

# **Undergraduate Curriculum Forum**

## **AGENDA**

Adanti Student Center, Room 301A

Thursday, January 26, 2012

- I. Call to order
- II. Announcements
  - a. Wendy Hardenberg – Ten-minute Library presentation discussing in what classes is research first required in degree programs and the topic of information literacy.
- III. Approval of UCF minutes of December 15, 2011
- IV. Standing Committee Reports
  - a. NPIC – New Programs and Innovations Committee
  - b. WACC – Writing Across the Curriculum Committee (no report)
  - d. PRAC – Program Review and Assessment Committee (no report)
  - d. UWIC – University Wide Impact Committee
  - e. LEPC – Liberal Education Committee
  - f. NMC – Notifications Management Committee
- V. Old Business
  - a. Technology survey participation.
- VI. New Business
- VII. Adjournment

**Undergraduate Curriculum Forum**  
**MINUTES**

Adanti Student Center, Room 301A

Thursday, December 15, 2011

Present: M. Hartog, G. Kowalczyk, R. Zipoli, D. Taylor, L. Lancor, S. Grubacic, L. Bower, M. Diamantis, M. McClain, J. Cooper, C. Hannah, M. Fede, B. Nakamura, T. Radice, C. Simoneau, J. Hong, C. Dellinger-Pate, G. Robbins, R. Kustin, M. Vancour, M. Enjalran, P. Kahlbaugh, D. Smith, G. Adams, E. Keenan, E. Larkin, J. Mielczarski, S. Graves, D. Weiss, P. Beals, S. Clerc, S. Keller, J. Mills, K. Lacey

Absent: M. Narumanchi, K. McGill, B. Phelan, M. Das, M. Generali, E. West, J. Liu, J. Irving, M. Davidson, K. Gatzke, J. O'hara, J. Tait, J. Terpstra, S. Michalek, T. Lin, C. O'Sullivan, M. Rothbard, M. Shea, K. Laing, D. Bentley-Drobish, J. Thorson

- I. The meeting was called to order at 8:45 a.m.
  - Quorum (50% + 1) was reached at 8:58 a.m.
- II. Announcements
  - a. Dr. Mary Papazian may not begin in January 2012, although there is hope that she will begin part-time in January and begin full-time in March.
- III. Approval of UCF minutes of December 1, 2011
  - a. Minutes of December 1<sup>st</sup> approved unanimously.
- IV. Standing Committee Reports
  - a. NPIC
    - i. Discussion of 12/8 electronic meeting
      1. Special Topics Courses:
        - 1) MDS 398 Funny Girl Women and Television
    - ii. Minutes of 12/8 meeting accepted
  - b. NMC
    - i. Discussion of 12/8 and 12/14 meetings
      1. **Motion** to approve the following new and revised courses:
        - New Course Proposals
        - 1) MKT 101 Conceptual Foundations of Business (T1)
        - 2) POR 200 Portuguese III (T1)
        - 3) MAT 260 Geometry and the Arts (from Dec. 14<sup>th</sup> meeting)
        - Revised Course Proposals
        - 4) EDU 309 Curriculum Design and Methods for Preschool
        - 5) MAT 107 Elementary Statistics (T1)
        - 6) MAT 108 Mathematics for the Natural Sciences (T2)
        - 7) MAT 122 Precalculus (T1)
        - 8) MAT 139 Short Course in Calculus for Social Sciences
        - 9) THR 227 Oral Interpretation of Poetry and Prose (T2)
        - 10) THR 424 Shakespeare Workshop (T2)
        - 11) EDU 206 Principles of Early Childhood (from Dec. 14<sup>th</sup> meeting)
        - Revised Program Proposals

1. BS Information Management and Services
2. BS Communication Disorder
3. BA Mathematics
4. BS Mathematics/Concentration: Applied Mathematics

