 

**Undergraduate Research Curriculum Committee**

**Thursday, October 28, 2021**

**Meeting Minutes**

**WebEx Meeting 12:30 pm to 1:30 pm**

**Attendees**

Members present: D. Meeroff, E. Bennett, J. Park, M. DeDonno, T. Hindle, D. Mitsova, E. Williams, E. Duboue, D. Chamely-Wiik

Others present: P. Sampedro-OURI

1. **Introduction of Eric Duboue to the URCC member**

E. Duboue and the URCC members introduced themselves

E. Duboue -Assistant Professor WHC

D. Meeroff – Assoc. to the Chair – CEGE-ENG&CS

J.Y. Park – Assoc. Professor Social Work-SW&CJ

M. DeDonno – Assist. Professor EDU

D. Mitsova – Associate Professor - URP-SCI

E. Williams – Associate professor – Bus. Management programs-BUS

E. Bennett – Associate Professor – History-A&L

R. Hindle – Scientist & Graduate Program Director Dept. of Geosciences – SCI

D. Chamely – Assoc. Dean UG studies and Patricia Sampedro from OURI

1. **Approve 8/26/2021 Meeting Minutes**

Motion to approve E. Duboue and D. Meeroff

1. **Research certificate Updates**
* **Approval of existing waivers and substitution requests**

DCW proceeded to share the screen to showed pilot excel spreadsheet of students applying for the Research Certificate. Suggested 0 credit DIR for SCI

The spreadsheet had two areas fall 2021 and spring 2022. Students who were missing criteria and that they had not fulfilled or satisfied the criteria were moved to Spring 2022

1. Casey Leary. DCW – Casey is an undergraduate student from Chemistry, in chemistry we cannot use DIR, because it came with a lab fee. She is also a LEARN Peer Mentor. She paired with Lawrence Toll in the college of medicine, they are working on an active ongoing undergraduate research project. We have emails from L. Toll confirming that this Undergraduate student is conducting intensive level research activities

DCW routed this information to T. Hindle and D. Mitsova, they agreed that the information was adequate to be able to preliminary approved Casey

DCW is working with the SCI Liaison to give SCI students a “0” credit DIR course (so we can track it down to the system) due that we do not accept 4905 DIS (course that she is taking). We only accept 4915 DIR

E. Duboue – having students sign up for “0” credit cannot have any adverse effects. In the case of Honor’s college students, there are scholarship and other issues that come up. That is not a factor here?

DCW- there are no adverse effects because ENG and NUR have bought in “0” credit, they are always concern about 120 credits. For students who do not have money we recommend “0” credit

E. Williams – had a question about Skill building courses from 0 to 3 credits, this is ambiguous for advisors, they need to know that they can considerer “0” credit

DCW - There is a DIS in Health Administration, that we do not know if it is research focused. I emailed the advisor and cc. M. Escaleras to verify if the course is research focus

* **Substitution and Waivers form**

Since last meeting DCW took on the challenge to create the Research Certificate substitution form and requested E. Bennet and other Liaisons help. This form will be use by Undergraduate Students applying for the certificate.

DCW shared screen with the Petition for waiver or substitution for Research Certificate requirements form and requested feedback

T. Hindle ask for advisors’ signature of support

D. Meeroff suggested avoiding the advisor part at this stage, not all the advisors are aware of the certificate.

DCW, so this will be approved by OURI representative on behalf of URCC and in the comments we can add that was approved at x date meeting.

J.Y. Park asked about the 3 transfer credits. DCW explained that the University has a rule of no more than 25% on transfer credits.

J.Y. Park -This means that 9 credits must have been taken at FAU?

DCW – Correct, 9 out of 12 credits must have been taken at FAU, the 3 remaining could be transfers from other institutions.

M. Escaleras and DCW met with all the BUS advisors an gave a presentation about the Undergraduate Research Certificate, so theoretically now they know.

The petition includes:

1. Student and student advisor information
2. Research Certificate Requirements
3. Reason for Petition
4. Attachments: copy of DARS UG Research Certificate audit, and appropriate documentation for support such as syllabus, conference agenda, proof of attendance, faculty support letter, course proposed for substitution, etc.

DCW requested a vote approval of the first draft of this form - D. Meeroff and D. Mitsova approved.

Donna will update the final version; Patricia will convert it to Microsoft forms and the form will be uploaded to CANVAS and the OURI website

On the OURI website under Undergraduate Research Certificate we added that “Core substitutions will be reviewed by on a case-by-case basis.” We also have created a step-by-step guidance instruction sheet for students and a fact sheet for advisors

DCW asked Patricia for any other update. P.S. yes, a A&L fast tracking course was submitted and reviewed by E. Bennett A&L liaison.

**Meeting adjourned:** 1:33 pm