



Office of Undergraduate Studies

General Undergraduate Requirements Committee

October 16, 2025 | Teams | 11:30 AM – 12:30 PM

Agenda

- Approval of 10.02.25 Meeting Minutes
- Course Reviews
 - Establish process/timeline
 - Create rubric
 - Select foundation

Attendance

Committee: Aravinda Kar, Cheryl Cavaliere, Dana-Marie Dennis, Debaleena Majumdar, Donna Breit, Elizabeth Giltner, Frank Tamberelli, Jacqueline Woerner, Jason Fridrich, Kersten Schroeder, Lauren Kehoe, Laurie Pinkert, Marjorie Ceballos, Rie Suzuki, Robin Back (in place of Wayne Bowen), Stefani Francisco, Sue Bauer, Woo Hyoung Lee, Yeidaliz Garcia

Guests: Delia Garcia, Sandra Wheeler, Sean Robb, William Self

Minutes

1. Meeting called to order by Kersten Schroeder at 11:31 AM.
2. Approval of 10.02.25 Meeting Minutes
 - a. Motion to approve 10.02.25 Meeting Minutes made by Jason Fridrich, seconded by Frank Tamberelli.
 - b. Vote: All members voted yes. Minutes approved.
3. Course Reviews
 - a. Kersten Schroeder discussed possible questions/criteria to explore when reviewing courses and the reason for the course review.
 - i. A review of the GEP courses has not been done before at UCF.
 - ii. The review will ensure that courses are in line with the mission.
 - iii. The course review rubric should have elements of the state and program requirements.
 1. The UCRC rubric can be used as an example.
 2. A review of the catalog can be one measurement/form of data collection to make sure courses are fulfilling criteria set in the rubric.
 - b. Motion to create a one-page description of the course review process and framework for the rubric made by Marjorie Ceballos, seconded by Donna Breit.

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- i. Vote: All members voted yes. Kersten will form a subgroup to create the one-page document to be reviewed at the next meeting.
 - c. Motion to select Communication as the foundation for course reviews made by Marjorie Ceballos, seconded by Frank Tamberelli.
 - i. Vote: All members voted yes. Communication foundation selected.
 - d. Kersten Schroeder presented a tentative timeline.
 - i. Fall term - create one-page description of the course review process, establish rubric, and communicate information to foundation leads with deadlines for review.
 - ii. Spring term – conduct course reviews.
- 4. Motion to adjourn meeting made by Frank Tamberelli, seconded by Lauren Kehoe.
 - a. Vote: All members voted yes. Kersten Schroeder adjourned the meeting at 12:05 PM.