

# Undergraduate Curriculum Forum

## AGENDA

Adanti Student Center, Room 301A

Thursday, Oct. 8, 2009

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of September 24, 2009
- IV. Standing committee reports (minutes and committee motions)
  - a. NPIC
  - b. NMC
  - c. WACC
  - d. PRAC
  - e. UWIC
- V. Ad hoc reports (per committee request)
- VI. Old Business

GETF to LEPC transition:

**Motion for discussion:**

That the Liberal Education Program Committee:

2) be comprised of:

- 9 members, 1 from each school and the remainder at-large members with full voting rights,
- with no more than one person per department,
- and the following non-voting ex-officio members: UWIC chair, LEP director, Honors College Director, LINKS Director, FYE Director, representative from library.

3) not require members to have previous LEP teaching experience in order to serve on the committee.

- VII. Adjournment

## **Undergraduate Curriculum Forum**

### **Minutes**

Adanti Student Center, Room 301A

Thursday, Sept. 24, 2009

Present: D. Weiss, B. Phelan, M. Das, S. Grace, O. Gulacar, S. Felsenfeld, J. McCullagh, R. Glinka, L. Foss, N. Marano, M. Fede, S. Latorre, E. Larkin, B. Nakamura, T. Radice, C. Simoneau, J. Hong, M. Hartog, C. Dellinger-Pate, G. Brady, R. Kustin, J. Irving, C. Michalski, D. Flynn, R. Cain, K. Gatzke, H. Lockwood, J. O'hara, K. Marsland, D. Smith, G. Adams, E. Keenan, W. Elwood, S. Latorre, E. Larkin, T. Lin, J. Mielczarski, K. Barnett, G. Cochenet, S. Graves, A. Marsoobian, K. Rondinone, M. Shea, P. Beals, S. Clerc, K. Laing

Absent: M. Narumanchi, K. Skoczen, I. Antonios, A. Abugri, M. McClain, J. Fullmer, E. West, J. Strawn, K. Cummings, J. Tait, M. Kiarie, J. Fields, D. Bentley-Drobish, B. Kalk, T. Hills,

- I. Call to order
  - The meeting was called to order at 9:40am.
- II. Announcements
  - K. Marsland reminded us about the WACC deadline.
- III. Approval of UCF minutes of September 10, 2009
  - All approved minutes, pending revisions.
- IV. Standing committee reports (minutes and committee motions)
  - a. NPIC – minutes received, courses logged
    - HON 298 – Mathematics and the Environment
    - JRN 298 – Journalism and Technology
    - JRN 398 – Online Journalism
    - WMS 498 – Caribbean Women's writing
  - b. NMC – minutes received,
    - Motion to approve the following:

### **New Course Proposals**

BIO 205 – Forensic Biology

EXS 202 – Athletic Training Clinical Practice I – Injury Prevention

EXS 203 – Athletic Training Clinical Practice II – Immediate Care

EXS 411 – General Medical Perspectives

EXS 421 – Organization and Administration in Human Performance

REC 463 – Tourism Impacts, Planning and Management

### **Revised Course Proposals**

EXS 302 – Clinical Experience I: Athletic Training

EXS 303 – Clinical Experience II: Therapeutic Modalities in Athletic Training

EXS 402 – Clinical Experience III: Athletic Injury Assessment

EXS 403 – Clinical Experience IV: Rehabilitation

SOC 339 – Fundamentals of Forensics

## Revised Program Proposals

B.A/B.S., Biology

B.A/B.S., Sociology

- All approved the motion
- c. WACC – minutes received,
  - Motion to approve the following:

Course: ANT 376 Anthropology of Education

Faculty: Kenneth McGill

Course: SOC 370 Sociological Research Methods

Faculty: Gregory Adams

Course: SOC 490 Seminar in Sociology

Faculty: Jon Bloch

- All approved the motion
  - d. PRAC – minutes received, no program reviews presented
  - e. UWIC – minutes received.
- V. Ad hoc reports (per committee request) – no committee reports
- VI. Old Business

GETF to LEPC transition: The main motion on the floor was:

That the Liberal Education Program Committee:

A) be constituted of all newly elected members.

B) be comprised of 13 members, 2 from each school and 3 at-large members with full rights.

