

# **Undergraduate Curriculum Forum**

## **AGENDA**

Adanti Student Center, Room 301A

Thursday, February 11, 2010

- I. Call to order
  - II. Announcements
  - III. Approval of UCF minutes of December 10, 2009
  - IV. Standing committee reports (minutes and committee motions)
    - a. NPIC
    - b. NMC
    - c. WACC
    - d. PRAC
    - e. UWIC
  - V. Brief report on credits for Program Review – Kathy Yalof
  - VI. Ad hoc reports - GETF – Jim Tait
  - VII. Old Business - none
  - VIII. New Business
- Discussion Q & A regarding implementation of LEP – Jim Tait, Polly Beals

## **Undergraduate Curriculum Forum**

### **Minutes**

Adanti Student Center, Room 301A

Thursday, Dec. 10, 2009

Present: D. Weiss (Chair), K. McGill, R. Vaters-Carr, M. Das, S. Grace, O. Gulacar, S. Felsenfeld, J. McCullagh, R. Glinka, L. Foss, N. Marano, J. Fullmer, M. Fede, D. Marino, B. Nakamura, T. Radice, C. Simoneau, J. Hong, M. Hartog, G. Brady, R. Kustin, J. Irving, J. Strawn, R. Cain, K. Marsland, P. Kahlbaugh, D. Smith, J. Tait, G. Adams, E. Keenan, S. Latorre, E. Larkin, T. Lin, J. Mielczarski, S. Graves, P. Beals, S. Clerc, A. Fedak, K. Rondinone

Absent: M. Narumanchi, B. Phelan, I. Antonios, A. Abugri, M. McClain, E. West, G. Bogel, C. Dellinger-Pate, D. Flynn, K. Gatzke, K. Cummings, J. O'hara, M. Kiarie, W. Elwood, K. Barnett, A. Marsoobian, M. Shea, K. Laing, D. Bentley-Drobish, B. Kalk, T. Hils

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- I. The meeting was called to order at 9:40 am by Deborah Weiss, Chairperson.
- II. Announcements
  - G. Cochenet reminded us of the Pottery Sale today from 11-5pm.
  - T. Lin announced the 64 days of nonviolence and the 19<sup>th</sup> annual conference on women and girls of color.
  - J. Fullmer announced a meteor shower this weekend. The best time for viewing is Sunday, December 13<sup>th</sup> at midnight.
  - K. Marsland announced that her daughter's school is collecting Pennies for Peace to help build schools in Afghanistan.
  - R. Vaters-Carr announced that AV/TV is no longer providing carts to be sent to different rooms. The carts will be assigned to specific rooms. She also mentioned that loaner computers are no longer being provided while faculty members' computers are being serviced and that faculty must back up their computer contents since this is not being done by university tech support.
  - K. Marsland reminded us of the writing course contest for the students taking W-courses in the Fall, Spring and Summer 09.
- III. Approval of UCF minutes of November 19, 2009
  - All approved the minutes, pending revisions
- IV. Standing committee reports (minutes and committee motions)
  - a. NPIC – did not meet
  - b. NMC – minutes received
    - Motion to approve all courses/programs as a block:

### **New Course Proposal**

JRN 135 – Journalism Technology  
JRN 225 – Multimedia Journalism  
JRN 375 – Courts & Crime  
JRN 490 – Journalism Capstone

### **Revised Course Proposal**

JRN 306 – News Design and Desktop Publishing  
JRN 321 – Magazine Editing and Production

JRN 300 – News Writing  
JRN 210 – Broadcast News  
JRN 270 – Introduction to Photojournalism  
MIS 370 – Business Information Systems

### **Revised Program Proposals**

B.A., Journalism  
B.S., Journalism

### **Tabled Proposals (require clarification)**

B.S., Business Administration  
B.S., Communication Disorders  
B.S., Communication

- Motion approved with two abstentions
- c. WACC – minutes received
  - Motion to approve courses as a block:

ART History 303: Noelle King O'connor

REC 320: Deborah Smith

NUR 460: Mary Anne Glendon

PCH 356: Michele Vancour

ENG 304: Judy Tarbox

- All approved motion.
- d. PRAC – minutes received
  - Motion to accept the approval of the Art Department Program Review:
  - All approved motion.
- e. UWIC – did not meet

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

VI. Old Business – Approval of final document to Senate on LEPC

VII. New Business

### **Motion:**

Due to UCF members' concerns regarding technology and technology support, the UCF will request (via John DaPonte, chairperson of Senate Technology Committee) that further discussion with faculty about policy-change decisions that impact the delivery of curriculum take place and that changes not be made or implemented during the Winter Break.

