



Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Dec. 10, 2009

- I. Call to order
 - II. Announcements
 - III. Approval of UCF minutes of November 19, 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 – Approval of final document to Senate on LEPC
 - VII. New Business
- Discussion Q & A regarding implementation of LEP

Undergraduate Curriculum Forum
Minutes

Adanti Student Center, Room 301A
Thursday, Nov. 19, 2009

Present: G. Cochenet, K. McGill, B. Phelan, R. Vaters-Carr, M. Das, O. Gulacar, A. Abugri, N. Marano, M. McClain, E. West, T. Radice, G. Bogel, C. Simoneau, J. Hong, M. Hartog, C. Dellinger-Pate, G. Brady, J. Irving, J. Strawn, D. Flynn, K. Gatzke, K. Marsland, P. Kahlbaugh, D. Smith, M. Kiarie, G. Adams, E. Keenan, W. Elwood, S. Latorre, E. Larkin, T. Lin, S. Graves, A. Marsoobian, M. Shea, S. Clerc, K. Laing, K. Rondinone,

Absent: D. Weiss, M. Narumanchi, S. Felsenfeld, R. Glinka, I. Antonios, L. Foss, J. Fullmer, M. Fede, B. Nakamura, R. Kustin, K. Cummings, J. O'hara, J. Tait J. Mielczarski,, K. Barnett, P. Beals, D. Bentley-Drobish, B. Kalk, T. Hils

- I. The meeting was called to order at 9:35 by Greg Cochenet, acting chair.
- II. Announcements – While waiting for a quorum, we had several announcements:
 - M. Shea announced the English Graduate Symposium today from 7:30-10pm in the English Department Common Room.
 - The BSW social welfare group is holding a toddler/preschool clothing drive to send clothes to Ecuador.
 - A library representative announced that the WestLaw is back at Buley and the library is working on Lexus Nexus.
 - A. Marsoobian announced that the critical thinking component of LEP will be discussed Friday November 20th at 2pm in ENA 113.
 - G. Cochenet reminded us of the Annual Pottery Sale Dec 9th and 10th from 11-5 in the Engelman Rotunda.
 - K. Marsland reminded us of the Psychology Bake Sale in Adanti from 10-2pm today.
 - T. Lin announced the screening of the movie “Pray the Devil Back to Hell” about women in Liberia on December 7th at 7:30 in Adanti Room 201.
 - The theater representative announced the upcoming performance of student-directed plays.
 - E. West announced the Geography Awareness Week events including the film “The Geography of Genocide in Bosnia: Redeeming the Earth,” on November 19th from 1:50-3:30pm in the Adanti Student Center Theater.
 - K. Marsland announced a winter clothing drive sponsored by the Psychology Club. Drop boxes will be available. Children’s winter clothing is preferred.
 - If there are no available sections of ENG 112, please send an email to M. Shea.
 - Our next meeting will take place on December 10th.
- III. UCF minutes of November 5, 2009, pending revisions, were approved by all with one abstention.
- IV. Standing committee reports (minutes and committee motions)
 - a. NPIC
 - b. NMC
 - New/revised proposals were submitted for approval:

New Course Proposal

NUR 444 – Leadership, Management and Health Care Issues in Nursing
HIS 378 – Early China

Revised Course Proposal

ANT 465 – Fieldwork Methods in Linguistic Anthropology
 BIO 205 – Forensic Biology
 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
 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

Revised Program Proposal

B.S., Nursing
 B.A., Anthropology
 B.S., Anthropology, General Concentration
 B.S., French
 B.S., German
 B.S., Italian
 B.S., Spanish

- All were approved with no abstentions.

c. WACC

- K. Laing explained that when an advisor waives a course without the CRN number or section number, the student can enroll in any course, including W-sections. Please be aware of this when giving permissions.
- W-courses submitted for approval are:

Course: GEO 273 Land Use and Planning **Faculty:** P. Sakalowsky

Course: URB 200 Introduction to Urban Planning **Faculty:** P. Sakalowsky

- All approved courses.

d. PRAC – minutes accepted, no motions at this time.

e. UWIC – minutes accepted, no motions at this time.

