

# **Undergraduate Curriculum Forum**

## **AGENDA**

Adanti Student Center, Room 301A

Thursday, Sept. 3, 2009

- I. Call to order
- II. Introduction of new members and alternates
- III. Announcements
- IV. Approval of UCF minutes of May 14, 2009
- V. Introduction of Standing committees
  - a. NPIC
  - b. NMC
  - c. WACC
  - d. PRAC
  - e. UWIC
- VI. Selection of Standing committees by representatives and alternates
- VII. Old Business
  - GETF to LEPC transition
- VIII. Adjournment

## Undergraduate Curriculum Forum

### Minutes

Engleman Hall, Room B121A

Thursday, May 14, 2009

Present: Deborah Weiss (Chair), K. Skoczen, R. Vaters-Carr, S. Grace, M. Das, O. Gulacar, S. Felsenfeld, R. Glinka, L. Foss, A. Abugri, S. Grubacic, N. Marano, M. McClain, M. Fede, E. Schmitt, B. Nakamura, T. Radice, M. Hartog, W. O'Brien, J. Irving, L. Rebeschi, K. Lacey, D. Flynn, D. Pettigrew, K. Cummings, C. Broadbridge, J. O'hara, J. Tait, M. Kiarie, G. Adams, J. Sullivan, T. Lin, J. Mielczarski, G. Cochenet, A. Marsoobian, K. Rondinone, M. Shea, D. Tomasko, K. Laing, D. Bentley-Drobish, C. Thompson

Absent: M. Narumanchi, I. Antonios, C. Coron, E. West, J. McGinn, C. Simoneau, E. Frank, R. Kustin, K. Marsland, D. Smith, M. Cameron, K. Barnett, J. Fields, S. Graves, B. Kalk, Q. Bright

- I. The meeting was called to order at 9:35am.
- II. Announcements
  - D. Carroll announced the Teaching Academy for this summer
  - NMC requested that faculty be encouraged to submit courses early in the semester.
- III. Approval of UCF minutes of April 30, 2009
  - All approved minutes.
- IV. Standing committee reports (minutes and committee motions)
  - a. NPIC – minutes received. 5 new courses logged. New deadlines for teaching special topics courses. WMN 298 will be renamed WMN 216
  - b. NMC – minutes received.
    - Motions received:

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### **Approved Motions**

### **New Course Proposals**

FIN 470 – Practicum of Investing

GEO 280 – Geographic Information Systems for Inquiry in the Social Sciences

HIS 376 – Alexander the Great and the Hellenistic Age

MAR 140 – The World Ocean  
MAR 340 – Coastal Processes and Environments  
MAR 460 – Field Laboratory Techniques in Marine Studies  
PSY 318 – Emotional and Social Development  
REC 220 – Inclusive Recreation  
REC 390 – Grant Writing

### **Revised Course Proposals**

ANT 322 – Forensic Anthropology  
ANT 497 – Anthropology Internship  
ANT 499 – Independent Study  
GEO 270 – Maps and Map Interpretation  
GEO 371 – Cartography I  
GEO 460 – Geographic Information Systems (GIS)  
GEO 461 – Geographic Information Systems II  
PCH 201 – Wellness  
PCH 270 – Stress Management and Health Promotion  
PCH 353 – World Health  
PSC 475 – Capstone Seminar  
PSY 210 – Infant & Child Development  
PSY 215 – Adolescent Development  
PSY 219 – Lifespan Development  
PSY 415 – Topics in Child Development  
REC 321 – Programming in Community Recreation  
REC 350 – Recreation and Park Areas  
REC 456 – Recreation Voluntary Youth Service Organizations  
THR 121 – Intro to Performance  
REC 350 – Recreation and Park Areas

### **Revised Program Proposal**

B.S., Anthropology; Concentration: Linguistics  
B.S., Anthropology; Concentration: Anthropology of Education  
B.A., English; Concentration: All, including students w/o concentrations  
B.S., English; Concentration: All, including students w/o concentrations  
Minor in Marine Studies  
B.A., Psychology; Concentration: GEN  
B.A., Psychology; Concentration: Mental Health  
B.S., Psychology; Concentration: Research  
B.S., Public Health  
Rec. & Leisure Studies; Concentration: Sports Management  
Rec. & Leisure Studies; Concentration: Community Recreation and Youth Development  
Rec. & Leisure Studies; Concentration: All core requirement

- The body agreed to vote as a block

- All approved with no abstentions
- c. WACC – minutes received.

