

**Undergraduate Research Curriculum Committee**  
**Thursday, Oct. 1, 2015**  
**Meeting Minutes**

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**I. Attendees**

Members Present: Joy Longo, Michael DeDonno, Allen Smith, Dan Meeroff, Elizabeth Swanstrom, Sherryl Muriente, Tobin Hindle

Others Present: Donna Chamely-Wiik, Rachel Messer, and Julie Earles (via videoconference)

Not Present: Sharon Darling

**II. Minutes**

1. Approval of September 3, 2015 meeting minutes—sent electronically prior to meeting
  - a. Allan Smith- motion to approve minutes
  - b. Joy Longo- second

**III. Document Review**

2. Donna Chamely-Wiik thanked URCC members for their service and dedication to getting RI course designation arranged and for being representatives of OURI initiatives.
3. Summary of suggestions from A&L and Education was discussed.
  - a. University of Toledo's RI course application and the FAU IFP online form were reviewed as possible models for the FAU RI course designation form.
  - b. SLOs were discussed in terms of how to make questions easy to ask in every college to ensure RI course designation participation. Blooms terms were removed from the criteria for designation.
  - c. SM suggested a committee vote as to whether the committee wanted to continue towards making RI course designation possible. All members voted Yes, if the process is simplified and applied effectively to all areas of study.
  - d. News from the Registrar's office indicated that it is possible to have only certain sections of a course deemed RI, which was welcomed by the committee.
    - i. Existing courses that are sometimes RI, sometimes not would have both course descriptions. A new course form would be used for a new course that will be RI.
    - ii. These options could be made available to departments for them and it would be left up to them to move forward. Departments would also have the option to separate DIS and DIR (e.g., Business).
  - e. Final, more brief requirements for submitting a course for RI designation would be a new course form, the RI course proposal form, and a brief description of assignment(s) that make the course RI. Standardized syllabus language will also be included.

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**IV. Timeline Review**

4. October 29 meeting will be used to finalize the RI course manual and procedures.
5. November 6<sup>th</sup> will be UUPC presentation and feedback.
6. November 24<sup>th</sup> will be Steering committee presentation and feedback.
7. December 4<sup>th</sup> will be Senate presentation and feedback/approval.

**V. Other Business**

5. Liasons will re-visit departmental committees regarding changes made to RI designation process.

**VI. Meeting Adjourned**

***Meeting Schedule for Fall 2015 (all meetings 11am-12pm for faculty liasons and 12pm-1pm for URCC):***

***Oct. 29***

***Nov. 19***

***Dec. TBD***