C) not require members to have previous LEP teaching experience in order to serve on the committee.

The UCF Steering Committee made a motion to divide the main motion.

Discussion:

The steering committee presented the details from the LEPC document and the Senate resolution about creating/charging the LEPC committee. The UCF is required to create the LEPC committee and the Senate will approve the final committee.

All approved the motion to divide the main motion with one abstention.

**Motion A:** That the Liberal Education Program Committee be constituted of all newly elected members

Discussion:

The steering committee suggested that the main issues are those of experience versus diversity. Does the UCF favor guaranteeing that the LEPC will initially be more experienced or more representative of all schools and a variety of departments? Members discussed the issues, including the importance of continuity and the need to constitute the committee in a timely manner. Other members were concerned that the math/computer science and Arts & Sciences over-representation would not address all students' interests.

The question was called. There was a subsequent objection to call the question. The vote was 30-4-4 in favor of calling the question.

The main motion was then defeated by a majority.

A second motion on this topic was presented: That the Liberal Education Program Committee be constituted of 3 newly elected members and the 6 previously elected members who will complete their terms.

Following a brief discussion the motion was approved by the members with 2 abstentions.

The next motion, Motion B, was brought to the floor.

**Motion for discussion:**

That the Liberal Education Program Committee:

B) be comprised of 13 members, 2 from each school and 3 at-large members with full rights.

An amendment to the motion was made as follows:

**Motion:** That the Liberal Education Program Committee be comprised of

- 9 members, 1 from each school and the remainder at-large members with full voting rights
- with no more than one person per department,
- and the following non-voting ex-officio members: UWIC chair, LEP director, Honors College Director, LINKS Director, FYE Director, representative from library.

The discussion centered on the diversity of the committee. D. Weiss noted that the first group of three elected members would be from each college not currently represented: Business, Education, and HHS.

The amendment to the motion was approved. The discussion was tabled until next time due to time constraints.

VII. Adjournment – the meeting was adjourned at 10:50am

Minutes respectfully submitted by Kathleen Rondinone.

Called to order at 9:40am

Present: G. Adams, G. Cochenet (Chair), B. Elwood, O. Gulacar, J. Hong, D. Marino,  
C. Michalski

**I. New Business**

A. Notification of ten special topic sections were presented, eight were logged.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Times taught</u>
ART 298	Figurative Sculpture	Spring 2010	1
ART 398	Art of Revolution	Spring 2010	0
COM 498	COM in Event Planning	Spring 2010	1
HIS 398	Early China	Spring 2010	1
HIS/PSC 298	The American South	Spring 2010	0
ITA 398	Bolona: città eternal	Spring 2010	0
LIT 498	Italian Cinema	Spring 2010	0
THR 398	The Gay? Film and Queer Theory	Spring 2010	0

Not logged

EDU 498	Communicating Science	further information needed
THR 498	Master Classes - Long Wharf Theatre	clarification needed

**Description of logged courses**

ART 298 - Figurative Sculpture

Studio coursework will explore material, formal and conceptual issues involved in developing works of figurative sculpture, emphasizing processes of clay modeling and casting.

ART 398 - Art of Revolution

This course explores the relationship between the twentieth century political cataclysms and revolutions and the arts. The course focuses on lesser covered artistic responses to the revolutions of the twentieth century. The material is not limited to fine arts only; it covers a wider range of areas and includes painting, sculpture, architecture, poster art, street art, mural painting, as well as performing arts, stage design, cinema, and even street celebrations.

COM 498 - Communication Processes in Event Planning

Examination and application of communication, management, and leadership skills needed through all phases of the event planning process from conception through evaluation. Emphasis on creating, organizing, promoting, implementing, and evaluating an actual event. Requires participation in event activities outside of class.

HIS 398 - Early China

Chinese History from the Bronze Age to the first century B.C.E. Special emphasis on the social, political, intellectual, and religious trends of the Warring State Period, the Qin Dynasty, and the early Han Dynasty.

HIS/PSC - The American South

An examination of the American South, including the role of cash crops, slavery, sectionalism, the Civil War, Reconstruction, racial segregation, the "New South", the civil rights movement, and the "Solid South" in American history and politics.