Revised Minor Proposals

1. Information Management and Services
  2. Criminal Justice Minor
2. **Motion** to approve passed unanimously.
  3. **Motion** to approve SOC 267 Sociology of Sports
    - 1) Discussion ensued when Exercise Science Department representatives spoke against approval of SOC 267 based on the fact that Exercise Science has a similar course, EXS 496 Sport in American Culture, a course that hasn't been offered in a long time. (Course outline attached)
    4. The question was called and the Motion passed with two not in favor and one abstention
- ii. Minutes of 12/8 and 12/14 meetings received
- c. WACC
- i. Discussion of 12/8 meeting
    1. **Motion** to approve the following W-courses:
      - 1) PHI 325 Bioethics of Life Science
      2. **Motion** approved unanimously
  - ii. Minutes of 12/8 meeting received
- d. PRAC
- i. Discussion of 12/8 meeting
    1. PRAC set a date for the Accounting Department's most recent revision.
  - ii. Minutes of 12/8 meeting received
- e. UWIC
- i. Discussion of 12/8 meeting
    1. **Motion** to approve the following courses:
      - 1) SOC 235 Environmental Sociology (T2 SSSC)
      - 2) CHE 125 Principles and Applications of General, Organic, and Biochemistry (T2 NWII)
    2. **Motion** approved
  - ii. Minutes of 11/17 meeting received
- f. LEPC
- i. Discussion of 12/7 meeting
    1. **Motion:** Whereas SCSU exists for the primary purpose of furthering academic excellence;  
 And whereas University administration has made a commitment to provide the resources necessary to support implementation of the Liberal Education Program (LEP);  
 And whereas Tier 1 courses should be completed as early as possible in a student's program;  
 And whereas a concern has emerged regarding the unavailability of multicultural communication courses for many students during their first semester;

Therefore, be it resolved that University administration make it an utmost priority to provide the necessary resources that will facilitate implementation of the LEP; e.g., the necessary sections of WLL.

2. **Motion** approved with one abstention.
3. **Motion:** Waiver examinations may be available for students who, as a result of prior experience, have proficiency in subject areas equivalent to that of a student who successfully completes a course. Students should see the department chairperson of the appropriate subject area or, in the case of TF or CT, should see the coordinator for that area to see if a waiver examination is available.
4. **Motion** passed unanimously
  - ii. The LEPC would like to remind the UCF that departments with concerns about the impact of the LEP on their majors' abilities to graduate in a timely manner should submit those concerns in writing to the LEPC Chairperson. Guidelines will appear on the LEPC webpage.
  - iii. Minutes of 12/7 received

V. Old Business

After considering the discussion from the last meeting, the Steering Committee moves to amend the previous motion on electives as follows:

**Replace the previous motion:** Because programs that require external certification go well beyond the required 120 credits to graduate, the Steering Committee moves that the electives requirement for BS degrees of 12 electives credits be waived for the teacher certification programs and the Nursing program.

**With the following motion:**

Whereas certification programs frequently require significantly more than 120 credits to graduate; and

Whereas the School of Education and Nursing Departments are in the process of re-evaluating their programs to accommodate the LEP requirements;

Therefore, be it resolved that during the LEP transition period the requirement of 12 elective credits for the Teacher Certification and Nursing programs be suspended.

1. **Motion** approved with one opposition.

VI. New Business – none

Meeting adjourned at 9:56 a.m.

These minutes are respectfully submitted by Michele Vancour with the help of Greg Adams.

