 

**Undergraduate Research Curriculum Committee**

**Thursday, November 18, 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, C. Krause-Parello, D. Chamely-Wiik

Others present: P. Sampedro-OURI

1. **Approve October 28 Meeting Minutes**

Substituted E. Williams’ name with M. Escaleras on meeting with College of Business advisors

Motion approved by E. Williams and D. Meeroff

1. **Research Certificate Updates**

OURI website updated with URCC committee recommendations. DCW shared OURI’s updated home page with Research Certificate highlighted under new Student Opportunities

The Research Certificate sections for students and advisors were also updated with the following:

* Step by Step instructions for students
* Advisors Fact Sheet
* Created an online version of the Petition for Waiver or Substitution approved by this committee in last month’s meeting; it was also uploaded to CANVAS. We have asked the pilot students to route the information to the online form
* Existing waivers and substitution requests process

Research Certificate Pilot Students Excel spreadsheet was separated in two sections: students eligible this Fall and students who will be eligible Spring 2022

* 3 Fall students – Lopez, Kevin; Jarron, Michelle; and Sara Hollenbeck applications uploaded on CANVAS for this committee’s approval

DCW shared the screen with the spreadsheet; there is one student, Michelle Jarron who was already approved and was the first to be awarded the Certificate.

Applications reviewed by the committee, all supporting documents were uploaded to CANVAS

1. **Kevin Lopez -** Presented at Spring 21 UG Research Symposium, has 3 credits of exposure, 3 of skill building and 6 of Research-Intensive activities. DCW requested votes for approval to award Kevin the certificate, E. Williams, and M. DeDonno approved
2. **Maria Garcia Morillo –** Has 4 credits of exposure, 3 credits of skill building, 6 credits at the intensive level. She took HSA4905 as required. We do not know if 4905 is considered an equivalent for DIR, guidance is needed.

In these circumstances, what kind of evidence are we looking for?

Options proposed:

* A letter from the advisor who signed the DIS
* Standardized procedure for all I.S.
* Rely on the faculty member’s word?
* Have the student submit the research product?

D. Meeroff said because faculty members are not part of this committee, product is needed.

DCW said before encouraging students, clarity is needed as to whether the student is eligible to be affiliated. If the DIS/DIR pairs with the student presenting at the UG research Symposium, that’s an easy product, but in this case the student does not have the dissemination requirements.

E. Bennett asked if the student must submit a syllabus, DCW confirmed syllabus is not currently required.

DCW suggested first asking the faculty about the research nature of the DIR course, and then having the student submit a product.

T. Hindle suggested sending the application package to the college liaison, because they are aware of which faculty in their colleges are involved in UG Research. For the college of BUS, it would be sent to the URCC member.

Maria’s application is pending, she will need a waiver or substitution for HSA4905 DIS and a product of her research.

1. **Sara Hollenbeck –** Has 6 credits of exposure and 9 credits at the intensive level, presented at Spring 21 UG research Symposium.

*D. Meeroff shared that Sara took ENV 4053-RI: Fate and Transport Processes in Fall 2020. This course was approved as RI in September 2020 and was taught as RI by Meeroff. Sara also took ENV 4341 RI: Solid and Hazardous Waste and Site Remediation, but she took this course as a cross-listed graduate number (ENV5510) to double count the course for the BS/MS. She also did this with ENV 4514-RI: Water and Wastewater Technology (3 credits).*

*This student will meet all the requirements by the end of this semester when she finalizes CGN4804C.*

DCW requested committee members’ feedback on the issue of cross-listed graduate courses for BS/MS program as this student took the graduate version of the course.

Are there any complications regarding the UG Research Certificate, from the registrar’s office?

D. Meeroff suggested making a blanket exception for BS/MS students that are taking RI classes at a graduate level.

T. Hindle said Internally create an approved list of cross-listed BS/MS courses that can be used, and courses not listed can be submitted to URCC. Explained some cross-listed BS/MS courses are completely different in undergrad and grad

E. Williams asked how it can be approved if we do not know how the graduate courses are taught.

D. Meeroff said the graduate level course that Sara took has a different grading scheme and there is a different assignment. All BS/MS students are required to be the leader on the project in Meeroff’s courses, but he is unsure how it is taught elsewhere.

**UG Research Certificate approved** for Kevin Lopez (approved by E. Williams and M. DeDonno) and Sara Hollenbeck. **Maria Garcia Morillo pending** for dissemination requirements and DIS course substitution.

**Cross-listed BS/MS next steps per DCW:**

1. Submit an edited version of the UG research certificate proposal to UUPC
2. Decide on a standardized template of information that we can use to provide evidence (product of the research) to this committee, which will be making those decisions. Could a syllabus outlining the research and the intensive nature of the course be appropriate?
3. Require justification for why the student had to take that course instead of another course

D. Meeroff said the graduate course syllabus will not have any of the typical information, so the faculty will have to create something which may be burdensome. Suggested moving Research Intensive to number one in the figure on the OURI website under UG Research Certificate

**Suggestions for the UG Research Certificate Review process:**

1. Email application package (before the meeting) to the student’s College Liaison or URCC member (for BUS) they will review the application and present it at this meeting for approval. URCC will be the final body affiliated with all substitution waivers.
2. Notify students that not all DIS courses can be substituted and they should take DIR courses to be eligible for the certificate
3. Students will need a Petition waiver for Dissemination because the DIR course was not available until this semester
4. Before the meeting, upload UG Research Certificate applications to CANVAS adding College before applicant’s name
5. Create a protocol for streamlining this process from the URCC representatives and transitioning over to advising.

DCW said to hold on advertising for the UG Research Certificate until resolved because as of now we are telling advisors that substitutions are coming to URCC.

DCW will put together a list of steps we can take and send it to the committee members as a discussion point for the next meeting.

**Meeting adjourned:** 1:33 pm