ITA 398 - Bologna: città eterna

Bologna, the capital city of Emilia-Romagna, is the cultural and historical focus of this course. The history of the city and contemporary Bolognese society and culture are examined. Texts included poetry, newspaper articles, websites, historical documents, and art. This course is in Italian.

LIT 498 - Italian Cinema

This course will introduce students to Italian cinema through the study of its main historical movements and periods.

THR 398 - The Gay? Film and Queer Theory

An examination of what constitutes a gay film.

Meeting adjourned at 10:25am.

Respectfully submitted by: Greg Cochenet

**Undergraduate Curriculum Forum  
Notification Management Committee Minutes  
October 1, 2009**

In attendance: Deborah Flynn (Co-chair), Cindy Simoneau (Co-chair), Rick Cain, Margaret Das, Alyson Fedak, Richard Glinka, Kim Laing, Erin Larkin, Jennifer McCullagh, Sophia Myers (UCF Secretary)

Absent: Karen Barnett, Sean Grace, Sobeira Latorre,

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**Meeting called to order at 9:40 am**

**New Course Proposal**

FIN 348 – Personal Financial Planning

**Motion to approve:**

**Motion: R. Glinka; R. Cain**

**Motion passed: 7-0-2**

POR 100 – Portuguese I

POR 101 – Portuguese II

**Motion to approve:**

**Motion: K. Laing; A. Fedak**

**Motion passed: 9-0-2**

WMS 327 – Women of Color in the U.S.

**Motion to approve:**

**Motion: TABLED**

**Motion passed:**

**Revised Course Proposal**

MIS 371 – Information Systems Analysis and Design

MIS 375 – Decision Support Systems

MIS 385 – Designing and Managing Telecommunications

MIS 400 – Global Information Systems

MIS 470 – Management of Information Systems Design

**Motion to approve:** Pending clarification of contact hours and reduction on transcript title for MIS 385 & MIS 470

**Motion: R. Glinka; R. Cain**

**Motion passed: 7-0-2**

SOC 316/WMS 316 – Women of the Third World (cross-listed course with WMS)

**Motion to approve:**

**Motion: R. Cain; R. Glinka**

**Motion passed: 9-0-0**

### **Revised Program Proposal**

BS/BA English

BS/BA English

**Motion to approve:**

**Motion: M. Das; R. Cain**

**Motion passed: 9-0-0**

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### **Approved Motions**

#### **New Course Proposal**

FIN 348 – Personal Financial Planning

POR 100 – Portuguese I

POR 101 – Portuguese II

#### **Revised Course Proposal**

MIS 371 – Information Systems Analysis and Design

MIS 375 – Decision Support Systems

MIS 385 – Designing and Managing Telecommunications

MIS 400 – Global Information Systems

MIS 470 – Management of Information Systems Design

SOC 316/WMS 316 – Women of the Third World (cross-listed course with WMS)

#### **Revised Program Proposal**

BS/BA English

BS/BA English

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### **Tabled Proposals** (require clarification)

#### **New Course Proposal**

WMS 327 – Women of Color in the U.S.

#### **Distributed Proposals**

##### **New Course Proposal**

CHI 101 – Chinese II

##### **Revised Course Proposal**

EDU 452 – Secondary School Student Teaching

EDU 453 – Student Teaching Seminar

EDU 491 – Methods of Teaching Foreign Languages at Secondary School

FLA 204 – Language and Culture

FLA 211 – Introduction to Linguistics

FLA 214 – American Tongues: Everyday Politics of Speaking

FLA 298 – Special Topics

FLA 315 – Foundations in Bilingual Education  
FLA 321 – Assessment for English Language Learners  
FLA 374 – Language, Gender, and Sexuality  
FLA 397 – Internship  
FLA 398 – Special Topics  
FLA 403 – Introduction to Second Language Acquisition  
FLA 404 – Methods and Materials for Teaching Foreign  
FLA 418 – ESL Methods in Content Instruction  
FLA 480 – Latin and the Romance Languages  
FLA 498 – Special Topics

**Revised Program Proposal**

BS/BA: French, German, Italian, Spanish, Bilingual Education

Meeting adjourned at 11:55am

MINUTES  
Writing-Across-the-Curriculum Committee (WACC)  
October 1, 2009  
9:30 am to 11:00 am  
ASC 305

Present: D. Carroll (ex-officio), S. Corbett (ex-officio), V. Breslin, S. Ellis, N. Marano, K. Marsland, K. Lacey, T. Ferrucci (ex-officio), D. Smith

1. Meeting called to order at 9:45
2. September 17<sup>th</sup> minutes accepted via email
3. Director of Writing Center report – T. Ferrucci  
120-130 new students going to the center this year. 25% are in W courses. 10% no show for appointments.  
  
Center remains understaffed.
4. Interim Director of WAC report - D. Carroll Interim  
D. Carroll met with Provost Williams. Obtained approval for computer and printer for WAC office. Discussed appointment process for membership on WACC and concerns from the committee regarding inequities in the process. Dr. Williams is in support of looking at this process and considering revision. Second student worker hired for the WAC office. Graduate student from CMD.  
D. Carroll attend NEWAC, a recently organized regional WAC group. D Carroll gave a presentation on our current WAC assessment project at the meeting. The next meeting is scheduled for April 2010.
5. Chair's Update from K. Marsland  
Proposal below from J. Bloch was clarified and brought forth to UCF for approval at last meeting. J. Bloch appreciative of feedback and recommendations of committee.

Course: SOC 490 Seminar in Sociology Faculty: Jon Bloch

The following proposal from S. Jackson was clarified as requested, however, not done in time for UCF approval at last meeting. Plan to submit to UCF at next meeting.

Course: SOC 361- Urban Sociology Faculty: Shirley Jackson

6. Scheduling Update: Kate Marsland  
  
Spring 2010: 139 W sections will serve 2684 students – issues related to caps are now corrected  
Fall 2009: 142 W sections running

7. W- Proposal Deadlines:

Discussion and decision as follows:

Deadline for proposals for W sections to be offered in the fall semester 2010 is November 19<sup>th</sup>

Deadline for proposals for W sections to be offered in the summer semester 2010 is November 19<sup>th</sup>

Deadline for proposals for W sections to be offered in the spring semester 2011 is April 22, 2010

6. Review of Proposals

Course: ILS 300 Literature for Children

Faculty: Joan Stokes

Committee Recommendation: Approve with clarification

Committee Vote: 8-0-0

Course: JST 101 Jewish Life and Civilization

Faculty: Benjamin Scolnic

Committee Recommendation: Approve

Committee Vote: 8-0-0

Course: REC 480 Philosophy of Recreation and Leisure

Faculty: Jan Louise Jones

Committee Recommendation: Approve with clarification

Committee Vote: 7-0-1

7. Meeting Adjourned 11:00 a.m.

Respectfully Submitted,

Dr. Kimberly Lacey/ Secretary WACC

**See attached motion to UCF**

**Motion for UCF to approve the following courses as Writing Intensive (W) courses:**

Course: SOC 361- Urban Sociology

Faculty: Shirley Jackson

Course: ILS 300 Literature for Children

Faculty: Joan Stokes

Course: JST 101 Jewish Life and Civilization

Faculty: Benjamin Scolnic

Course: REC 480 Philosophy of Recreation and Leisure

Faculty: Jan Louise Jones

## Minutes for PRAC meeting 10/1/09

Attendance: Imad Antonios, Gene Brady, Susan Clerc, Karen Cummings, Charlene Dellinger-Pate, Marybeth Fede, Susan Felsenfield, Martin Hartog, Yi-Chun Tricia Lin, Adam Abugri, Tom Radice, Scott Graves, Patricia Kahlbaugh

### 1. Timeline: Proposed changes from 5-7 year cycle

P. Kahlbaugh suggested that the 5-year timeline be kept in order to see how it would work. Then if problems were experienced, then we could seek options to rectify those problems. The committee agreed to keep the schedule and revisit the question later as needed.

### 2. Credit for assessment coordinators or money?

P. Kahlbaugh informed the committee that she had a meeting with Marianne Kennedy 9/30/09. At that time, Marianne informed P. Kahlbaugh that she has contacted assessment coordinators about this and that the option to receive money is not retroactive while the credits will be given retroactively. The committee requested that Marianne be asked to make sure that all department assessment coordinators are informed of this.

### 3. Expedited reviews: What departments fall under this category?

P. Kahlbaugh handed out copies of the scheduled reviews that indicated which programs would be undergoing either full or partial review from external bodies. The question of whether external reviewers for the School of Business were going to be brought in this year was discussed. That question will be posed to Marianne Kennedy.

### 4. Program assessment supplemental materials:

P. Kahlbaugh handed out sample assessment plans to let the committee see what rubrics we would be using to evaluate the standards under review this year. This led to a discussion about what happens if a department doesn't meet the standards. In that case the department receives conditional approval, is given 11 months to meet the standards, and at that time the results go to the dean of their respective school.

### 5. Political Science program review: Standards 1-3

The committee discussed the report submitted by the Department of Political Science. In order to do that, the committee discussed how Standards 2 goals and objectives and Standard 3 would be evaluated by the committee. The committee felt that more examples to meet the standards should be available to the departments. That could include rubrics on how outcomes are met.

For Standard 2, the committee felt that the goals needed to be stated so that the committee can see how the goals are satisfied for Political Science. The committee voted 13-0-0 that Standard 2 was met with conditions.

Issues related to meeting Standard 3 included course based assessment vs. program-level assessment. Some specific comments made were: outcomes based on review of student material from a single instructor, reliance on indirect measures, lack of rubrics, lack of criteria used to decide whether a student outcome is met or not met, no indication of level of achievement for student outcomes. Political Science indicated that measures aligned with student outcomes would be developed, but specifics were not offered. The committee voted 12-0-1 that Standard 3 was not met.

Submitted by M. Hartog: 10/02/09

Program Review and Assessment Committee (PRAC)

*University Curriculum Forum*

Undergraduate Program Review Report: Department of Political Science

*October 1, 2009*

The Department of Political Science submitted a self-study report to UCF on *April 15, 2009*. Professor John Critzer, Political Science assessment coordinator, met with PRAC for discussion of the self-study report on April 23, 2009 and revisions to the self-study report were requested. After discussions with Dr. John Critzer, PRAC suggested revisions which were incorporated into a revised submittal on April 28, 2009. Dr. Tricia Lin volunteered to assist the Department with revisions. Further revisions were requested and a revised report was submitted to PRAC on September 23, 2009.

The Program Review and Assessment Committee (PRAC) reviewed the revised documentation for the Undergraduate Program in Political Science on October 1, 2009 and now has made the following evaluation of Standards 1-3:

Standard 1: The department/program's mission supports the University's mission

Met

The mission of the Department of Political Science is aligned with the University's mission of academic excellence, access, social justice and service for the public good. The report identifies specific examples of the Department's support of the University's mission in these areas.

Standard 2: The department/program has clearly stated program goals and objectives

Met with conditional approval

The Department of Political Science identified three learning goals and objectives for students in their major involving working knowledge, critical/analytic thinking, and oral and written communication in political science. PRAC voted "met with conditional approval". These learning goals and objectives represent a very good basis on which to build learning goals and objectives **more specific** to the domain of Political Science. Standard 2 would be improved by the addition of learning goals and objectives more closely identified with the content of Political Science.

Standard 3: The department/program has clearly stated program -level expected student outcomes and methods for measurement

Not Met

The Department of Political Science identified indirect methods for measurement, but work is still needed in order to move assessment from a course-embedded, instructor assessment approach to a program-level assessment. For example, direct methods of measurement of program-level expected outcomes would require independent evaluation of student learning (versus instructor/course evaluation of student learning), and rubrics for measuring student outcomes. PRAC voted "not met" for Standard 3.

Summary

The Program Review and Assessment Committee appreciates the work the Department of Political Science and Professor John Critzer, department assessment coordinator, has done so far in the preparation and presentation of their self-study report, but finds more work is needed in order for Standard 2 to be evaluated as met without condition and for Standard 3 to be evaluated as met. PRAC recommends to the University Curriculum Forum that Approval be given to this PRAC report for Political Science. In doing so UCF understands that Standard 1 has been met, Standard 2 has Conditional Approval, and Standard 3 has been unmet for Political Science.

According to the program review document, if UCF approves this PRAC report, the Department of Political Science would have 11 months to address deficiencies identified by PRAC and to resubmit for review. If this was the course of action chosen, the new date for revision would be September 1, 2010. For other actions UCF may take, we would refer to the program review document.