

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, May 19, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of May 5, 2011
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- V. New Business
 - a. Election of UCF Chair.
 - b. Federal regulations that take effect July 1, 2011 regarding credit hours and clock hours required for a course.

The Steering Committee proposes the following motion to comply with this regulation:
Motion: The federal regulation taking effect on July 1, 2011 states the following about the amount of hours dedicated to work in a course:

 - (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
 - (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

UCF recommends that all syllabi include a statement that reflects these guidelines.

A sample statement for a typical on-ground 3-credit course is:
“In accordance with Federal guidelines, this course requires an average of two hours of student work outside the classroom for each contact hour in the classroom.”
 - c. Agenda items for the beginning of the Fall 2011 semester.

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, May 5, 2011

Present: M. Hartog, K. McGill, M. Das, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, M. Bay, K. McNamara, M. McClain, J. Rumrill, C. Hannah, E. West, J. Liu, C. Simoneau, C. Dellinger-Pate, J. Irving, K. Lacey, M. Vancour, S. Bernard, K. Gatzke, H. Lockwood, P. Kahlbaugh, D. Smith, G. Adams, E. Keenan, S. Latorre, T. Lin, J. Mielczarski, K. Barnett, K. Burke, M. Shea, B. Glynn, P. Beals, S. Clerc, N. Moniello, S. Keller,

Absent: M. Narumanchi, B. Phelan, S. Grubacic, E. West, C. Dellinger-Pate, E. Kramer, R. Kustin, J. Irving, J. O'hara, K. Marsland, J. Tait, T. Abdulaziz, W. Elwood, J. Mielczarski, K. Burke, G. Cochenet, D. Bentley-Drobish

Guest: A. Marsoobian

- I. The meeting was called to order at 9:38 a.m.
 - Quorum (50% + 1) was reached at 9:45 a.m.
- II. Announcements
 - a. T. Lin – 64 Days of Non Violence coming to an end – four speakers [Robert Jensen, Gary Holder-Winfield, Jack Hasegawa, and Grace Yun] scheduled for Friday, May 6th from 9am-2pm in the ASC Theater
 - b. M. Shea – Faculty retreat planned for Wed., May 25 at the Jewish Community Center from 9am-12pm, sponsored by AAUP with lunch provided.
- III. Approval of UCF minutes of April 21, 2011
 - a. Minutes of April 21st approved unanimously
- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 4/28 meeting
 1. Special Topics Courses:
 - 1) RUS 398 Advanced Russian
 - 2) COM 298 Experimental Video Production
 - ii. Minutes of 4/28 accepted
 - b. NMC
 - i. Discussion of 4/28 meeting
 1. Motion to accept the following new/revised courses and revised program proposals:
 - New Course Proposals
 - 1) ARB 200 Arabic III**
 - 2) PSC 210 American Political Experience **
 - 3) PSC 230 War **
 - Revised Course Proposals
 - 4) CSC 101 Introduction to Computers and Applications **
 - 5) REC 301 Internship I
 - 6) REC 390 Grant Writing
 - 7) REC 401 Practicum II
 - 8) PHY 231 Physics for Scientists & Engineers II

- 9) PHY 309 Modern Physics
- 10) SWK 200 Introduction to Social Work
- 11) PCH 440 Food Hygiene
- 12) PCH 441 Water Supply and Waste-Water Treatment
- 13) PCH 446 Environmental Hazards
- Revised Program Proposals
- 14) BS; Athletic Training
- 15) BS; Business Administration/Concentration: Business Economics
- 16) BS; Public Health

2. Motion approved unanimously [** submitted to UWIC as LEP offerings]

ii. Minutes of 4/28 received

c. PRAC

i. Discussion of 4/28 meeting

1. Reviewed Public Health's assessment (expedited review due to external review) and recommend UCF grant continuing approval, which was approved unanimously by UCF.

ii. Minutes of 4/28 received

d. UWIC

i. Discussion of 4/28 meeting

1. Motion to approve the following LEP-Courses:

- 1) CSC 104 (T1 TF) Web Technology
- 2) ESC 201 (T2 NWII) Historical Geology

2. Motion approved with one abstention

ii. Minutes of 4/28 received

e. WACC

i. Discussion of 4/28 meeting

1. Resolution from WACC Regarding Maintaining W-Writing Intensive Course Caps at a Maximum of 20:

Whereas this number is derived from extensive research and statements of standards by the primary national organizations responsible for teaching writing,

Whereas in their "Statement of Principles and Standards for the Postsecondary Teaching of Writing," both the Conference on College Composition and Communication and National Council on the Teaching of English assert that "[n]o more than 20 students should be permitted in any writing class. Ideally, classes should be limited to 15",

Whereas these standards are also affirmed and reinforced by the Association of Departments of English and the American Association of University Professors,

Whereas the Writing Across the Curriculum Committee supports these standards, all of which are based upon the extensive research on effective writing instruction,

Be it resolved that the university follow these guidelines and maintain caps for all writing-intensive courses at no more than 20 students.

