

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A
Thursday, Oct. 22, 2009

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of October 7, 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.

The UCF Steering Committee proposes to amend Part 2 of the motion as follows:

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, **Writing Program Director and representative from Registrar's Office.**

Undergraduate Curriculum Forum

Minutes

Adanti Student Center, Room 301A

Thursday, Oct. 8, 2009

- I. The meeting was called to order at 9:35am by Deborah Weiss, Chairperson.
- II. Announcements
 - J. Mielczarski reminded us that the Majors Expo is on October 28th from 12-3pm in Adanti Ballroom.
 - D. Flynn announced the Work-Life Best Practices in Higher Ed conference from 8:30-2:30 in the Adanti Ballroom on Oct. 29th.
- III. Following minor corrections, UCF minutes from September 24, 2009 were approved unanimously.
- IV. Standing committee reports (minutes and committee motions)
 - a. NPIC – 8 special topics courses were logged and two are pending further information as follows:

<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

- b. NMC
 - Motion to approve the following courses/programs as a block:

New Course Proposals

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

- All approved motion.

c. WACC

- Motion to approve 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

- All approved motion.

d. PRAC

- Motion to approve PRAC report giving conditional approval to Program Review by Political Science Department.
- All approved motion with one abstention.

e. UWIC

- Motion to approve Portugese I as an AUR.
- All approved motion.

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.

D. Weiss reviewed the discussion from the previous meeting. Discussion was raised about the coordinators for Critical Thinking and Technological Fluency and the WAC director being ex-officio members in the LEPC. K. Cummings stated that the

coordinators of Critical Thinking and Technological Fluency are standing committees of UWIC and as such are represented by the UWIC chair and should not have membership in the LEP.

The majority of the discussion centered on the 9 voting members and whether all should be at-large members or whether each school should have at least one guaranteed representative. Some considerations in favor of an all at-large representation include a greater likelihood that all seats will be filled by interested individuals and having a larger slate of candidates from which to choose. Some considerations in favor of requiring one representative from each school include an increase in buy-in from departments and schools and avoiding drift (that the LEP will shift to favor certain schools and away from a whole-university system). One member mentioned that requiring a member from each school is internally inconsistent with the LEP proposal.

D. Weiss noted that the members seemed to be fairly evenly divided and that most sides of the issue had been expressed. She stated that the members might be ready to vote fairly early in the next meeting.

VII. The meeting was adjourned at 11:00am.

These minutes are respectfully submitted by Kathleen Rondinone. These minutes have not been approved.

Called to order at 9:40 am.

Present: G. Adams, G. Bogel, G. Cochenet (Chair), B. Elwood, J. Hong (via e-mail),
D. Marino, K. McGill, C. Michalski (via e-mail), E. West

I. New Business

A. Notification of four special topics were presented and logged.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Times taught</u>
CSC 398	Mobile Application Development	Spring 2010	0
EDU 498	Communicating Science	Spring 2010	0
JRN 398	Courts & Crime	Spring 2010	2
THR 498	Master Classes - Long Wharf Theatre	Spring 2010	2

Description of logged courses

CSC 398 - Mobile Application Development

Application development for mobile platforms. Topics include text messaging, multithreading, user interfaces, multimedia processing, Bluetooth communication, persistent storage, per-to-peer systems, Web services, and location awareness. Students will be expected to propose and develop a mobile application.

EDU 498 - Communicating Science

The course will prepare undergraduate students to communicate their STEM understandings in classroom and community settings, thereby developing their professional communication skills. Students will be paired with teachers and students in local elementary and middle schools to serve as mentors for the annual New Haven Science Fair Program and serve as facilitators for Family STEM nights. Classroom lectures will consider the rationale for providing professional outreach and focus on developing presentation skills and effective teaching techniques.

JRN 398 - Courts & Crime

Introduction to the knowledge and techniques for covering state and federal courts.

THR 498 - Master Classes - Long Wharf Theatre

Master Classes with Artist in Residence offered on site at New Haven's Long Wharf Theatre.

Meeting adjourned at 10:00am.

Respectfully submitted by: Greg Cochenet

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
October 15, 2009**

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

Absent: Sobeira Latorre

Meeting called to order at 9:40 am

Discussion on proposal submission timeline

New Course Proposal

CHI 101 – Chinese II

Motion to approve:

Motion: K. Laing; S. Grace

Motion passed: 11-0-0

REC 363 – Tourism Planning, Marketing, and Promotion

Motion to approve:

Motion: R. Glinka; S. Grace

Motion passed: 11-0-0

WMS 327 – Women of Color in the U.S.

Motion to approve:

Motion: K. Laing; A. Fedak

Motion passed: 11-0-0

Revised Course Proposal

EDU 452 – Secondary School Student Teaching

EDU 453 – Student Teaching Seminar

EDU 491 – Methods of Teaching Foreign Languages at Secondary School

Motion to approve:

Motion: K. Laing; S. Grace

Motion passed: 11-0-0

Revised Program Proposal

B.S., Recreation and Leisure Studies; Concentration: Travel and Tourism Management

Motion to approve:

Motion: K. Laing; S. Grace

Motion passed: 11-0-0

Approved Motions

New Course Proposal

CHI 101 – Chinese II

REC 363 – Tourism Planning, Marketing, and Promotion

WMS 327 – Women of Color in the U.S.

Revised Course Proposal

EDU 452 – Secondary School Student Teaching

EDU 453 – Student Teaching Seminar

EDU 491 – Methods of Teaching Foreign Languages at Secondary School

Revised Program Proposal

B.S., Recreation and Leisure Studies; Concentration: Travel and Tourism Management

Tabled Proposals (require clarification)

Revised Course Proposal

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 Language at Elementary Schools

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

Distributed Proposals

No proposals received at meeting time.

Meeting adjourned at 11:55am

MINUTES
Writing-Across-the-Curriculum Committee (WACC)
October 15, 2009
9:35 am to 10:50 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, D. Petroski

Note: A. Eich Krohm reviewed proposals and voted via email

1. Meeting called to order 9:46 a.m.
2. October 1st minutes accepted via email
3. Director of Writing Center report – T. Ferrucci
Very busy this semester. 251 new students coming to the center and 20% are enrolled in W-courses. Writing Center represented at the open house with much activity.
4. Interim Director of WAC report - D. Carroll Interim
New student worker in the WAC office has been on duty for one week. So far she is doing well.

October 21st Rubric Workshop: Development, How to Use, I have Great Rubrics!

Several W-Course waivers being submitted. Specific issue with regard to Honors College W requirement for transfer students. D. Carroll will meet with Director

5. Chair's Update from K. Marsland
Thanked D. Carroll for working to hire the student worker.
Deadline for fall proposal submissions has been officially changed to 11/19 (rather than 11/5) . Information is on the UCF website. Email informing faculty should be going out soon.
Link to the WACC group site have been sent out to WACC members. This is where we will store documents and eventually will hopefully serve as the repository for digital proposal submissions.

Link to WACC Wiki was also sent out. All encouraged to begin to review the site and post edits to the by-laws.

Majors Expo next week – WAC will be represented

7. Review of Proposals

Course: MDS 360 Romance to Ruin: Media and Relationships
Faculty: C. Dellinger-Pate
Committee Recommendation: Approve with clarification
Committee Vote: 8-0-0

Course: WMS 498 Caribbean Women's Writing: Blackness, Violence, Resistance
Faculty: S. Latorre

Committee Recommendation: Approve with recommendations
Committee Vote: 8-0-1

Course: ART 311 Arts of East Asia
Faculty: N. O'Connor
Committee Recommendation: Approve with clarification
Committee Vote: 8-0-1

Course: ENG 217 American Identities: Latino American, Asian American, Native American,
and African American Writers
Faculty: P.J. Splawn
Committee Recommendation: Approve with recommendations
Committee Vote: 6-0-2

Course: COM 387 Communication Theory
Faculty: A. Madlock
Committee Recommendation: Approve pending adequate clarification submitted to K.
Marsland by Monday October 19th at 5 p.m.
Committee Vote: 6-0-2

Course: ART 303 Arts of East Asia
Faculty: D. Levine
Tabled pending confirmation that materials to be reviewed are the most current drafts.
Plan to review at the next meeting.

7. Meeting Adjourned 10:55 a.m.

Respectfully Submitted,
Dr. Kimberly Lacey/ Secretary WACC

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

Course: MDS 360 Romance to Ruin: Media and Relationships

Faculty: C. Dellinger-Pate

Course: WMS 498 Carribean Women's Writing: Blackness, Violence, Resistance

Faculty: S. Latorre

Course: ENG 217 American Identities: Latino American, Asian American, Native American,
and African American Writers

Faculty: P.J. Splawn

Course: ART 311 Arts of East Asia

Faculty: N. O'Connor

Minutes for PRAC meeting 10/15/09

Attendance: 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. The committee members engaged in careful review of standards 1-17 so that PRAC can effectively evaluate incoming program reviews for this academic year. Committee members worked in small groups of 2 to 3 on specific standards. Scott Graves provided a model from the Graduate Review document, which identified rubrics for determining “met” or “not met” for Graduate Review. The PRAC working groups reviewed these rubrics along with the program review document for undergraduate programs to see what could be useful for the undergraduate reviews.
2. Rachael Vaters-Carr and Mitchell Bills attended the PRAC meeting and sat with many of the workgroups to ask questions and gain insight into the review process. They indicated it was helpful and may choose to attend again on Oct 29th and would be very welcome.
3. A plan was made for all workgroups to email progress made in creating rubrics to P Kahlbaugh who will organize it, and disseminate it to PRAC members for a focused discussion of the standards and any larger issues for October 29, 2009 meeting.

Submitted by P. Kahlbaugh 10/18/09

University-Wide Impact Committee
Minutes 10/15/09

Present

K. Gatzke, J. Irving, L. Keenan, R. Kustin, T. Lenda, A. Marsoobian, M. McCain, J. Mielczarski, W, O'Brien, B. Nakamura, A. Reynaga, M. Shea, J. Strawn

I. Call to Order

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

II. Old Business

The standing committee discussed the issue of how to improve the process of how students would declare a minor and also how departments would be given information from Banner to flag and track potential minors. Alba Reynaga agreed to research how minors were declared and tracked by other universities.

The standing committee then was updated on the minor pilot program conducted by the departments of Women Studies and Philosophy. Jon Irving expressed an interest in having the Music department participate in the pilot program.

Next the discussion moved to how incoming freshman indicated their major of intent during orientation and how this practice would be changed to a full declaration of the major of their choice. This, as the committee agreed, would help eliminate confusion since Banner shows no distinction between a student who had merely indicated an intended major during registration and a student who had actually declared a major and filled out the requisite paperwork.

Finally, the standing committee discussed how the numerical changes to HON 494 & HON 495 might impact the following departments: Media Studies, Chemistry, and Sociology.

The standing committee determined that an invitation be extended to Stephen Joyner, Kim Lang, and Nicole Henderson for the next UWIC meeting on 10/29/09.

III. New Business

No new business was on the agenda.

IV. Adjournment

The meeting adjourned at 10:55am.

Minutes prepared by Byron Nakamura