

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Sept. 24, 2009

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of September 10, 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:

- 1) be constituted of all newly elected members.
- 2) be comprised of 13 members, 2 from each school and 3 at-large members with full rights.
- 3) not require members to have previous LEP teaching experience in order to serve on the committee.

Motion from UCF Steering Committee: The Steering Committee moves to divide the current main motion.

- VII. Adjournment

Undergraduate Curriculum Forum

Minutes

Adanti Student Center, Room 301A

Thursday, Sept. 10, 2009

Present: D. Weiss, R. Vaters-Carr, M. Das, S. Grace, S. Felsenfeld, R. Glinka, L. Foss, M. Generali, A. Abugri, N. Marano, J. Fullmer, M. Fede, D. Marino, S. Latorre, E. Larkin, E. West, B. Nakamura, T. Radice, C. Simoneau, M. Hartog, J. Hong, C. Dellinger-Pate, G. Brady, R. Kustin, J. Irving, J. Strawn, C. Michalski, R. Cain, K. Gatzke, H. Lockwood, K. Cummings, J. O'hara, K. Marsland, D. Smith, G. Adams, E. Keenan, W. Elwood, T. Lin, K. Barnett, G. Cochenet, A. Marsoobian, K. Rondinone, M. Shea, P. Beals, S. Clerc, B. Kalk,

Absent: M. Narumanchi, K. Skoczen, O. Gulacar, I. Antonios, M. McClain, D. Flynn, D. Smith, J. Tait, M. Kiarie, J. Mielczarski, J. Fields, S. Graves, K. Laing, D. Bentley-Drobish, T. Hils

- I. The meeting was called to order at 9:39am.
- II. Announcements
 - G. Cochenet announced that only one hard copy of the Special Topics course form should be submitted to UCF from now on.
- III. Approval of UCF minutes of September 3, 2009
 - All approved minutes with minor revisions.
- IV. New Business
 - A motion was brought to the UCF from a faculty retreat in spring 2009 to approve formation of the Faculty Leadership Council. This council will be made up of the chairs of the following bodies: UCF, Senate, Chairs Council, AAUP, and Grad Council. The FLC will address issues with administration that are university-wide and concern all of these bodies.
 - Faculty Leadership Council Statement:
Current economic pressures have prompted discussions among various faculty bodies about how best to preserve academic excellence and shared governance in a changing environment. To ensure representation of faculty concerns and interests in unfolding proposals for responses to budgetary realities, the Faculty Senate, Graduate Council, Undergraduate Curriculum Forum, Council of Academic Chairpersons and SCSU-AAUP have formed the Faculty Leadership Council (FLC). The purpose of the FLC is to provide coordinated representation of faculty interests to administration and to facilitate a cohesive discussion between faculty and administration on current university issues.
 - **Motion: UCF approves the statement of the Faculty Leadership Council.**
 - All approved with one abstention.

V. Old Business

GETF to LEPC transition:

Motion for discussion:

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- 1) be constituted of all newly elected members.
- 2) be comprised of 13 members, 2 from each school and 3 at-large members with full rights.
- 3) not require members to have previous LEP teaching experience in order to serve on the committee.

- The chair encouraged a broad discussion of the issues in the motion as well as questions that members may have.
- Several members are in favor of the following: having the new committee with “historical members” to aid in transition, opening up the LEPC committee to faculty with a ‘teaching interest’ in LEP courses, and having representation from the different schools.
- B. Kalk introduced a motion that the motion on the floor be tabled indefinitely because of the concern of the legitimacy of constituting the new committee and the time frame needed. The motion was seconded.
- Discussion ensued about tabling indefinitely and the rules for tabling. Many were in favor of the points of discussion of the original motion, but were concerned with potential outcomes from the motion. D. Weiss explained that if we table indefinitely we cannot bring this motion back for a vote. We need to vote to table indefinitely if it is an inappropriate motion and it does not address the points that should be discussed.
- The question was called and the motion to table the main motion on the floor was denied 7-14-0.
- The discussion returned to the original motion. Some felt that this motion has too many issues to vote all at once. Several amendments were presented but deemed too drastic to be considered amendments.
- A point of clarification was requested: It was recommended that the body go back and explore the document carefully to determine the process for creating the committee. This was clarified by P. Beals.
- P. Beals noted that there are two sub-committees also to be formed: Technical Fluency and Critical Thinking and they are being created and members are being sought.
- Discussion about the make-up of the committee. One possible configuration: 1 representative from each school, 4 at-large members, 2 from the GETF committee; or 1 representative from each school, 2 at-large members, 2 from the GETF committee to keep it to nine members.
- Consideration to separate the issues and vote on each section separately will be continued next time.