2. Resolution supported with one abstention

3. Motion to approve the following W-Courses:

1) THR 415 Dramatic Criticism (K. Monroe)

4. Motion approved unanimously

ii. Minutes of 4/28 received

f. LEPC

i. Discussion of 4/13 and 4/20 meetings

1. Students need to pass Tier I courses to take Tier II courses.

2. LEPC working to define “influential primary expository text”

3. Petition requesting Senate conduct a referendum to stop LEP

4. How transfer students’ courses will be accepted to SCSU

5. Discussion with UCF:

1) Incoming students will be pre-registered and advisement will be referred to the appropriate department if students have a major declared; first semester course schedule will be determined by:

- Handbook created by N. Henderson and L. Lancor that shows tables to determine MAT and ENG placement; INQ and CT placement will be based on surveys created by A. Marsoobian.

- Academic Advisement and FYE surveyed departments to determine appropriate “other” course options depending upon major-area of interest.

2) Students who are not satisfied with their pre-registered courses can seek resolution with advisors during New Student Orientation

3) Faculty advisement will begin primarily with second semester students.

ii. Minutes 4/13 and 4/20 received

V. Old Business

a. Senate Referendum to Recall the LEP

i. Possible concerns over the quick timeframe of decisions made regarding LEP.

ii. Referendum sent to full-time faculty, but not to part-time faculty yet. S. Cusato, Senate President, is considering sending it to part-time faculty.

iii. S. Cusato convened a group to meet with S. Williams, which was held Tuesday, May 3rd. D. Fredeen, B. Kalk, M. Hartog, P. Beals, S. Cusato, S. Williams and faculty from various departments, including NUR, ESC, PCS, HIS, PSY and EXS, who are in support of the referendum, met. Issues were discussed, such as concerns about transfer students, access to major courses in first semester/year, world language requirements for science majors (B.S. students will need 3 semesters of WLL), and resulted in six points, which have been shared with LEPC. The LEPC and Director are listening to what people are saying and they consistently have been trying to address faculty concerns.

iv. Concern that people will vote on misinformation or feelings of discontentment with the university, in general, at this time.

v. P. Kahlbaugh stated she believes faculty support LEP as indicated by the initial vote, but some departments are struggling trying to implement LEP in a way that is best for them and their students.

vi. A. Marsoobian believes LEP will allow concessions to departments that need them, but requirements must be retained; LEPC cannot change the approved program. WLL has lowered the requirement from what was

planned, but faculty voted on this. Some students will be able to “test-out” of the WLL requirements.

- vii. K. McGill – raised the issue concerning a policy for transfer students and transfer equivalency.
- viii. J. Rumrill – sought clarification on the exception for taking Tier II in the first semester and whether it is during the (3-year) transition period only. Answer yes, but it will be continuously reviewed.
- ix. H. Lockwood– regarding the “six issues” raised and how they will be addressed by LEPC; asked to whom do faculty apply for changes in the LEP that departments need? Answer is that major issues should be brought back to the UCF.
- x. M. Hartog – L. Lancor posted information on the LEPC website; requests that this information be shared with all faculty.
- xi. Motion: “Requests that all UCF members inform their departments of the current status of the LEP as outlined in the LEPC Implementation Plan, dialogue with individual members regarding issues of concern about LEP implementation and urge voting faculty to vote on the referendum.
Motion: S. Grubacic; Second: M. Shea; motion approved unanimously.

Meeting adjourned at 10:52 a.m.

These minutes are respectfully submitted by Michele Vancour.

Called to order at 9:35 a.m.

Present: G. Adams (Chair), M.Bay, G. Kowalczyk, K. McGill, K. McNamara

I. New Business

A. Notification of 2 special topic sections were presented and logged.

<u>Course #</u>	<u>Transcript Title</u>	<u>Semester</u>	<u>Times taught</u>
IDS 298	PAcE Scholar's Seminar	Fall 2011	0

Description of logged courses with full titles

IDS 298 – PAcE Scholar's Seminar

Weekly seminar in science and math for recipients of the Pathways to Academic Excellence (PAcE) scholarship.

Meeting adjourned at 10:50 a.m.

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum
Notifications Management Committee Minutes
May 12, 2011**

Present: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Laura Bower, Margaret Das, Shana Kopaczewski, Kim Laing, Erin Larkin, Sobeira Latorre, Julie Rumrill, Sophia Myers (UCF Secretary)

Absent: Scott Creamer, Sean Grace, Corey Hannah, Nuncia Moniello, Jinjing Liu

Meeting called to order at 9:35am

New Course Proposals

REC 357 – Legal Issues in Recreation and Sports

Motion to approve:

Motion: M. Das; K. Barnett

Motion passed: 7-0-2

Revised Course Proposals

ANT 201 – The Global Community **

Motion to approve:

Motion: S. Kopaczewski; S. Latorre

Motion passed: 8-0-1

ANT 321 – Indians of North America **

Motion to approve:

Motion: E. Larkin; J. Rumrill

Motion passed: 8-0-1

ENG 119 – ELL College Composition

Motion to approve:

Motion: L. Bower; S. Latorre

Motion passed: 8-0-1

ENG 201 – Introduction to Creative Writing

Motion to approve:

Motion: M. Das; S. Kopaczewski

Motion passed: 8-0-1

HIS 353 – Roots of Modern America, 1828-1865

Motion to approve:

Motion: E. Larkin; S. Kopaczewski

Motion passed: 7-0-2

REC 210 – Methods and Materials

Motion to approve:

Motion: M. Das; L. Bower

Motion passed: 8-0-1

REC 241 – Introduction to Outdoor Recreation

Motion to approve:

Motion: K. Barnett; S. Latorre

Motion passed: 8-0-1

****Proposals submitted to UWIC for LEP approval:**

ANT 201 – The Global Community **

ANT 321 – Indians of North America **

Proposals Tabled-for clarification

ENG 428 – Victorian Novel

ILS Major

IS Minor

Meeting adjourned at 10:40am

**Undergraduate Curriculum Forum
Notifications Management Committee Minutes
May 17, 2011 (Electronic meeting)**

Present: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Laura Bower, Scott Creamer, Margaret Das, Corey Hannah, Shana Kopaczewski, Erin Larkin, Sobeira Latorre, Jinjing Liu, Julie Rumrill, Sophia Myers (UCF Secretary)

Absent: Kim Laing, Sean Grace, Nuncia Moniello

New Course Proposals

SOC 267 – Sociology of Sports

Motion to approve:

Motion: K. Barnett, C. Simoneau

Motion passed: 11-0-0

COM 274 – Experimental Media Production

Motion to approve:

Motion: K. Barnett, C. Simoneau

Motion passed: 10-0-1

Revised Program Proposals

BS; Recreation and Leisure Studies/Concentration: Sports Management

Motion to approve:

Motion: K. Barnett, C. Simoneau

Motion passed: 10-1-0

BS; Recreation and Leisure Studies/Concentration: Community Recreation and Youth Development

Motion to approve:

Motion: K. Barnett, C. Simoneau

Motion passed: 10-1-0

PRAC minutes for May 12, 2011

Attendance: Sue Clerc, Karen Cummings, Charlie Dellinger-Pater, Marybeth Fede, Susan Felsenfeld, Scott Graves, Patricia Kahlbaugh, Tricia Lin and Tom Radice,

All members were present.

Meeting began at 9:35 a.m. in ASC 229

PRAC reviewed revisions requested from Economics and Finance BS in March 2011. Economics and Finance BS submitted these program review revisions and appendices to PRAC on May 6, 2011. Members of the committee met May 12th to review these revisions. The committee voted unanimously to recommend that UCF grant **Continued Approval** to the program with reservations. We ask that UCF accept PRAC's recommendation regarding continuing approval for the Economics and Finance BS program.

Looking forward to next year, PRAC will work toward 1) amending the PRAC checklist (now posted on the UCF website) with respect to the wording in standard 10 and 11, and 2) revisit the expedited review checklist with the possibility of adding standard 16 and standard 17 as required entries.

Sue Clerc has graciously agreed to serve as PRAC chair for the 2011-2012 academic year.

Meeting was adjourned at 10:45.

Minutes respectfully submitted by Patricia Kahlbaugh

University-Wide Impact Committee
Minutes 5/12/11

Present

P. Beals, K. Gatzke, B. Glynn, E. Keenan, L. Lancor, H. Lockwood, A. Marsoobian, M. McClain, J. Mielczarski, J. Mills, B. Nakamura, T. Regan, M. Shea, W. Yu.

Absent

J.W. Fullmer, C. Klatt, N. Henderson, W. O'Brien, J. O'Hara, J. Irving, A. Reynaga, J. Tait,

Special Guest: Klaus Peters from Computer Science

I. Call to Order

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

II. Old Business

UWIC by-laws discussion -TABLED

III. New Business

LEP Course Proposals

CSC 101 (T1 TF) Introduction to Computers and Applications

Motion to approve

Motion passed: 12-0-1

PSC 210 (T2 AE) American Political Experience

Motion to approve

Motion passed w/minor revisions: 10-0-2

PSC 230 (T2 GA) War

Motion to approve

Motion passed w/minor revisions: 11-0-1

PCH 201 (T2 MB) Wellness

Motion to approve

Motion failed: 0-13-0.

SOC 203 (T2 SSCC) Social Organizations

Motion to approve

Motion failed: 0-12-1

SOC 216 (T2 SSCC) Men's Studies

Motion to approve

Motion failed: 0-12-1

SOC 251 (T2 SSCC) The Sociology of Religion

Motion to approve

Motion failed: 0-12-1

SOC 265 (T2 MB) Self and Society
Motion to approve
Motion failed: 0-12-1

IV. Adjournment

The meeting adjourned at 10:55 am.

Minutes prepared by Byron Nakamura

Writing Across the Curriculum Committee
Electronic Meeting May 12, 2011
Meeting Minutes

Present: K. Lacey (Chair), S. Ellis (ex-officio), K. Burke, D. Smith, D. S. Corbett (ex-officio), E. Schmitt, D. Petroski, M. Hartog (Guest), T. Ferrucci (ex-officio), S. Grubaci, M. Diamontis, D. Vasquez-Levy

Proposals Reviewed:

Course: MAT 298 Topics in Statistics

Faculty: R. Mungo

Recommendation: Approve

Vote: 8-0-0

Course: ART 309 Art of Africa

Faculty: Noelle King

Recommendation: Revise and resubmit

Vote: 8-0-0

Chair Note: Approval of minutes for all WACC meetings have been approved electronically throughout the semester.

Respectfully Submitted,
K. Lacey/WACC Chairperson

Motion to UCF to approve the following writing intensive sections:

Course: MAT 298 Topics in Statistics

Faculty: R. Mungo

Liberal Education Program Committee

Approved Minutes

Wednesday, April 27, 2011

Members present: L. Lancor (Chair), T. Bennett, J. DaPonte, J. Fields, N. Henderson, A. Marsoobian, E. Okobi, W. Yu

Ex-officio Members present: P. Beals, K. Laing

Guests: M. Hartog

1. Call to Order
 - Meeting convened at 1:24 p.m.
2. Chairperson/Director Update
 - Change in LEPC meeting location for next week:
 - Back to PHI conference room
 - Some faculty seem to be unaware that we have been working on an “implementation plan” for the LEP throughout the year. How can we communicate better with the faculty regarding the activities of this committee? UCF representatives see our minutes and can report back to departments. Department chairs have been contacted regarding implementation issues, which may or may not be communicated to faculty within the department. The LEPC should find better ways of communicating to the general faculty.
 - Update on LEP Advisement Workshops for Faculty & Staff
 - Remaining Workshop: Friday, April 29, 1-2pm, EN A 120
 - Two workshops were held on Monday and Tuesday. Eventually, both the LEP advising guide and the PowerPoint presentation used in the workshops will be available on-line.
 - Senate Election for LEPC
 - The description sent out in the call for nominations reads: “Committee meets often and some weekend and summer meetings will be necessary” and no common meeting time is listed. In addition, all open positions are listed “At Large”.
 - L. Lancor will contact Susan Cusato to correct this description to say that the committee meets weekly during the academic year on Wednesdays from 3:30-5:00 p.m. Another correction is that the LEPC only has three vacancies next year, not four.
 - Reappointment of the LEP director and the CT and TF coordinators. We need to get clarification from the Provost as to the status of these positions.
3. Approval of minutes of previous meeting (20-Apr)

The minutes were approved with minor revisions (8-0-0).
4. Business
 - State of the petition for a referendum on the LEP implementation
 - Today, the Senate voted to conduct the referendum on the LEP that was brought forward via a petition. The language in the referendum is about stopping the current plan for implementation of the LEP.

The ballot goes out on May 4th and is due on May 20th. Concerns were raised about the timing of this, given that it is the end of the semester and the first group of freshmen arrive on campus for New Student Orientation on June 8th. We need to educate the faculty about the work that has been done by faculty and staff in order to implement the program for Fall 2011. A discussion ensued regarding the effectiveness of email blasts containing key bullet points versus posting information on the website. P. Beals asked the Senate to schedule town hall meeting(s). P. Beals and L. Lancor will communicate main points to the faculty including, but not limited to, the following:

- New Student Orientation is already planned, students have been surveyed about their schedule preferences, and freshmen schedules are being planned.
- Freshmen have already been told that the LEP is the program under which they are entering.
- The catalog is already in place.
- CT and TF courses are already scheduled for the fall and freshmen sections have been reserved. The Excel grid showing all of the Tier 1 courses that are reserved for freshmen in Fall 2011 can be put on the website.
- Conversations have been ongoing with departments that have raised issues about the number of credits in major programs. Concerns about four-year graduation rates have also been discussed. These problems are not new—they exist under the current AUR.
- The self-study has already been written for NEASC, and the draft has been sent. NEASC will be here in the fall for our site visit.

5. Adjournment: The meeting adjourned at 2:43 p.m.

Respectfully submitted by T. Bennett. These minutes have been approved.

Liberal Education Program Committee
Approved Minutes
Wednesday, May 4, 2011

Members present: L. Lancor (Chair), T. Bennett, J. DaPonte, J. Fields, N. Henderson, A. Marsoobian, E. Okobi, W. Yu

Ex-officio Members present: P. Beals, K. Laing, M. Shea

Guests: M. Hartog

6. Call to Order
 - Meeting convened at 1:15 p.m.
7. Approval of minutes of previous meeting (27-Apr)
 - The minutes were approved as presented (9-0-0).
8. Chairperson/Director Update
 - Remaining LEPC Meetings
 - Wednesday, May 11, in EN D 227
 - Wednesday, May 18, in EN D 227
 - Senate Election for LEPC
 - Corrections were made & circulated April 28th
 - Meeting of the petitioners with S. Williams, D. Fredeen, B. Kalk, S. Cusato, M. Hartog, and P. Beals
 - Six major issues were brought forward (as recorded by D. Fredeen). S. Williams indicated that faculty bodies should consider these issues and negotiate compromises. These issues, quoted from an email sent to L. Lancor are:
 1. *Change the language requirement back to the current AUR language requirement.*
 2. *Allow students to take one tier 2 course in the first semester.*
 3. *Allow tier 2 courses to have pre-requisites.*
 4. *Be more specific and more attentive to issues involving transfer students.*
 5. *Allow introductory survey courses to be part of tier 2.*
 6. *Allow students to take 2 courses in tier 2 within the same discipline.*
 - **General statement:** The LEPC can only recommend substantive changes to the LEP document for the transition period. Permanent changes would need to be discussed by next year's LEPC in order to decide whether they constitute a major amendment to the program that needs to go through UCF.
 - **Motion to address issue 2:** During the transition period, students may take one Tier 2 course during the first semester. (9-0-0)
 - **Statement to address issue 3: Departments may propose Tier 2 courses that have prerequisites other than those required in the LEP document, as long as these courses meet the purpose and key elements of the relevant LEP category in which the course is proposed.** This statement is a reaffirmation of two policies that are already in effect: course proposers can indicate non-LEP prerequisites as indicated on the Tier 2

course proposal form that was approved by UCF, and departments can restrict a course within any LEP area as indicated on the degree evaluation worksheets that were distributed to department chairs.

- **Discussion of issue 1:** The petitioners want the language requirement to be changed back to the current AUR system. The LEP document requires a 200-level language requirement for all students. As a significant amendment to the LEP document, this is something that has to be debated and decided in the UCF. Comments about the language requirement included the following.
 - We already have a higher language requirement than the other CSU schools.
 - Perhaps the 200-level WLL courses could be offered as Tier 2 Global Awareness courses.

9. Adjournment: The meeting adjourned at 2:55 p.m.

Respectfully submitted by T. Bennett. These minutes have been approved.

