



Office of Undergraduate Studies

General Undergraduate Requirements Committee

September 17th, 2026 | Teams | 11:00 AM – 12:00 PM

Agenda

- Approval of 08.20.26 GURC Meeting Minutes
- Review results of virtual election of vice chair
- Addition of Florida Civic Literacy Requirements to Timely Completion Policy
- State Writing Requirement course reviews
 - Review “Draft Information for SWR Course Instructors” by Liz Giltner (see attachment)
 - Review data collection form by Stefani Francisco: [UCF State Writing Requirement Course Review – Fill out form](#)
- GEP foundation review – Mathematics
- New business

Attendance

Voting Committee Members: Abigail Matthews, Aravinda Kar, Brianna Wyatt, Cheryl Cavaliere, Dana-Marie Dennis, Lana Williams, Jenna Wheeler, Kersten Schroeder, Lauren Kehoe, Marjorie Ceballos, Nora Underwood-Caputo, Rie Suzuki, Sue Bauer, Woo Hyoung Lee

Ex-Officio Committee Members: Elizabeth Giltner, Stefani Francisco, Wayne Bowen

Guests: David Kwun, Delia Garcia, Sean Robb, William Self, Sandra Wheeler, Ronnie Zimmerman

Minutes

1. Meeting called to order by Kersten Schroeder at 11:03 AM.
2. Quorum met.
3. Approval of 08.20.26 GURC Meeting Minutes
 - a. Motion to approve minutes made by Nora Underwood-Caputo, seconded by Aravinda Kar.
 - b. Vote: Majority voted yes. Minutes were approved.
4. Results of Virtual Election of Vice Chair
 - a. Nora Underwood-Caputo nominated herself for vice chair.
 - b. Stefani Francisco presented the results of the virtual election held via Qualtrics.
 - i. Vote: Majority voted for Nora Underwood-Caputo. Nora Underwood-Caputo was elected for vice chair.

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5. Addition of Florida Civic Literacy Requirements to Timely Completion Policy
 - a. Wayne Bowen presented proposed addition to the Timely Completion Policy:
 - i. If a student has completed all graduation requirements other than the Florida Civic Literacy Assessment, they may not enroll in additional UCF courses. Students will have a registration hold placed on their account to prevent future enrollments. Should any students successfully add additional classes beyond the major, they will be administratively dropped from those courses.
 - b. The committee engaged in discussion on how to better communicate Florida Civic Literacy requirements to students.
6. State Writing Requirement Course Reviews
 - a. Elizabeth Giltner presented information that can be included in syllabus for courses designated as fulfilling the State Writing Requirement.
 - b. Stefani Francisco presented the Microsoft form and agreed to add the requirement to include the faculty member's name.
 - c. Motion to send the Microsoft form with a completion deadline of November 20th to department chairs/directors made by Nora Underwood-Caputo, seconded by Dana-Marie Dennis.
 - i. Vote: Majority voted yes. Stefani Francisco will send the form on behalf of the Office of Undergraduate Studies.
7. GEP Foundation Review – Mathematics
 - a. Kersten Schroeder discussed the timeline for completing the review of the mathematics foundation courses.
 - i. Late November – Early December: Wayne Bowen will send an email to department chairs/directors requesting course information for the GURC review.
 - ii. Before the February GURC meeting: mathematics foundation courses will submit information for review.
 - iii. Late April: GURC will complete the course reviews and communicate results to the mathematics foundation courses.
 - b. Motion to approve timeframe made by Dana-Marie Dennis, seconded by Marjorie Ceballos.
 - i. Vote: Majority voted yes. Timeframe approved.
8. No new business.
9. Motion to adjourn made by Dana-Marie Dennis, seconded by Nora Underwood-Caputo.
 - a. Meeting adjourned at 11:49 AM.

Future Meetings

- October 15th, 2026
- November 19th, 2026
- December 17th, 2026
- Spring 2027 TBD