PROPOSED SOCIOLOGY COURSE

**TENTATIVE TOPICS, READING ASSIGNMENTS, AND DUE DATES**

**Part I: Foundations of Micro Sociology**

**Topic 1: Introduction**  
Read: Readings 1a and 1b

**Topic 2: Boys, Men and Sports**  
Read: Readings 2a and 2b

**Topic 3: Girls, Women and Sports**  
Read: Readings 3a and 3b

**Topic 4: GLBT Athletes**  
Read: Readings 4a and 4b

**Topic 5: Sports and Race/Ethnicity**  
Read: Readings 5a and 5b

**Topic 6: Sports and Disability**  
Read: Readings 6a and 6b

**Topic 7: Sports and Drugs**  
Read: Readings 7a and 7b

**EXAM #1 on Topics 1 through 7**  
**PAPER #1 due**

**Part II: Micro Group Processes**

**Topic 8: Sociology of Recreation and Leisure**  
Read: Readings 8a and 8b

**REWRITE OF PAPER due**

**Topic 9: Recreation, Leisure, and Physical Space**  
Read: Readings 9a and 9b

**Topic 10: Recreation, Leisure and Culture**  
Read: Readings 10a and 10b

**Topic 11: Recreation, Leisure and Conflict**  
Read: Readings 11a and 11b

**Topic 12: Boys, Men and Body Image**  
Read: Readings 12a and 12b

**Topic 13: Girls, Women and Body Image**  
Read: Readings 13a and 13b

**Topic 14: The Future of Sport, Leisure and Body**  
Read: Readings 14a and 14b

**EXAM #2 on Topics 8 through 14, PAPER #2 due**

**Final exam period: Group presentations**

<b>Week</b>	<b>Topic</b>	<b>Assignment</b>
1	Course Introduction Definition and Purpose	Text Intro. Report 1 Chapter 1
2	What is sport? Using Sociological Theories Functionalist approach	Report 2 Chapter 2
3	Look at the Past Sports through history Changes in games and sports	Chapter 3 Report 3
4	Competition in Sports Reward structures Preparation for Life	Chapter 4 Report 4 <b>TEST 1</b>
5	Youth Sport Programs Formal vs. informal games Considerations and Recommendations	Chapter 5 Report 5
6	Deviance in Sports Problems faced Performance-enhancing drugs	Chapter 6 Report 6
7	Aggression in Society What is violence? Sport as a cure	Chapter 7 Report 7 Video  <b>TEST 2</b>
8	Gender Relations Participation patterns Political and organizational issues	Chapter 8 Report 8
9	Race and Ethnicity Sports participation patterns Sports and Intergroup relations	Chapter 9

<b>Week</b>	<b>Topic</b>	<b>Assignment</b>
10	Class Relations and Social Mobility	Chapter 10
11	Sport and the Economy	Chapter 11
12	Sport and Mass Media	Chapter 12 Term Paper Due
13	Sport and Politics Sport in High School and College Impact and Recommendations	Chapter 13 Chapter 14 Video
14	Sport in Religion Sport in the Twenty-First Century	Chapter 15 Chapter 16
15	Oral Presentations	

Called to order at 9:35 a.m.

Present: G. Adams (Chair), M. Bay, G. Kowalczyk, K. McGill J. Thorson

**I. New Business**

Members created an “Intent to Pursue a Minor” form for the Minor tracking system (attached).

There were no new Special Topics Notifications

Meeting was adjourned at 10:05 am.

Respectfully submitted,  
Gregory Adams

## Intent to Pursue a Minor

The following form will help us do all we can to provide the courses you need to successfully complete your minor. It does not obligate you to complete the minor. However, if you choose to withdraw from the minor, please notify the coordinator of the minor program as a courtesy.

You **must** also indicate your minor on your application for graduation during your junior or senior year. This is essential in order for your minor to appear on your transcript.

Please print clearly:

Name of the Minor Program \_\_\_\_\_

Your Name: (last) \_\_\_\_\_ (First) \_\_\_\_\_

Student ID#: \_\_\_\_\_ Owls-Mail e-mail address: \_\_\_\_\_

Current Major \_\_\_\_\_ Daytime phone \_\_\_\_\_

Anticipated Graduation Date: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
Name of the minor program coordinator (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor program coordinator signature

\_\_\_\_\_  
Date

Minor Program Coordinators: Please forward the original copy of this form to the Registrar's Office

Southern Connecticut State University  
Writing Across the Curriculum Committee  
Minutes

January 19, 2012

WACC did not meet.

PRAC Minutes  
January 19, 2012

PRAC did not meet.

University-Wide Impact Committee  
Minutes 1/19/12

**Present**

P. Beals, K. Gatzke, E. Keenan, K. Laing, L. Lancor, H. Lockwood, A. Marsoobian,, J. Mills, B. Nakamura, M. Shea, M. Talhelm, D. Weiss

**Absent**

JWA. Fullmer, J. Mielczarski, W. O'Brien, J. O'Hara, T. Regan, A. Reynaga, W. Yu

**Special Guest:** M. Hartog, UCF Chair

**I. Call to Order**

The meeting was called to order at 9:40 am.

**II. Old Business**

Motion to approve UWIC bylaws.