- Motion on six courses:

Course: ENG 329 Modern British Poetry

Faculty: Karen Remedios

Course: PSY 490 Senior Seminar in Psychology

Faculty: C. Novosad

Course: ART 398 History of Russian Modernism

Faculty: A. Ter-Stepanias

Course: ART 398 Art and Revolution

Faculty: A. Ter-Stepanias

Course: ENG 455 19<sup>th</sup> Century British Literature: 1837-1900

Faculty: N. Fluhr

Course: SOC 216 Men's Studies

Faculty: C. Moran

- All approved with one abstention.
  - Motion to change in the WACC process:
  - Changes reviewed with minor revisions suggested (requirement of submission of cover memo and supporting materials)
  - All approved with one abstention.
- d. PRAC – minutes received.
- Motion: PRAC recommends that the UCF approve the assessment of Standards 1, 2, & 3 conducted during the Undergraduate Program Review of the Media Studies Department.
  - All approved motion.

- e. UWIC – minutes received.

- Motion:

The Department of World Languages and Literatures has proposed changes to the language in the Undergraduate Catalogue in order to clarify and establish guidelines for the granting of waivers for the world language requirement.

### **Current Catalogue Description:**

Students who have already achieved fluency in writing a foreign language may take a waiver examination. They should contact the FLD for details. Students who have studied a foreign language for four years or more in high school or are native speakers cannot take a first semester course in that language for credit.

### **New Catalogue Description proposal:**

Students who have already achieved oral and written fluency in a language other than English may take a waiver examination. They should contact the Department of World

Languages and Literatures for details. Students who have studied a language other than English for three years or more in high school or are native speakers cannot take an entry level elementary language course (for example, Spa 100, Ita 100, Fre 100, Ger 100) in that language for credit.

### **Proposal for World language waiver policy:**

Students may be granted a waiver of world language requirement with credit based on the following:

1. Waiver/Placement exam<sup>1</sup> including written and oral parts. Oral part of the exam must be taken within 30 days of the receipt of the results for the written test. Test results will be valid for one semester. Depending on the score, 3 or 6 credits may be waived.
2. Advanced Placement (AP) exam (a score of 4 grants a 3 credit waiver; a score of 5 grants a 6 credit waiver).
3. CLEP exam.

Students who are native speakers of a language other than English may be granted a waiver of world language requirement with credit based on one of the following documents:

- High school diploma or its equivalent from the student's native language country.
  - ACTFL Oral Proficiency Interview (OPI) and Written Production Test (WPT) passed at Intermediate Mid level. To register for these tests, you may contact [www.languagetesting.com](http://www.languagetesting.com)
- All approved the above motion with one abstention.

V. Ad hoc reports (per committee request) – no reports

VI. New Business

a. Election of UCF Chair

- Nominations were presented for the chair of UCF. Mike Shea nominated Deb Weiss. There were no other nominations.
- Deb Weiss was unanimously elected as UCF chair.

b. UCF Steering Committee Motions

Motion 1: The UCF steering committee moves to exempt from standard program review, those programs that undergo review by an outside accrediting body and/or approval agency, under the condition that certain minimal standards be met. In lieu of the standard program review report, these programs will submit a copy of the report from their outside

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<sup>1</sup> Waiver/Placement exams are currently available in French, German, Italian, Latin, Portuguese, Russian, Spanish.

review together with a PRAC outline (see Appendix A) that highlights where in the report the minimal standards have been met. The report will be submitted on a schedule to be determined by UCF. In most cases, this will also exempt the department from meeting with the PRAC Committee, unless further clarification of the report is needed. If the minimal standards are not met in the outside accrediting process, the department will need to comply with these standards in addition to their outside review process.

- Discussion ensued over concerns regarding reassigned time and concerns about departments that have outside accrediting bodies for some of their programs but not all. It was explained that those programs not under external review would need to submit a report.
- All approved motion with one abstention.

Motion 2: The UCF Steering Committee moves to provide the option for departments to present a short (typically 10-15 minutes) report to the UCF body on their program review to take place prior to voting on the PRAC motion.

- Discussion ensued about the goals of the presentations. Several members were concerned about time constraints on UCF. Others were afraid that the presentation would be a rebuttal about not receiving approval but instead should be a chance to showcase their work in their department. Some liked the optional part of the process.
- Approved motion: 27 approved, 1 opposed and 8 abstained.

