

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Nov. 19, 2009

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of November 5, 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 – Continued discussion of constitution of the LEPC
- VII. New Business

Discussion Q & A regarding implementation of LEP

Undergraduate Curriculum Forum

Minutes

Adanti Student Center, Room 301A

Thursday, Nov. 5, 2009

Present: D. Weiss, K. McGill, B. Phelan, S. Grace, O. Gulacar, S. Felsenfeld, R. Glinka, S. DiFrancesco, L. Foss, A. Abugri, N. Marano, M. McClain, J. Fullmer, M. Fede, D. Marino, B. Nakamura, T. Radice, C. Simoneau, J. Hong, M. Hartog, J. Irving, J. Strawn, C. Michalski, K. Gatzke, H. Lockwood, J. O'hara, K. Marsland, P. Kahlbaugh, M. Kiarie, E. Keenan, W. Elwood, E. Larkin, T. Lin, J. Mielczarski, G. Cochenet, S. Graves, A. Marsoobian, M. Shea, P. Beals, A. Reynaga

Absent: M. Narumanchi, M. Das, I. Antonios, E. West, G. Bogel, C. Dellinger-Pate, G. Brady, R. Kustin, D. Flynn, K. Cummings, D. Smith, J. Tait, G. Adams, S. Latorre, K. Barnett, K. Rondinone, S. Clerc, K. Laing, D. Bentley-Drobish, B. Kalk, T. Hils

I. The meeting was called to order at 9:43am by Deborah Weiss, Chairperson.

II. Announcements

- A workshop was announced for those interested in developing courses for the LEP Technological Fluency competency on Friday 2:00 in MO 111
- A. Marsoobian announced a workshop for those interested in developing courses for the LEP Critical Thinking competency on Friday 11/20 at 1:00—location TBA
- M. Shea reminded everyone about the Senate's symposium on the role of research at SCSU on 11/13 from 1-3 in EN A120
- D. Weiss announced that Women's Studies has officially been entered into UCF as a voting program. She explained that this is a correction of procedural error five years ago when a UCF motion regarding Women's Studies representation was never officially approved by Senate. The motion was unanimously carried in Senate on 11/4/09. D. Weiss re-introduced and welcomed T. Lin, Director of Women's Studies, and T. Linn thanked D. Weiss for her leadership in correcting the procedural error to bring closure to the issue.

III. The UCF minutes of October 22, 2009 were approved with one abstention.

IV. Standing committee reports (minutes and committee motions)

a. NPIC

- Minutes received
- Two courses logged

b. NMC

- Minutes received
- SCC Chairs attended the NMC meeting in order to coordinate approvals of courses and program revisions and discuss the process of electronic submission of proposals. The committee had no new business to act on; four new proposals have been received this week.
- Please contact D. Flynn or C. Simoneau if you would like to help pilot the NMC's new electronic submission process

c. WACC

- Minutes received
- No new proposals were reviewed
- K. Marsland reviewed how to find Ws in Banner schedule: % in subject field and * in course title field. Leave all other fields blank. To find Ws in a specific subject, enter subject in subject field and * in title field.
- WACC is reviewing proposals from WLL and is researching whether there are any constraints on WLL W sections. M. Shea noted there had been some language re: FLA participation in W program during W guidelines drafting process and suggested that the WACC consult with M. Heidman
- J. Strawn asked about writing center staffing shortage noted in minutes. K. Marsland explained that the center has a tutor shortage due to the budget crisis and that T. Ferrucci is developing system to document the number of students who are unable to access tutoring services. Please have students email T. Ferrucci directly with their concerns.

d. PRAC

- Minutes received
- The committee will review the ART program at their next meeting
- Standards 1-9 will be reviewed

e. UWIC

- Minutes received
- CHI 101 approved as AUR
- The committee is considering criteria for program eligibility for representation in UCF (e.g., B.A. in ECO wants representation in UCF—J. Mills and D. Savage invited to attend next committee meeting)
- Under old business Dr. Steven Joiner discussed academic student services
- **Motion** to approve CHI 101 as AUR Motion was approved unanimously

V. Ad hoc reports (per committee request) – No reports were presented.

VI. Old Business

a. GETF to LEPC Transition: Alternates on LEPC

Motion from the Steering Committee for discussion:

Alternates

- Alternates shall take the place of committee members who 1) resign from the committee or 2) are unable to serve due to reasons such as prolonged illness, sabbatical or other types of leave. In the case of a resignation, the alternate shall serve for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member's position. In the case of temporary leave from the committee, the alternate shall serve until such time as the member is able to return to the committee.
- Under such circumstances, an appropriate alternate (school-specific or at-large) shall be appointed by the UCF Steering Committee in consultation with the LEPC.

B. Elwood suggested that language be revised to

- In the case of temporary leave from the committee, the alternate shall serve until such time as the committee member is able to return to the LEPC.

Discussion ensued regarding when and why alternates might be necessary, whether they should be elected or appointed, how the UCF steering committee would consult with the LEPC during the appointment process, whether alternates should be approved by the body of the UCF, the LEPC's work over the summer months and whether alternates would be necessary or appropriate during non-contractual periods and the start date of LEPC terms.

D. Weiss restated the motion with revisions approved by the body.

- **Alternates shall take the place of committee members who 1) resign from the committee or 2) are unable to serve due to reasons such as prolonged illness, sabbatical or other types of leave. In the case of a resignation, the alternate shall serve for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member's position. In the case of temporary leave from the committee, the alternate shall serve until such time as the member is able to return to the committee.**
- **Under such circumstances, an appropriate alternate (school-specific or at-large) shall be appointed by the UCF Steering Committee in consultation with the LEPC.**

A. Marsoobian seconded the motion

The motion was approved with 1 opposed, 0 abstentions

b. GETF to LEPC Transition: Absenteeism on LEPC

D. Weiss provided context for the discussion and introduced the motion from the steering committee
Absenteeism

- Members should inform the chairperson of any anticipated absences from meetings.
- Given the importance of attendance, membership in the committee shall be terminated for any member who misses more than 3 meetings in a semester without just cause.
- If membership is terminated, an alternate will fill the position for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member's position.

Discussion ensued regarding what would constitute just cause for termination and who would do the termination with suggestions for how the motion could be clarified to address these concerns.

D. Weiss restated the motion with revisions approved by the body.

- **Members should inform the chairperson of any anticipated absences from meetings.**
- **Given the importance of attendance, membership in the committee shall be terminated by the LEPC for any member who misses more than 3 meetings in a semester without just cause (subject to appeal to the Steering Committee).**
- **If membership is terminated, an alternate will fill the position for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member's position.**

After further discussion, the question was called by L. Keenan.

The motion was approved with 0 opposed and 1 abstention.

c. GETF to LEPC Transition: Elections

D. Weiss introduced discussion of LEPC elections (the portion in italics is part of the approved LEP proposal and is presented for reference).

Elections

- *Every spring, three new members will be elected to three-year terms with terms beginning in the summer (from LEP Referendum, May 2009).*
- All elections for the LEPC shall be conducted on a university-wide basis by the Faculty Senate.
- For the school-specific positions, only members within that school may vote.
- Interested faculty must declare their candidacy for either the school-specific or the at-large position.
- Members may run for consecutive terms.
- Alternates may run for membership positions, even if they have replaced a member during a given year.
- Terms will begin in the summer semester following the election if summer payment is available; otherwise, terms will begin in the fall semester following the election

Limited discussion ensued due to time constraints regarding clarity of the language regarding length of term. The discussion was tabled until the next meeting. D. Weiss stated that the Steering Committee will clarify the issues that were raised and bring a more clearly articulated proposal. Given imminent approval of the LEPC composition document, she also asked the body to begin to consider whether we recommend that elections take place immediately once the motion is passed by the Faculty Senate or at the end of the academic year.

VII. The meeting was adjourned at 10:56.

Respectfully submitted by Kate Marsland

New Programs and Innovations Committee Minutes November 12, 2009

Called to order at 9:40am

Present: G. Adams, G. Bogel, G. Cochenet (Chair), J. Hong, M. Kiarie, C. Michalski

I. New Business

A. Notification of one special topic section was presented and logged.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Times taught</u>
SOC 398	International Migration	Fall 2010	0

Description of logged courses

SOC 398 - International Migration

This course focuses on the impact and outcome of international migration as a social issue of a global world. International migration is not a new phenomenon but its scope has reached unprecedented numbers of people leaving their counties of origin both temporarily and permanently. The focus is on the U.S. migration but also includes European perspectives.

II. Old Business

A. NPIC completed the revision to the directions for the special topics form.

Meeting adjourned at 10:45am.

Respectfully submitted by: Greg Cochenet

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
November 12, 2009**

In attendance: Deborah Flynn (Co-chair), Cindy Simoneau (Co-chair), Karen Barnett, Rick Cain, Margaret Das, Alyson Fedak, Sobeira Latorre, Jennifer McCullagh

Absent: Rich Glinka, Sean Grace, Kim Laing, Erin Larkin, Sophia Myers (UCF Secretary)

Meeting called to order at 9:40 a.m.

New Course Proposal

NUR 444 – Leadership, Management and Health Care Issues in Nursing

Motion to approve:

Motion: C. Simoneau; A. Fedak

Motion passed: 8-0-0

HIS 378 – Early China

Motion to approve:

Motion: J. McCullagh; K. Barnett

Motion passed: 8-0-0

Revised Course Proposal

ANT 465 – Fieldwork Methods in Linguistic Anthropology

Motion to approve:

Motion: S. Latorre; R. Cain

Motion passed: 8-0-0

BIO 205 – Forensic Biology

Motion to approve:

Motion: C. Simoneau; S. Latorre

Motion passed: 7-0-1

FLA 204 – Language and Culture to WLL 204

FLA 211– Introduction to Linguistics to WLL 211

FLA 214 – American Tongues: Everyday Politics of Speaking to WLL 214

FLA 298 – Special Topics to WLL 298

FLA 374 – Language, Gender, and Sexuality to WLL 374

FLA 397— Internship to WLL 397

FLA 398 – Special Topics to WLL 398

FLA 403—Introduction to Second Language Acquisition to WLL 403

FLA 404 – Methods and Materials for Teaching Foreign Language at Elementary Schools to WLL 404

FLA 480 – Latin and Romance Languages to WLL 480

FLA 498 – Special Topics to WLL 498

Motion to approve:

Motion: A. Fedak; J. McCullagh

Motion passed: 8-0-0

FLA 315 – Foundations in Bilingual Education to TSL 315

FLA 321 – Assessment for English Language Learners to TSL 321

FLA 418 – ESL Methods in Content Instruction to TSL 418

Motion to approve:

Motion: K. Barnett; R. Cain

Motion passed: 8-0-0

Revised Program Proposal

B.S., Nursing OK

Motion to approve:

Motion: C. Simoneau; A. Fedak

Motion passed: 8-0-0

B.A., Anthropology

Motion to approve:

Motion: J. McCullagh; R. Cain

Motion passed: 8-0-0

B.S., Anthropology, General Concentration

Motion to approve:

Motion: J. McCullagh; R. Cain

Motion passed: 8-0-0

B.S., French

Motion to approve:

Motion: A. Fedak; C. Simoneau

Motion passed: 8-0-0

B.S., German

Motion to approve:

Motion: A. Fedak; C. Simoneau

Motion passed: 8-0-0

B.S., Italian

Motion to approve:

Motion: A. Fedak; C. Simoneau

Motion passed: 8-0-0

B.S., Spanish

Motion to approve:

Motion: A. Fedak; C. Simoneau

Motion passed: 8-0-0

Tabled Proposals (require clarification)

Revised Program Proposal

B.S., Education, Bilingual Education

B.S., Anthropology, Concentration: Anthropology of Education

New Course Proposals

ANT 376

ANT 476

ANT 496

Meeting adjourned at 10:39 a.m.

MINUTES
Writing-Across-the-Curriculum Committee (WACC)
November 12, 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, D. Smith, A. Eich-Krohm

1. Call to order 9:40 a.m.
2. Updates from Interim WAC Director D. Carroll
 - ENG 112 – recently there has been an increased problem with faculty waiving this course as a pre-requisite for W-courses. Discussion regarding the need remind faculty that this course should only be waived in extenuating circumstances. A memo from Provost Williams will be sent to faculty reminding them of the policy. WACC members are in agreement.
 - Honors College Issue - Students who transfer courses from another Honors College to SCSU and are entering and going to graduate from the Honors College at SCSU are not required to take W courses unless they leave the Honors Program. Recently, for some transfer students this has not been reflected in BannerWeb. When this occurs the Director of the WAC Program is required to submit a waiver.
 - Peer Review information session has be rescheduled for 12/2 moved from 11/18

3. Review of Proposals

Course: EXS 386 Fitness Management

Faculty: R. Axtell

Committee Recommendation: Previously reviewed and approved after clarification. The committee commended Bob on the thoroughness of his clarification.

Committee Vote: No vote required

Course: GEO 273 Land Use and Planning

Faculty: P. Sakalowsky

Committee Recommendation: Approve

Committee Vote: 7-0-0

Course: URB 200 Introduction to Urban Planning

Faculty: P. Sakalowsky

Committee Recommendation: Approve

Committee Vote: 7-0-0

Course: WMS 100 Introduction to Women's Studies

Faculty: A. Foiles Sifuentes

Committee Recommendation: Revise and resubmit

Committee Vote: 7-0-0

Course: WLL 211 Introduction to Linguistics

Faculty: E. Schmitt and J. Hammer

Committee Recommendation: Revise and resubmit

Committee Vote: 7-0-0

4. Revision of Bylaws: Continued work on revision with goal to complete by end of fall 2009 semester
5. K. Marsland distributed a memo from F. Harris, Journalism Department Chair requesting that ENG 112 be removed as a prerequisite for JRN 200. The committee will review for discussion at the next WACC meeting.
6. Meeting adjourned 11:05 a.m.

Respectfully Submitted,

Kimberly Lacey/Secretary WACC

Motion to UCF to approve the following courses as Writing Intensive Courses:

Course: GEO 273 Land Use and Planning

Faculty: P. Sakalowsky

Course: URB 200 Introduction to Urban Planning

Faculty: P. Sakalowsky

Minutes for PRAC meeting 11/12/09

Attendance: Gene Brady, Charlene Dellinger-Pate, Marybeth Fede, Martin Hartog, Tom Radice, Susan Felsenfield, Susan Clerc, Karen Cummings, Patricia Kahlbaugh

1. The committee members reviewed the Art Department's self-study and made decisions concerning standards 1-9 as being "met" or "not met." After serious and thoughtful discussion, the committee members reached agreement that the Art Department's self-study had met standards 1-9.
2. PRAC met with the Art Department's assessment coordinators, Rachael Vaters-Carr and Jeffrey Slomba, to hear their thoughts about the self-study and to receive our feedback. Some of the Art self study comments were:
 - a. The assessment standards were sometimes a moving target.
 - b. Issues with data from OMIR and support from Office of Assessment and Planning.
 - c. Have made advances such as the approval of a course as a result of the study. They have made plans for evaluating course embedded projects through program level evaluation (vs. instructor evaluation). Suggestions were made about aligning specific learning outcomes, with specific measures of student learning, and with course assignments identified in course syllabi.
 - d. Rachael and Jeffrey advocated for program coordinators instead of department coordinators for assessment.
 - e. Rachel gave an indication of the workload issue because studio receives .75 credit hours for every hour in the studio.
3. The Art Department is in the process of deciding what to do with the data coming from the self assessment process. PRAC reinforced the idea that the self-study is designed to **benefit the department**, and the department should adopt that attitude in directing the way they develop plans and collect data for the self-study.
4. Kahlbaugh will send members of PRAC and the assessment coordinators the PRAC summary report within one week of this meeting (by 11/19/09).

Submitted by P. Kahlbaugh 11/14/09

University-Wide Impact Committee
Minutes 11/12/09

Present

P. Beals, L. Foss, J. Fullmer, K. Gatzke, L. Keenan, R. Kustin, H. Lockwood, A. Marsoobian, M. McCain, W, O'Brien, J. O'Hara, B. Nakamura, A. Reynaga, M. Shea, J. Strawn

Guests

Dr. Judith Mills, Dr. Deborah Savage

I. Call to Order

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

II. Old Business

The standing committee listened to a presentation provided by Dr. J. Mills and Dr. D. Savage on the reasons why the B.A. program in Economics should be allowed representation on UCF.

The standing committee next discussed what defines a "constituent unit," which allows for representation on UCF and how might a university entity function as such a unit.

III. New Business

No new business was on the agenda.

IV. Adjournment

The meeting adjourned at 10:50am.

Minutes prepared by Byron Nakamura

Liberal Education Program Committee

Membership

- The Liberal Education Program Committee shall be constituted of 3 newly elected members and the 6 previously elected members who will complete their terms.
 - The Liberal Education Program Committee will be comprised of 9 members, with 1 from each school and the remainder at-large members with full 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.
- LEPC members shall not be required to have previous LEP teaching experience in order to serve on the committee.

Chairperson

- At the first meeting of the newly constituted committee, the voting members of the committee will elect a chair, to serve a one year term with a limit of three consecutive terms.

Alternates

- Alternates shall take the place of committee members who 1) resign from the committee or 2) are unable to serve due to reasons such as prolonged illness, sabbatical or other types of leave. In the case of a resignation, the alternate shall serve for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member's position. In the case of temporary leave from the committee, the alternate shall serve until such time as the committee member is able to return to the LEPC.
- Under such circumstances, an appropriate alternate (school-specific or at-large) shall be expeditiously appointed by the UCF Steering Committee in consultation with the LEPC.

Absenteeism

- Members should inform the chairperson of any anticipated absences from meetings.
- Given the importance of attendance, membership in the committee shall be terminated by the LEPC for any member who misses more than 3 meetings in a semester without just cause (subject to appeal to the Steering Committee).
- If membership is terminated, an alternate will fill the position for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member's position.

Elections

- Every spring, three new members will be elected to three-year terms with terms beginning in the summer, if summer payment is available. Otherwise, terms will begin in the fall semester following the election. Working during the summer term is optional (based upon the CBA).
- All elections for the LEPC shall be conducted during the regularly-scheduled spring university-wide elections administered by the Faculty Senate.
- Interested faculty must declare their candidacy for either the school-specific or the at-large position.
- For the school-specific positions, only members within that school may vote.
- Members may run for consecutive terms.
- Alternates who have replaced a member during a given year may run for election as a member.
- Elections shall be held to fill positions that have become vacant prior to the completion of a term. The term of the newly elected member(s) shall be for the remaining number of year(s) in the original term(s).