V. Ad hoc reports (per committee request) – none at this time

VI. Old Business – Continued discussion of constitution of the LEPC

G. Cochenet – as the acting chair, reviewed all of the approved motions so far. This meeting focused on the elections motions. The Steering Committee presented its motion:

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).

Discussion ensued about the first item:

Are faculty allowed to start a term at the beginning of summer? Will this be confusing to newly elected members? Some non-tenured members may feel especially obligated to serve in the summer.

The wording was amended as follows:

- Every spring, three new members will be elected to three-year terms with terms beginning in the fall.
- This amendment was approved with no abstentions.
- Discussion: It was recommended that the Steering Committee create a new motion for the summer work option for the committee. The committee members now serving will need to cover the 'gap' in the committee for this summer only.
- The wording was changed in the third bullet to read:
- Interested faculty must declare their candidacy for either a school-specific or an at-large position, but not both.
- The new motion reads as:

Elections

- Every spring, three new members will be elected to three-year terms with terms beginning in the fall.
- 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 a school-specific or a at-large position, but not both.
- 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).
- All approved this motion with 2 abstentions.

A new motion was brought to UCF:

The first election to the LEPC will take place in Spring 2010 during the university-wide elections administered by the Faculty Senate.

There was no discussion after the motion was announced. The motion passed with all approved and 2 abstentions.

K. Marsland wished to thank D. Weiss for all of her effort in organizing this meeting.

VII. New Business – no time for new business discussion.

VIII. The discussion Q & A regarding implementation of LEP was tabled for another meeting.

The meeting was adjourned at 10:50. These minutes have not yet been approved.

Respectfully submitted,
Kathleen Rondinone

Liberal Education Program Committee Membership

Members

- The Liberal Education Program Committee shall be comprised of nine voting members, with one from each school and the remainder at-large. There shall be no more than one voting member per department.
- The committee shall include 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.
- The Liberal Education Program Committee shall initially be comprised of three newly elected members and the six previously elected General Education Task Force members who shall complete their three year terms. The goal of including one member from each school with no more than one member per department shall be achieved as expeditiously as possible in the first and subsequent elections.
- 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 shall 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 shall 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 shall 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

- Each spring, three new members shall be elected to three-year terms with terms beginning in the fall.
- The first election of 3 new members to the LEPC shall take place during the regularly-scheduled spring 2010 university-wide elections administered by the Faculty Senate.
- All subsequent elections for the LEPC shall be conducted during the regularly-scheduled spring university-wide elections administered by the Faculty Senate.

- At this time, elections shall also be held to fill positions that have become vacant prior to the completion of a term. The term(s) of the newly elected member(s) shall be for the remaining number of year(s) in the original term(s).
- Interested faculty shall declare their candidacy for either a school-specific or an at-large position, but not both.
- For the school-specific positions, only members within that school shall vote.
- Members shall be allowed to run for consecutive terms.
- Alternates who have replaced a member during a given year shall be allowed to run for election as a member.

New Programs and Innovations Committee Minutes December 3, 2009

Committee did not meet.

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
December 3, 2009**

In attendance: Deborah Flynn (Co-chair), Cindy Simoneau (Co-chair), Karen Barnett, Rick Cain, Margaret Das, Sobeira Latorre, Jennifer McCullagh, Sophia Myers (UCF Secretary)

Absent: Rich Glinka, Sean Grace, Alyson Fedak, Kim Laing, Erin Larkin,

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

New Course Proposal

JRN 135 – Journalism Technology

JRN 225 – Multimedia Journalism

JRN 375 – Courts & Crime

Motion to approve:

Motion: J. McCullagh; K. Barnett

Motion passed: 7-0-0

JRN 490 – Journalism Capstone

Motion to approve:

Motion: R. Cain; J. McCullagh

Motion passed: 7-0-0

Revised Course Proposal

JRN 306 – News Design and Desktop Publishing

JRN 321 – Magazine Editing and Production

JRN 300 – News Writing

Motion to approve:

Motion: R. Cain; K. Barnett

Motion passed: 7-0-0

JRN 210 – Broadcast News

JRN 270 – Introduction to Photojournalism

Motion to approve:

Motion: K. Barnett; J. McCullagh

Motion passed: 7-0-0

MIS 370 – Business Information Systems

Motion to approve:

Motion: R. Cain; K. Barnett

Motion passed: 7-0-0

Revised Program Proposal

B.A., Journalism

B.S., Journalism

Motion to approve:

Motion: K. Barnett; J. McCullagh

Motion passed: 7-0-0

Tabled Proposals (require clarification)

Revised Program Proposal

B.S. Business Administration

B.S., Communication

B.S., Communication Disorders

Meeting adjourned at 11:15 a.m.

MINUTES
Writing-Across-the-Curriculum Committee (WACC)
December 3, 2009
9:35 am to 10:50 am
ASC 305

Present: K. Marsland, D. Smith, D. Petroski, S. Ellis, N. Marano, T. Ferrucci, V. Breslin, D. Carroll, S. Corbett (A. Eich-Kroh and K. Lacey via email)

1. 9:47: Call to order.

Thanks from Kate for all our hard work ☺

2. Update from WAC Director:

Working iMac in the WAC office.

WAC survey ongoing.

WAC newsletter coming out soon.

Meeting with Provost Williams Dec 16.

Practical Pedagogy peer review workshop was successful. Faculty are asking for writing in the sciences workshop.

Met with Polly B re: LEP and W program to clarify that requirements will be the same but course numbers may change.

3. Update from Writing Center Director

10,000 pages printed by students in 5 weeks—much, much use! Use of volunteers—5 hours per week. Biggest priority right now is STAFFING. Little luck in trying to account for students that cannot get appointments—very hard to track.

4. Update from WACC chair

Seems to be general consensus that WAC is developing well this year.

Need for new Chair of WACC for next year.

Discussion of revision of the bylaws.

Digital forms for WAC should be ready to pilot in Spring 2010.

Clarification of English 112 prerequisite issue. Juniors and seniors who have not received their 112 requirement have managed to complete W requirements. Debby and Brian Johnson will keep a list of students who need to have 112 before they can take their w-courses.

Update re: summer scheduling and exigency waiver requests.

5. Proposals for review:

ART History 303: Noelle King O'connor	8 of 8 approved
WLL 211: Elena Schmitt and Judith Hammer	Table until Feb 2; WAC Director will meet with faculty to assist with clarification
REC 320: Deborah Smith	7 of 7 approved
NUR 460: Mary Anne Glendon	6 approved, 2 abstentions
PCH 356: Michele Vancour	8 approved
ENG 304: Judy Tarbox	Approve with clarification 6 approved 2 abstentions. Need clarification on how revision is weighted, should be in the syllabus; clarification on the group writing project, how students are graded

6. Discussion of request from Journalism to waive ENG 112 prereq for JRN 200 or to allow ENG 112 to be co-requisite. Debby will discuss questions with chair of JRN and committee will revisit issue in January.

7. Proposals already distributed for next meeting:

PCH	356	Michelle Vancour	Maternal and Child Health Services
ENG	200	Steven Corbett	Writing in Context: A Comparative Approach to Written Academic Communication
PHI	325	Susan Owen	Bio-Ethics of the Life Sciences
JRN	200	Dominic Amore	Basics of Journalism
JRN	322	Cindy Simoneau	Literary Journalism

Meeting adjourned 11:03.

Submitted by S. Corbett

Program Review and Assessment Committee (PRAC)
Undergraduate Curriculum Forum

Undergraduate Program Review Report: Department of Art

November 14, 2009

The Art Department, comprised of Art Education, Art History and Studio Art, submitted a self-study report to UCF on November 4, 2009. The self-study covered Standards 1-9 of the Academic Program Review document. The Program Review and Assessment Committee (PRAC) reviewed all submitted materials and met with Dr. Rachael Vaters-Carr and Dr. Jeffrey Slomba, the Art Department's assessment coordinators, for discussion of the self-study report on November 12, 2009.

