



Minutes

Undergraduate Committee

Meeting Date: December 8, 2025

Zoom Session

Meeting called to order at 2:47

Guests: None

A. Approval of Minutes from 11/20/25

B. Old Business

1. We consulted with the Chair of the GEAC (Hanna Nevkasil) to determine if there was any information/action needed from the UGC
2. The result of the meeting concerning transfer credit for both ACTFL and NEWL exams was discussed
 - a) report of meeting among Lisa Vertucci, Kim Schwartz, Sarah Jourdain, [Eriko Sato](#), [Lilia Ruiz-Debbe](#)- Shelley Germana

(1) ACTFL:

We will continue directing students to the LLRC first to determine whether Stony Brook offers appropriate language options. If the LLRC determines the student should take the ACTFL, the student will need to complete both the OPI and WPT at the Intermediate level or higher. If they earn the ACE-recommended score, they will receive 3 credits and the 112 equivalency. We will plan to reconvene in about a year to review the policy and see if any adjustments are needed.

(2) NEWL:

These exams will be treated the same as the other language AP exams for Arabic, Korean, Portuguese, and Russian. They will follow the same guidelines as APs, and students must earn a score of 3 or higher to receive credit.

b) Continued discussion of standardization of campus instructional policy

(1) There are major discrepancies among departments and East and West campuses

(2) The use of the word “policy” vs “expectations” was discussed at length

(3) Amy Cook clarified that the University Senate is the key body for articulating the responsibilities while the Provost’s Office can create documents linking to and citing the policy

(4) The discussion was expected to continue



(5) It was decided that the group would reach out to [Brenda Anderson](#) to follow through with this issue

c) Discussion ensued about revising the “10 Signs You’re a Good Teacher” document for promotion and tenure in an effort to clarify expectations and responsibilities. It was agreed that there should be 1 comprehensive document for undergraduate and graduate departments with separate sections for each. These will be shared with the FRRPC and the GC

C. New Business

1. AI discussion - Amy Cook
2. Shyam Sharma shared his update on AI

II Cognate Administrator Report (if appropriate); Not applicable

II. Meeting Adjournment : 2:45 PM

Next Meeting: TBA