

To: Dr. Venita Sposetti, Chair, Student Performance Evaluation Committee

Copy to: Dr. Shannon Holiday, Chair, Faculty Assembly  
Dr. Shannon Wallet, Associate Dean for Faculty Affairs

From: Dr. Isabel Garcia, Dean

Date: January 2, 2018

**Subject: Charge to the Student Performance Evaluation Committee (SPEC), Jan. 2018 – June 2019**

Thank you for your service to the University of Florida College of Dentistry representing students and administration on the Student Performance Evaluation Committee for 2017- 2018.

As stated in the college's constitution and bylaws, it is the responsibility of this committee to make independent decisions regarding individual student's academic status based upon documentation provided to the committee (academic counseling reports, referrals from course directors, and submission of course final grades). Students identified as having poor academic performance or delay in their academic progress are invited to a hearing with the committee, following due process procedures as outlined in the student handbook, when placement on academic probation, retracking or dismissal is a consideration. The committee also has the responsibility for approval of the dean's list and removing students from academic probation.

As stated in the Bylaws, this committee consists of six full-time faculty members elected by the Faculty Assembly with two committee members elected each year, three pre-doctoral students, one each from the second, third, and fourth year classes, and the Basic Science coordinator. The associate dean for education will serve as the non-voting permanent chairperson. The assistant dean of student and multicultural affairs will serve as a permanent, non-voting, ex-officio member of the committee.

Members of this committee will also serve as the college's representatives to the University of Florida Health Science Center Conduct Committee and will be advised of conduct violations of students undergoing academic review by this committee. The committee reports directly to the dean who handles all appeals originating from the actions of the committee.

This year I am asking the Student Performance Evaluation Committee to:

- Review and revise the constitution and bylaws as necessary to reflect the mission and membership of the Student Performance Evaluation Committee.
- Review, clarify and update the policies regarding academic and conduct probation
- Review, clarify and update the procedures regarding academic and conduct probation including the roles and responsibilities of the student, SPEC, and administration
- Review, clarify and update the student handbook as it pertains to policies and procedures regarding academic and conduct probation

Each standing faculty committee is charged with reviewing relevant outcome measures from the college strategic plan. The measures that should be reviewed by the Student Performance Evaluation Committee include:

- Number of students on Dean's list
- Number of student hearings
- Number of students placed on and removed from academic probation
- Number of student placed on and removed from conduct probation
- Number of students re-tracked, dismissed and withdrawn from UFCD

The committee should refer all committee action items to the Faculty Advisory Board (FAB) on an ongoing basis for FAB's review, discussion and subsequent action, as needed. The committee should evaluate performance on these measures and when appropriate, action plans for improvement should be instituted using the Plan-Do-Check-Act (PDCA) cycle. The PDCA is the college model for outcomes assessment and evaluation.

I am looking forward to another productive academic year for our college and thank you for all of your efforts leading the Student Performance Evaluation Committee.