This motion was made. J. Tait seconded and all approved the motion with 1 abstention.

### **Oral Report**

The UCF discussed reports that President Norton may be leaving the University and how this might impact curriculum.

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

Respectfully submitted,  
Kathleen Rondinone

Called to order at 9:40am

Present: G. Adams, G. Bogel, L. Carlson, G. Cochenet (Chair), J. Hong, D. Marino, C. Michalski

**I. New Business**

A. Notification of three special topic sections were presented and logged.

| <u>Course #</u> | <u>Course Title</u>                 | <u>Semester</u> | <u>Times taught</u> |
|-----------------|-------------------------------------|-----------------|---------------------|
| MKT 398         | Mixed Methods Marketing Research    | Fall 2010       | 0                   |
| SOC 398         | Drugs and Society                   | Fall 2010       | 2                   |
| SPA 498         | Latin American Culture Through Film | Fall 2010       | 0                   |

**Description of logged courses**

MKT 398 - Mixed Methods Marketing Research

The course provides grounding in mixing methods for design and analysis of qualitative and quantitative forms of data in marketing research. It describes criteria for judging the quality of such research. Also, it provides instruction for writing up and reporting such work.

SOC 398 - Drugs and Society

Examination of developments, issues, and/ or creative work in the sociology of drug use.

SPA 498 - At the Movies: Latin American Culture Through Film

Proposed course explores contemporary Latin American and Caribbean cultures through film. The course will examine Latin American and Caribbean cultural practices and the cinematic representation of specific historical events including the Cuban Revolution, the Dirty War, and the Trujillo Dictatorship.

B. NPIC briefly discussed the possibility of creating an XXX 198 special topics shell to be used in the upcoming LEP. Questions and concerns were brought up and there needs to be much more discussion about this.

**II. Old Business**

A. None

Meeting adjourned at 10:30am.

Respectfully submitted by: Greg Cochenet

**Undergraduate Curriculum Forum  
Notification Management Committee Minutes  
February 4, 2009**

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

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

**New Course Proposal**

ANT 376 – Anthropology of Education  
ANT 476 – Fieldwork Methods in the Ethnography of Education  
ANT 496 – Research Internship in the Ethnography of Education

**Motion to approve:**

**Motion: M. Das; R. Glinka**

**Motion passed: 7-0-1**

**Revised Course Proposal**

PHI 325 – Bio-Ethics of the Life Sciences (**forwarded to UWIC**)

**Revised Program Proposal**

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

**Motion to approve:**

**Motion: S. Latorre; R. Glinka**

**Motion passed: 7-0-1**

B.S., Education; Concentration: Bilingual Education

**Motion to approve:**

**Motion: S. Latorre; K. Barnett**

**Motion passed: 8-0-0**

**Tabled Proposals (require clarification)**

**Revised Program Proposal**

B.S., Business Administration; Concentration: Management Information Systems

**Distributed Proposals**

**New Course Proposal**

MIS 230 – Introduction of Project Management

MIS 430 – Advanced Project Management

**Revised Course Proposal**

ANT 352 – Crime Scene Investigation

MGT 385 – Human Resources Management

MKT 427 – Marketing Management

MKT 495 – Departmental Honors

**Revised Program Proposal**

B.S., Anthropology – Concentration: Biological

B.S., Nursing

**Meeting adjourned at 10:40 a.m.**

MINUTES  
Writing-Across-the-Curriculum Committee (WACC)  
February 4, 2010  
9:35 am to 10:50 am  
ASC 233

Present: D. Carroll (ex-officio), S. Corbett (ex-officio), V. Breslin, A. Eich-Khrom, D. Smith, S. Ellis, K. Marsland, T. Ferrucci (ex-officio), D. Petroski

Electronic Votes: K. Lacey, N. Marano

1. Call to order 9:40
2. Update from Committee Chair: Assessment project and what to do with it? How do we manage it as well as review of proposals as well as the WAC essay contest?
3. Review of Proposals:

|  |  |
|--|--|
| Course: WLL 211<br>Faculty: Elena Schmitt          | 6 Approved 2 abstentions 0 against                       |
| Course: English 200<br>Faculty: Steven Corbett     | 5 Approved 3 abstentions 0 against                       |
| Course: Philosophy 325<br>Faculty: Susan Owen      | 6 Approved 2 abstentions 0 against                       |
| Course: JRN 200<br>Faculty: Frank Harris           | 6 Approved 2 abstentions 0 against                       |
| Course: JRN 322<br>Faculty: Cindy Simoneau         | 6 Approved 2 abstentions 0 against<br>with clarification |
| Courses: English 217 and 366<br>Faculty: Jeff Mock | 7 Approved 1 abstention 0 against                        |
| Course: Public Health<br>Faculty: Richard Cain     | 8 Approved 0 abstention 0 against                        |
| Course: WLL 211<br>Faculty: Judith Hammer          | 6 Approved 2 abstentions 0 against                       |
4. Discussion of directions for WAC essay contest.
5. Update from WAC Director:
  - a. Scott Ellis joining WAC as Co-Director of WACC. He will be taking over as Interim Director in Fall 2010.
  - b. Discussed history of WACC.
  - c. Suggestion for how to nominate future Directors: Provost sends out calls for recommendations that then goes to the WACC. Then WACC recommendation goes to

Provost. (Will bring forward in next WACC meeting.) Bob McEachern will be receiving credits for helping direct WAC Program.

- d. Writing Center and issue of underfunding.
  - e. For WACC essay contest, may need to do gift certificates. Question of co-authored pieces for contest.
  - f. Assessment project: not having a lot of luck with people sending student papers. Plans to follow up with instructors.
  - g. PIE Workshops writing in the sciences, and writing for business.
6. Carlos Ramirez and potential faculty award in his honor.
7. Future WACC and UCF meetings:
- WACC 2/4, 2/18, 3/4, 3/18, 4/8, 4/225/6  
UCF 2/11, 2/25, 3/11, 4/1, 4/15, 4/29, 5/13
8. Meeting adjourned 10:55

Respectfully submitted,  
Steven J. Corbett, PhD and WACC ex officio

**Motion:**

To approve the following as W sections:

Course: WLL 211  
Faculty: Elena Schmitt

Course: English 200  
Faculty: Steven Corbett

Course: Philosophy 325  
Faculty: Susan Owen

Course: JRN 200  
Faculty: Frank Harris

Course: JRN 322  
Faculty: Cindy Simoneau

Courses: English 217 and 366  
Faculty: Jeff Mock

Course: Public Health  
Faculty: Richard Cain

Course: WLL 211  
Faculty: Judith Hammer

Minutes PRAC 2/4/10

Attendance: Susan Clerc, Charlene Dellinger-Pate, Marybeth Fede, Susan Felsenfield, Martin Hartog, Yi-Chun Tricia Lin, Tom Radice, Patricia Kahlbaugh, Imad Antonios, Gene Brady, Scott Graves

Patty handed out her notes on management's program review submitted by Paul Stepanovich on January 27, 2010. Meeting started with a review of standards reviewed by the individual members.

Prac met with Paul Stepanovich at around 10:25 to discuss our comments on the program review submitted, to listen to Paul's report about the review and his experiences in writing it, and to make some suggestions for improvement to the document.

Respectfully submitted by P. Kahlbaugh & M. Hartog

University-Wide Impact Committee  
Minutes 2/4/10

**Present**

L. Foss, J. Fullmer, K. Gatske, M. Generali, J. Irving, L. Keenan, H. Lockwood, A. Marsoobian, M. McCain, J. Mielczarski, B. Nakamura, J. O'Hara, A. Reynaga, M. Shea

Special Guest: Deborah Weiss

**I. Call to Order**

The meeting was called to order at 9:35am.

**II. Old Business**

The standing committee continued its discussion on the subject of establishing a formal procedure for the declaration of a university minor. Topics included how students could be notified of the existence of minors perhaps during orientation or FYE advisement. Also the committee discussed how software like BANNER™ could be used to track and flag students with 9 credits in a particular department's course offerings and could be used to notify appropriate department chairs. Within this discussion the standing committee touched on the subject how the procedure of university major declaration could be streamlined by eliminating the custom of students declaring an "intended" major and replacing this with an "actual" declaration of a university major.

The standing committee determined that an invitation be extended to Dr. Stephen Joyner from Academic Student Services, Kimberly Laing from the Registrar's Office, and the FYE director, Dr. Nicole Henderson to the next UWIC meeting regarding the declaration of minors/majors issue.

The standing committee next discussed establishing a set of criteria for UCF representation. In conjunction with the UCF by-laws, it was discussed that department-like entities, who desire representation, should be allowed to apply for UCF membership. Such entities should have a university major, a chair and/or director, should have curriculum offerings independent of other departments and majors, and, possess a rationale for UCF membership.

**III. New Business**

No new business was on the agenda.

**IV. Adjournment**

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura