraged to remind faculty to complete the external products of undergraduate research survey that OURI distributed.

# Meeting Adjourned