Motion 3: The cycle for the Undergraduate Program Review should be adjusted to 7- or 8-year cycle.

- This motion was tabled and this discussion will be continued in the fall.

c. GETF to LEPC transition (see Appendix B)

- The proposal for the transition was presented to UCF. Discussion ensued but due to time constraints will be continued in the fall.

VII. The meeting was adjourned at 11:05am.

Appendix A:

Program Review and Assessment Committee  
Cover Sheet: Undergraduate Program Review following National Accreditation

Name of Department:

\_\_\_\_\_

Professional Accreditation Agency:

\_\_\_\_\_

Date of Accreditation: \_\_\_\_\_

<b>Standard</b>	<b>Comments</b>	<b>Page #</b>
Have formal learning outcomes been developed?		
Where are learning outcomes published?		
Other than GPA, what data/evidence is used to determine that graduates have achieved the stated outcomes for the degree? (e.g. capstone course, portfolio review, licensure examination)		
Who interprets the evidence? What is the process?		
What changes have been made as a result of using data/evidence?		

Please attach self-study and accreditation report to this cover sheet.

## Appendix B

### **Proposal for Transition of GETF to LEPC**

#### Givens:

1. The committee is to be comprised of 9 elected members and a number of ex-officio members who do not have voting rights.
2. According to Senate resolution F-06-02, the current GETF is to remain constituted until an appropriate committee is charge or created by UCF and approved by the Senate. The approved LEP states that a new committee shall be created as opposed to charging a current committee with the task.
3. There are no other clear guidelines on how to constitute the committee.
4. 3 new members were elected last spring to the GETF who began serving 3 year terms beginning in fall 2008.
5. 3 new members shall be elected in spring 2009 to the GETF.
6. There are currently 6 non-elected members on the GETF.

#### Proposed Transition from GETF to LEPC:

1. The LEPC shall be a standing committee of the Undergraduate Curriculum Forum.
2. All efforts shall be made to constitute the new LEPC in early fall and subsequently dissolve the ad hoc GETF.
3. Ultimately all 5 university schools shall have a least one member on the committee. The other 4 positions shall be open to any school. This may take several years to achieve; see details in #5 and #6 below.
4. The 3 GETF members elected in Spring 2008 and the 3 GETF members elected in Spring 2009 shall be offered a position on the LEPC. They shall be polled in order to ascertain whether or not they are interested in joining the new committee. The position of any member who is not interested in joining the LEPC shall be open for election in Fall 2009 for the remaining number of years in the member's position.
5. Three members from the current GETF committee among the 6 non-elected members shall be offered a position on the LEPC to insure continuity. After polling the 6 GETF members in order to determine who is interested in remaining on the committee, if more than 3 members are interested, the UCF Steering Committee shall select the members based upon and in order of the following: a) school distribution and b) selection by lottery. Even if full school distribution is not possible initially due to the makeup of the current GETF, three members from the current committee shall be offered a position on the LEPC, however the desired distribution shall be remedied in the next election(s) until it has been attained.
6. Beginning at the end of the spring 2010 semester and in subsequent spring semesters, 3 or more (if members' positions are terminated prematurely) members shall be elected to the LEPC through Faculty Senate elections. A balance of

school distribution shall be achieved as expeditiously as possible and maintained thereafter.

7. The LEP Chairperson shall be elected by the committee during the first meeting of the fall semester to serve for no more than 3 consecutive one year terms.
8. The Committee shall create bylaws as one of its first business undertakings; it shall draw from the UCF and other standing committee bylaws as appropriate in order to insure uniformity.
9. A list of 3 alternates shall be maintained at all times in sequential order, to be comprised of interested individuals who ran for, but were not elected to LEPC membership positions based upon the number of votes they received. These alternates' terms shall expire when the regularly scheduled spring election takes place and they shall be replaced by a new group to follow the same procedure. Alternates shall take the place of committee members who 1) resign from the committee or 2) are unable to serve temporarily 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. The alternate will then go to the bottom of the alternate list, but may serve again, within the same academic year after the other alternates have served. If 3 alternates are not available at any time following the election, the UCF Steering Committee shall fill the remaining positions by appointment.
10. 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.
11. Members may run for consecutive terms.

Alternates may run for membership positions, even if they have actively replaced a member during a given year.