PRAC commends the work done by the Art Department and has made the following evaluation of Standards 1-9:

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

Met

The mission of three programs in the Art Department (Art Education, Art History and Studio Art) is articulate and comprehensive, and 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.

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

Met

The Art Department identified eight program goals and objectives stating what the program intends to accomplish in terms of its mission and student learning. An example of a program goal identified is to "foster students' creative drive through experiences in art."

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

Met

The Art Department has identified specific student learning outcomes for each of its three programs and has identified **direct** methods for assessing these student learning outcomes. There are three program outcomes (per NCATE) for Art Education, nine learning outcomes for Art History and 11 learning outcomes for Studio Art (which encompasses concentrations in Ceramics, Graphic Design, Jewelry/Metals, Painting, Photography, Printmaking, Sculpture and Studio Art). Strategies for Independent and periodic review of student material are outlined in the self-study. PRAC made recommendations for closer alignment between learning goals and measurements of student learning within each program in the Art Department.

Standard 4: The department/program actively uses data about student learning to improve its programs

Met

The Art Department has articulated a plan to actively use student performance data to improve its programs. Some of these plans include an annual assessment meeting to review data collected as part of standard 3 (including a senior capstone experiences, e.g., a senior exhibition course), and to conduct a sophomore, junior and senior review.

Standard 5a: Evidence of quality instruction

Met

Syllabi, summaries of student evaluation forms, DEC reviews and study surveys are used by the Art Department as evidence of quality instruction. PRAC recommended that the Art Department show the alignment between assignments in the course syllabi and the program goals and program learning outcomes in their next self-study.

Standard 5b: Evidence of Teaching effectiveness

Met

A description was provided of how student performance in capstone courses will serve to inform the Art Department about teaching effectiveness.

Standard 6: The department provides evidence of a coherent and current program

Met

The Art Department described mechanisms to oversee program coherence. Additionally, programs are kept current through a vital Department Curriculum Committee. Plans to implement a foundations program to prepare students for higher level courses in the program are in place.

Standard 6a: The Department clearly describes the relationship between graduate and undergraduate programs

Met

Standard 7: Appropriate number of qualified faculty, students, and staff

Met

The Art Department identified themselves as a comprehensive and vigorous department. Faculty represent diverse backgrounds and expertise. Documentation of student enrollment was provided; however, questions of accuracy of data at the university level were raised. PRAC recommended investigating and then instituting more accurate mechanisms for tracking student enrollment. Support staff and facilities support were identified as major concerns. Lack of adequate facilities support was identified as a health and safety concern.

Standard 8: The Department provides high quality student advisement and maintains adequate tracking procedures of its students

Met

Standard 8a: Undergraduate Program Direction

Met

Standard 9: Department offers appropriate number of courses and sections to meet the needs of students

Met

Data provided by OMIR were used to address this standard; however, some concern was expressed about the accuracy of this information. PRAC recommended investigating alternative methods for collecting this information.

*Because the Art Department had only 3 semesters to conduct a self-study of standards 1-9, PRAC accepted *plans* for meeting standards in addition to evidence of implementation. Thus, for some standards, a judgment of “met” was given when sufficient plans were in place to meet the particular standard. As departments/programs have more semesters to accomplish this self-study, more concrete evidence will be needed in order to have the standard “met.”

Summary

The Program Review and Assessment Committee appreciates the work the Art Department, comprised of Art Education, Art History and Studio Art, and Dr. Rachael Vaters-Carr and Dr. Jeffrey Slomba, department assessment coordinators, have done so far in the preparation and presentation of the self-study report, and has evaluated standards 1-9 as “met.” PRAC recommends to the University Curriculum Forum that Continuing Approval be given to the Art Department (and its three programs). In doing so, UCF understands that Standard 1- 9 have been met.

University-Wide Impact Committee

Committee did not meet on 12/03/09