Motion passed: 9-0-0

**III. New Business**

**LEP COURSE PROPOSALS**

MKT 101 Conceptual Foundations of Business (T1 CT)

Motion to Revise with major revision by M. Shea, seconded D. Weiss

Motion passed 8-1-0

POR 200 Portuguese III (T1 MC)

Motion to approve with minor revision by P. Beals, seconded M. Talhelm

Motion passed 8-0-1

MAT 107 Elementary Statistics (T1 QR)

MAT 108 Mathematics for the Natural Sciences (T1 QR)

MAT 122 Precalculus (T1 QR)

Motion to approve *en bloc* with minor revision by J. Mills, seconded H. Lockwood

Motion passed 7-0-0

MAT 260 Geometry and the Arts (T2 CD)

Motion to approve: TABLED

**IV. Adjournment**

The meeting adjourned at 10:55 am

Minutes prepared by Byron Nakamura

**Bylaws**  
**University-Wide Impact Committee**  
**Southern Connecticut State University**

**University-Wide Impact Committee** (UWIC), as a sub-committee of the Undergraduate Curriculum Forum (UCF), has the following responsibilities:

- Receive and evaluate new and revised course and program proposals having University-wide impact.
- Receive and evaluate proposals and make recommendations concerning courses and (curricular) issues that have University-wide impact and mediate conflicts connected with those issues.
- Encourage dialogue and support faculty activities related to University-wide curricular issues.
- Encourage, recommend, or propose policies for curricular issues and innovations that have University-wide impact.
- Upon request, provide assistance to departments and individuals in preparing proposals.

### **I. Membership**

- A. Membership and election of the Chair shall follow the UCF bylaws.
- B. UWIC membership shall be determined during the first meeting of the academic year according to UCF bylaws.

### **II. Meeting Schedule**

- A. UWIC shall meet at least monthly during the academic year.
- B. At the discretion of the Chair, a meeting may be conducted via electronic correspondence when a face-to-face meeting is not possible and when it is necessary to meet.

### **III. Quorum**

- A. 50% of all voting UWIC representatives plus one constitutes a quorum.
- B. The Chair shall inform members whether a quorum is present before voting takes place.

## **IV. Rules of Order**

- A. Robert's Rules of Order, latest edition, shall govern proceedings of UWIC.
- B. Where the bylaws deviate from Robert's Rules, the bylaws shall govern.

## **V. Voting**

- A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The chair shall appoint tellers to conduct the ballots.
- B. No absentee ballots or proxies shall be permitted for UWIC business.
- C. When a meeting is conducted via electronic correspondence, the chair will set a deadline for receiving votes on motions put forth. If any UWIC member objects to voting electronically, the electronic vote shall not take place.

## **VI. Order of Business**

- A. The order of business at UWIC meetings shall be:
  - 1. Meeting called to order
  - 2. Announcements
  - 3. Old Business
  - 4. New Business
- B. Any member of the University Community shall have the right to request consideration of additional items for the agenda, in writing, to the Chair.

## **VII. Rules of Procedure**

The following rules shall govern the normal business of UWIC.

- A. The agenda, insofar as possible, shall be delivered electronically to UWIC members at least two days prior to the meeting at which it is to be presented.
- B. Any major policy statement or document developed by UWIC and approved by the UCF shall be reproduced in its final form and provided to the UCF office for recommended archival on the UCF web site.
- C. Approved minutes shall be reproduced in its final form and provided to the UCF office for recommended archival on the UCF web site.
- D. The latest version of the bylaws shall be reproduced in its final form and provided to the UCF office for recommended archival on the UCF web site.

## **VIII. Amending Bylaws**

When considering a bylaws change or amendment, UWIC members shall be notified in writing at least one week in advance of the meeting. A two-thirds majority vote in favor of the proposed change shall be sufficient to recommend a change or amendment to the bylaws, as long as a quorum is present.

## Liberal Education Program Committee Meeting

Wednesday, December 14, 2011

12:00-4:00 pm, Davis 018

### Meeting Minutes

Present: Polly Beals, John DaPonte, Wendy Hardenberg, Marty Hartog, Nicole Henderson, Liz Keenan, Rich Kustin, Kim Lang, Armen Marsoobian, Wes O'Brien (recording), Elsie Okobi, Deborah Weiss (Chair),

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Meeting was called to order at 12:00 pm.

Minutes of 12/7/11 approved unanimously.

