 

**Undergraduate Research Curriculum Committee**

**Thursday, April 16, 2020**

**Meeting Minutes**

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

**Attendees**

Members present: T. Hindle, N. France, D. Mitsova, D. Meeroff, M. DeDonno, E. Williams, V. Kharlamov, G. Macleod, C. Isgor, JY. Park, and D. Chamely-Wiik

Others present: P. Sampedro

1. **RI Fast Track extension, URCC vote**

DCW gave a brief review of Fall 2020. In the past six months OURI established a new approach.

1. RI Fast Track courses were reviewed and approved by College liaison and OURI and went directly to UUPC
2. Created a Canvas Course with information for Liaisons and URCC members
3. Extended the RI Fast Track Process for one more year that needed URCC approval. Committee members voted to approved it.

Motion to approve D. Meeroff, seconded V. Kharlamov

1. **RI Certificate**

Members: Dan Meeroff, Nancey France, Tricia Meredith, DCW

Chair: T. Meredith

1. **RI certificate** – [Research Certificate Catalog Language Draft](https://docs.google.com/document/d/1K29DTdICk6vTF95RArFX3U81zFu7Q2gIm40F4fOfZTg/edit?usp=sharing)

TM- This certificate was created to recognize UG students involved in UGR

Undergraduate students may earn the Research Certificate by completing the following requirements: (Draft Language provided)

1. Course requirements scaffolded at level intensity
2. Exposure to skill building with examples
3. Credit hours of RI or DIR courses

**VK** - I would suggest re-wording A2 as "Up to 3 credit hours of discipline-specific "skill-building" coursework in research methodology, including (but not limited to):" or we could even remove the examples and simply refer to a list of approved courses that would be posted on the OURI website (the way it is done in A1

**NF** – On part B. Should we change the language from participation to presentation or dissemination of work at symposium?

**VK** - Do we need a zero-credit course for Symposium presentations to keep track of this?

Graduates also may be hesitant to show their full transcript to a prospective employer; a certificate would not have their grades on it

NF – Liked VK suggestion for “zero” credit for Symposium presentation

1. **URCC guidelines for preliminary evaluation of Certificate**

**DM –** Need letter of support from every Dean, individually maybe the liaison and one UUPC member. This needs to happen this semester

**DCW –** Provide feedback of the RI certificate document and send feedback, get a meeting with the deans, and asked to a letter of support from Deans

From operational site, maybe we could change the role of URCC to evaluating portfolios for RI Certificate, a pilot method to certify RI certificate that come from students. The Registrar’s office will not take this off if not have specific boxes. We have a way to track RI courses, but not attending a symposium. Jennie and DCW have tag for the students attending Symposium

URCC can accept the nominees, and the Registrar’s will do it in the future

Small cases that are not RI/DIR that have to review individually by student

**TM** - Gave a sample list of courses for student application.

**DM** - Registrars’ office catalog to the OURI website

Symposium – internal research participation, presenting at the symposium. Submit abstract or copy of an email that have been accepted

**TM** - probably they have this in their CD this is another way of their involvement

On the transcript there is nothing that indicates what RI is

**GM** – For the purpose of Research a certificate like this is very valuable, real service branding this portfolio

**MDD** - Participation is key to this certificate; how do we get that to the registrar? Any certificate must have a minimum of 12 hours.

**DM**- professional advisors from each college certify the certificate, additional report from OURI. We have no designated Skill building

**DCM**- this committee will not be the final entity to certify these certificates, but a year from now the certification will come from the college with information that came up from OURI

**MDD** – Advisor by the college level can verify the courses with OURI/registrars and confirm that met the criteria. Only problem skill building.

**EW** - look other institutions with RI certificate.

**DCW** – this certificate is modeled on University of South Fl

**D. Mitsova** – In the future one person should be able to certify all this certificates. Cross college certification. Wait a little be to see what we can do to introduce new initiatives

**TM** – Liaisons are looking up to the student perspective, why are they taking these courses without incentive, giving some way to accumulate these activities

**D. Mitsova**- how to make it operational, somebody must do the administrative part

Commit to training the advisor on how to certify the certificate

**DM** – Circulate the proposal to Brian and he has the Council of Advisors

Having their support in the meetings if they have ideas, almost every certificate is housing in the colleges, all certificates has some advisors sign in

**D Mitsova** - Student have to contact the advisor in the college, they must do the audit and notify the registrars

1. **Skill building course – updates**

**EW –** Asked if the following BUS courses could be considered appropriate to add for skill building?

* Data Management and Analysis with Excel (QMB 3302) 3 credits
* Quantitative Methods in Administration (QMB 3600) 3 credits
* Health Research Methods (HSA 4700) 3 credits

**TM** - We wanted to make sure that statistics instruction was included here, so those seem like they could be a good fit

**EW**- Update list of skill building courses that are taught regularly

Example Jerry in the college of Science

Internal symposium is easy to track.

**DM** can we commit to finalize the skill building list by the end of the month?

Members - Best way to get these courses approved by the college

**DM**- for the certificate to roll out for Spring 2022. This certificate must be approved this semester

Try to get RI certificate for the March UUPC meeting

**DCW**- will go to the Deans with updated list including the BUS courses

**DM** - we can go to UUPC with the majority of colleges

**DCW**- Would reach out to deans and copy liaisons to set up meeting between now and the end of February

D. Meeroff and T. Meredith will update language

Liaisons and URCC members will provide updated list of courses

**EW-** Get Maria and Brian anytime soon, **DM** will share this with them now

Important letters of approval from the deans before UUPC

URCC meetings will continue until this Certificate is running

1. **RI Fast Track**
2. Fast Track efforts to date: 15 courses submitted, 9 of them from ENG&CS
3. 2 Possible RI fast track courses will go to UUPC February 1, 2021 meeting

**Meeting adjourned: 1:12pm**