VI. The meeting was adjourned at 10:51 AM

Called to order at 9:40am

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

I. New Business

A. Introduction to new members for reviewing Special Topic Notification Forms

B. Notification of four special topic sections were presented and logged.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Times taught</u>
HON 298	Mathematics and the Environment	SP 2010	0
JRN 298	Journalism Technology	SP 2010	0
JRN 398	Online Journalism*	SP 2010	1
WMS 498	Caribbean Women's Writing*	SP 2010	0

* logged pending signature clarification

Description of logged courses

HON 298 - Mathematics and the Environment

Fundamentals of quantitative reasoning and their application to environmental issues. Major topics include: descriptive statistics, numeracy, modeling and regression with linear, exponential, and power functions.

JRN 298 - Journalism Technology

This course teaches journalism majors the mechanics of using technical equipment needed to be a successful journalist.

JRN 398 - Online Journalism

Intensive practice in online journalism where students will learn to create online multimedia news packages for an online audience.

WMS 498 - Caribbean Women's Writing: Blackness, Violence, Resistance

Course focuses on an exploration of what it means to be a Caribbean woman/writer in a global context. Different aspects of Caribbean women's lives and experiences will be explored through short stories, testimonies, novels, poetry, and film.

II. Old Business

A. Revise directions for NPIC forms

B. Issues with special topics cross listed with real courses

C. How do programs manage curriculum? How/ Is it equivalent to DCC's?

Meeting adjourned at 11:00am.

Respectfully submitted by: Greg Cochenet

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
September 17, 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, Sobeira Latorre, Sophia Myers (UCF Secretary)

Meeting called to order at 9:40 am

Old Business

New Course Proposal

BIO 205 – Forensic Biology

Motion to approve:

Motion: C. Simoneau; A. Fedak

Motion passed: 9-0-2

REC 361 – Tourism Planning, Marketing, and Promotions

Course exist in catalog; cannot approve

Motion to approve: Tabled

Motion:

Motion passed:

REC 463 – Tourism Impacts, Planning and Management

Approved as a free elective

Motion to approve:

Motion: R. Cain; S. Grace

Motion passed: 11-0-0

Revised Course Proposal

SOC 339 – Fundamentals of Forensics

Removed from program

Motion to approve:

Motion: R. Cain; S. Grace

Motion passed: 11-0-0

Revised Program Proposal

B.A/B.S., Biology

Motion to approve:

Motion: C. Simoneau; A. Fedak

Motion passed: 9-0-2

B.S., Recreation; New Minor Concentration:

Motion to approve: Tabled

Motion:

Motion passed:

B.A/B.S., Sociology

Motion to approve:

Motion: R. Cain; K. Barnett

Motion passed: 11-0-0

New Business

New Course Proposals

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

Motion to approve:

Motion: S. Grace; K. Barnett

Motion passed: 11-0-0

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

Motion to approve:

Motion: S. Grace; K. Barnett

Motion passed: 11-0-0

Revised Program Proposals

B.S., Athletic Training

B.S., Exercise Science; Concentration: Human Performance

Motion to approve:

Motion: R. Cain; K. Barnett

Motion passed: 11-0-0

Approved Motions

New Course Proposal

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 Proposal

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 Proposal

B.A/B.S., Biology

B.A/B.S., Sociology

Tabled Proposals (require clarification)

REC 361 – Tourism Planning, Marketing, and Promotions

New Course Proposal

Revised Course Proposal

Revised Program Proposal

B.S., Recreation; New Minor Concentration:

Meeting adjourned at 11:55am

MINUTES
Writing-Across-the-Curriculum Committee (WACC)
September 17, 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, D. Petroski, K. Lacey, T. Ferrucci (ex-officio), D. Smith, A. Eich-Krohm

1. Meeting called to order at 9:41
2. Introduction of New Members
3. Update from D. Carroll Interim Director of WAC
Assessment Grant was awarded.
WAC Program brochure developed D. Carroll and D. Petroski – hope to finalized for the Majors Expo.
Website – S. Ellis will work with D. Carroll on this
Workshop on 9/16 very successful. Next one will be on October 21st and will focus on rubrics.
4. Writing Center Update: T. Ferrucci
3 graduate students and 5 university assistants now staffing the center
5. Chair's Update from K. Marsland
Reassigned time for WACC chair has been retained. Not a lot of activity with proposals over the summer because of scheduling and faculty changes. Discussed having some flexibility with dates for submission of proposals for spring approval. Anticipate an increase in proposals over the next two meetings.
Interactive PDF forms for proposals are almost ready for piloting – this is so we can move to a digital submission. Discussion about how we will manage these proposals. What would be the best platform? Plan contact Stan Walonoski to discuss options.
Discussion regarding virtual space for use by WAC faculty for sharing information. Will also discuss this with Stan.
6. Review of New Proposals
Course: SOC 361- Urban Sociology
Faculty: Shirley Jackson
Committee Recommendation: Approve pending clarification
Committee Vote: 7-0-1