#### **Old Business Update LEP Exemptions Policy**

Deb informed the committee that Nursing requests a response to their request for an exemption. Deb will ask that they put the request in writing.

Such requests should include explanation of the issues regarding difficulties students face graduating in a timely manner, and how those difficulties are specifically related to implementation of the LEP. Requests should also include an explanation of alternate ways departments have tried to mitigate the problem as well as an explanation of how the key elements will be met should an exemption be allowed.

#### **New Business**

##### **Toward a more Seamless Integration of Transfer Credits**

Frank Ladore met with the committee to discuss some of the challenges faced with regard to placing transfers. Salient points follow:

- Transfer students from community colleges are now being advised under old and new program.
- Question: Can students with Associates Degree waive T2 level and only take capstone?
- Noted that there are different kinds of Associates Degrees.
- Admissions would like more information to enable them to make informed decisions. Would like to have contact names for addressing problems or questions.
- Transfer banks need updating. Community College advisors are provided with a link to the equivalency bank and the grid. If they have the link, they should be able to update.
- Frank expressed concern about inappropriate INQ placement (e.g., doesn't want to put 30-year-old freshmen in INQ classes. Nicole said that 12 credits is the INQ suggested cut-off that has been discussed, but nothing has been finalized. She feels that population entering with 12 credits or less would be well-served by INQ courses. She suggested a waiver policy for INQ—at this point, waivers are automatic.
- Committee discussed the different nature of transfer credits. Are they, for example, from a certificate program? The point is that using numbers as the sole criteria upon which to make decisions may not be optimal: must also consider nature of the programs involved. Some programs (e.g., vocational programs) are not designed for transfer credits.

- It was suggested that resources need to be made available enabling someone to “comb” catalogues to determine appropriate transfers; this aligns with what the transfer council is requesting.
- Do we want to be more friendly with the outside world? We can extend an invitation to community colleges to explain how their courses might meet the key elements? Polly has a proposal in writing from Gateway. She will forward.

### **Waiver examinations**

Requirements for fulfillment of competencies and for waiver exams is contained in Appendix A of the LEP document.

Waiver exams will be available for both T1 and T2 courses.

The committee had a general discussion about the waiver process and about equivalencies with regard to competencies. Discussion included the following concerns, questions and observations:

- Concern about whether we are testing appropriately for key elements.
- Unlike Tech Fluency, CT will ultimately have a proficiency examination.
- Challenges of creating a generic exam for CT. Different ideas of what constitutes critical thinking.
- Inappropriateness of an INQ waiver exam.
- Transferrable TF courses currently offered by community colleges are only in computer science. Community college COM courses are focused on speech communication.
- Transferrable CT courses are logic courses that deal with argumentation.
- Tech Fluency Committee could put together a “bank” of exams culled from previous courses.
- Suggestion was made that if transfers have completed all competencies but CT, they can co-requisite with T2 courses.
- For questions regarding Tech Fluency and CT, transfer students should contact the steering committee coordinator who will coordinate with departments.
- Concern that students who waive CT do not participate in learning communities thus circumventing an important contributor to academic growth. Waiving CT creates “broken” learning communities. Point: just because students are “bright” does not mean that they do not face difficulty making social connections.
- Question regarding CT: Should not the waiver exam and competency exam be one and the same?
- Departments should understand that exams are not just content exams anymore

Deb suggested the following motion:

Motion to Change Catalog Language.

A waiver examination may be available for students who, as a result of prior experience, have proficiency in a subject area competency equivalent to that of a student who successfully completes a course. Students should see the department chairperson of the appropriate subject area, or, in the case of Technological Fluency or Critical Thinking, they should see the coordinator for that area.

The motion was unanimously approved.

## Transfer credits

Question: Should courses be accepted from other colleges/universities to fulfill T1 and T2 LEP requirements if they meet Key Elements but there is no “comparable or equivalent” course listed LEP category of courses? For instance, it is common for community colleges to offer studio art (ceramics, graphic design, drawing, etc). Art at SCSU does not plan to offer comparable/equiv. courses in Creative Drive because it lacks staff/facilities. Nonetheless, many such courses fulfill the goals and key elements of LEP. Are they transferrable as such?

Discussion regarding this question included the following questions, observations, and suggestions:

- Will we create shell courses?
- Who will decide if an area will be waived?
- Should departmental permission offer the reason the department is not including the equivalent in the LEP?
- Is departmental permission required?
- Are there reasons a department would choose not to offer a course that meets Key Area requirements as such?
- The question should be determined on a course by course basis.
- Suggestion was made that students submit T2 credit requests. Once a student brings a course forward and it is accepted, then it should go in the transfer bank.
- We have been approached by the Community colleges because they feel that their courses meet creative drive.
- If we let the community colleges know that they can bring courses forward that do not have an equivalent in our subject areas, it will put the onus on them to meet LEP requirements, but at the same time, it can also bring us transfer students.

Polly will convey discussion concerns to Frank and to Lauren at Gateway and tell them that we will stick to the grid. The committee decided that a transfer course with an equivalent at Southern would be given credit for the recognized course but would not fulfill an LEP requirement if the Southern course is not an LEP course.

Meeting adjourned at 4:00pm

Respectfully submitted,

Wes O'Brien

## Liberal Education Program Committee Meeting

Wednesday, January 18, 2012

3:25–4:45pm, Math Conference Room – EN D122

### Meeting Minutes

Present: Kim Laing, Rich Kustin, Elliott Horch, Deb Weiss (Chair), John DaPonte, Wendy Hardenberg (recording), Armen Marsoobian, Liz Keenan, Polly Beals, Joe Fields, Nicole Henderson, James Tait

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- Meeting was called to order at 3:29 p.m.
  
- Minutes of 12/14/11 were altered to reflect that we approved the motion regarding waiver examinations, to clarify our decision about transfer credits, to say “coordinator” instead of “steering committee chairperson”, and to correct spelling errors. Minutes were then approved unanimously with 2 abstentions.
  
- Announcements
  - Deb reported that a request had been made at the end of last semester to Marianne Kennedy, Interim Provost to provide credit release time for Nicole Henderson to work on the transfer bank this spring; however Dr. Kennedy stated that she did not have available funding to do this.
  - Deb and Polly met with Dr. Kennedy on Jan. 17 in order to discuss several issues in advance of her attendance at our January 25 meeting. They reported that the following issues were discussed: importance of transfer bank completion and resources for doing this, shortage of Spanish classes during fall 2011 and possible implications, assessment within the LEP (brief discussion). Dr. Kennedy mentioned that bond funding might be available to provide equipment to conduct mobile language labs in order to alleviate the shortage of lab space for WLL classes. The LEPC outlined the following issues for discussion at our January 25 meeting:
    - How will the shortage of Spanish sections for freshmen be addressed by the administration for next year’s classes?
    - How will the necessary resources for coordination of LEP, FYE, and Academic Advising during winter break and summer session be provided?
    - When will the full-time position requested by FYE be filled?
    - What funds will be provided to appropriate faculty to complete the transfer bank?
    - Are there still funds available for faculty to create new Tier 2 courses (grant)?
    - What financial resources will be available for assessment?
    - What do you see as the primary measures that should be addressed globally for the LEP?
    - What do you think we should be prepared for down the line with regard to any legislative mandates?
  - Winnie Yu has been invited to the February 1 meeting to provide an update on Tech Fluency.
  
- Old Business
  - Follow up by Polly on further discussion with community colleges re creation of courses articulated with the LEP – nothing to report yet
  
- New Business

- Transfer Students:

- The committee had a brief discussion regarding Associate's Degrees from community colleges and the potential for universities being pressured at some time in the future to accept these as a demonstration of completion of liberal arts education. Due to the different types of Associate's degrees, it was decided that it was unlikely that this request will be made for all Associate's Degrees. The committee decided to focus on the transfer student requirements as they are outlined in the LEP document since this is currently the component over which we have control.
- A discussion was then begun regarding transfer students with junior or senior status and their requirements as outlined in the LEP document. The committee was first asked to consider whether the requirement for these students to take at least two Tier 2 courses and complete a capstone course is reasonable. This discussion will continue at the next meeting.

- Meeting adjourned at 4:41 p.m.

**Undergraduate Curriculum Forum  
Notifications Management Committee Minutes**

**January 19, 2012**

NMC did not meet.