Course: SOC 370 Sociological Research Methods
Faculty: Gregory Adams
Committee Recommendations: Approve with recommendations
Committee Vote: 7-0-1

Course: SOC 490 Seminar in Sociology
Faculty: Jon Bloch
Committee Recommendations: Approve pending clarification
Committee Vote: 7-0-1

Course: ANT 376 Anthropology of Education
Faculty: Kenneth McGill
Committee Recommendations: Approve with recommendations
Committee Vote: 8-0-0

Course: LIT 406 Classical Drama
Faculty: Joseph Solodow
Committee Recommendation: Revise & Resubmit
Committee Vote: 7-0-1

7. Meeting Adjourned 11:01 a.m.

Respectfully Submitted,
Dr. Kimberly Lacey/ Secretary WACC

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

Course: ANT 376 Anthropology of Education
Faculty: Kenneth McGill

Course: SOC 370 Sociological Research Methods
Faculty: Gregory Adams

Minutes – PRAC
Sept. 17, 2009

Present: Patty Kahlbaugh, Adam Abugri, Imad Antonios, Gene Brady, Sue Clerc, Charlie Dellinger-Pate, Marybeth Fede, Susan Felsenfeld, Marty Hartog, Tricia Lin, Tom Radice

The following agenda items were discussed:

1. Familiarization with the timeline for 2009-2010, the departments under review, and the processes by which we receive, review, revise and vote on departmental assessment documentation. P. Kahlbaugh informed the committee of the following points:
 - The 2009-2010 Review schedule is on line.
 - Political Science – will be submitted Wednesday, 9/23 and will be voted on 10/1 at the next PRAC meeting.
 - Electronic copies of last year's approved reviews will be made available to the committee members, either by posting them on the UCF website or sent via email.
 - Assessment documents would arrive through email the week between PRAC meetings.

2. Familiarization with the assessment documentation passed by UCF. We will be going further into the process this year and will need to examine standards 1-9 (and possibly further) in the document.
The committee had a brief discussion of the PRAC Program Review document to familiarize new members of the committee about the document.

3. Old Business:
Deb Weiss visited the committee and discussion of the following points ensued:
 - a. She informed the committee that 6 credits for assessment will be phased into the assessment by giving .6 credits per semester for five years. Programs up for review are being given an option to receive either credits or receive monetary compensation, as funds in the budget exist. It is not certain if this proposal is retroactive to last year.
 - b. She discussed what the assessment office is doing to facilitate the data gathering process, such as what they are doing with the library to help gather data related to library holding, etc. Concerns were raised about creating a guide for how to fill out the review reports. Deb suggested that the task of the committee include creating those guidelines and in a sense be assessing the assessment process.
 - c. Deb presented the form that programs receiving outside review would have to submit to PRAC with their report. The form contained 5 minimum requirements that correlated to PRAC's 17 standards that the external review needed to address. The question of how and when that report would be reviewed by PRAC was a concern.
 - d. The question of extending the timeline to 7 years was discussed. Points discussed included:

- Whether it needed to be coordinated with the Graduate Program Reviews.
- When external reviews for departments undergoing accreditation are up for review in order to decide if one program could replace one of the full reviews scheduled for Spring 2010.

The meeting adjourned at 10:55 a.m.

Minutes submitted by M. Hartog

Sept. 17, 2009

University-Wide Impact Committee
Minutes 9/17/09

Present

P. Beals, L. Foss, J. Fullmer, K. Gatzke, M. Generali, L. Keenan, T. Lenda, H. Lockwood, A. Marsoobian, M. McCain, J. Mielczarski, B. Nakamura, W. O'Brien, J. O'Hara, A. Reynaga, M. Shea, J. Strawn

I. Call to Order

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

II. Old Business

No old business

III. New Business

- The sub-committee was given an update regarding the Ad Hoc General Studies Committee.
- The sub-committee then discussed in general the role and function of UWIC for new members.
- Next, the topic of discussion was UWIC's role in the implementation of the LEP (Liberal Education Program) and how the standing committee would work with the LEPC.
- Finally, the sub-committee discussed raising a point of information during the next UCF meeting on the subject of what the role of LEPC would be and how it would work with the tier one steering committees on critical thinking and technological fluency and with UWIC itself.

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura