

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, October 13, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of September 29, 2011
- IV. Standing Committee Reports
 - a. NPIC – New Programs and Innovations Committee
 - b. NMC – Notifications Management Committee
 - c. WACC – Writing Across the Curriculum Committee
 - d. PRAC – Program Review and Assessment Committee
 - 1. Tabled PRAC motion

 - e. UWIC – University Wide Impact Committee
 - f. LEPC – Liberal Education Committee
- V. Old Business
 - a. Update on technology issues.
 - b. Update on electives in degree programs.
- VI. New Business
- VII. Adjournment

Undergraduate Curriculum Forum
MINUTES

Adanti Student Center, Room 301A
Thursday, September 29, 2011

Present: M. Hartog, K. McGill, S. Grace, G. Kowalczyk, R. Zipoli, M. Bay, D. Taylor, L. Lancor, M. McClain, N. Henderson, J. Fullmer, J. Cooper, C. Hannah, M. Fede, B. Nakamura, C. Simoneau, J. Hong, R. Bassett, M. Vancour, S. Bernard, H. Lockwood, M. Enjalran, P. Kahlbaugh, D. Smith, J. Tait, G. Adams, E. Keenan, S. Michalek, S. Latorre, T. Lin, J. Mielczarski, S. Graves, C. O'Sullivan, P. Beals, S. Clerc, K. Laing, S. Keller, J. Thorson, K. Lacey

Absent: M. Narumanchi, B. Phelan, M. Generali, S. Grubacic, E. West, J. Liu, C. Dellinger-Pate, R. Kustin, J. Irving, M. Davidson, J. O'hara, J. Terpstra, B. Glynn, M. Rothbard, M. Shea, D. Bentley-Drobish, J. Mills

- I. The meeting was called to order at 9:40 a.m.
 - Quorum (50% + 1) was reached at 9:50 a.m.

- II. Announcements
 - a. Joanne Mielczarski: Majors Expo, Oct. 19th at ASC Ballroom from 12-3pm
 - b. Marty Hartog: Course schedule in on-line form is available to students via banner → simply sign in at MySCSU and go to the banner web schedule for semester wanted – select all departments in drop down box with shift + down arrow – submit for a complete course listing
 - c. Polly Beals: (1) First of 6 advising workshops started yesterday and remaining four will be held throughout October. (2) Member of LEPC (Elsie Okobi) put together a FDAC proposal for a workshop on information literacy, which is an embedded competency for LEP courses, and that will be held on October 27th.
 - d. Kim Lacey: IT will not present to the UCF on Blackboard Learn this semester since it is in a pilot stage, but they will present at UCF during spring 2012 during its transition.
 - e. Kim Laing: Alternate pins are available now and the spring schedule will be available on Oct. 3. It will be possible to search by LEP category. Also, on-line grade changes are up and running. However, a separate workflow is in development for incomplete extensions, which remain in hardcopy format at this time.

- III. Approval of UCF minutes of September 15, 2011
 - a. * Edits to Sept. 15th minutes (1) to reflect a change under III-b from “May 1st” to “September 1st,” (2) under WACC – under IV-c-3 regarding the Nancy Marano writing award from “secondary” to “elementary” education; (3) add Tricia Lin to attendance list.
 - b. Minutes of September 15th (with changes noted above) approved with two abstentions

- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 9/22 meeting
 1. Special Topics Courses:
 - 1) ENG 198 Writing Arguments with Lab
 - 2) WMS 298 The Non-Western World
 - ii. Minutes of 9/22 accepted
 - b. NMC
 - i. Discussion of 9/22 meeting
 1. Marty Hartog attended as a guest, and SCC chairs were invited but in transition, so they will be invited again in the future.

2. **Motion** to approve revised forms: *new course proposal, revised course proposal, and revised program proposal.*
 3. Motion [* with revisions to instructions under Liberal Education Program bullet – change “Capstone” to “Tier 3”, and remove “and is not currently so designated.”] passed unanimously.
- ii. Minutes of 9/22 received
- c. WACC
- i. Discussion of 9/22 meeting
 1. No motions
 2. Workshop planned on Oct. 5th on Best Strategies for Writing the Proposal from 1-1:50pm in the English Common Room.
 - ii. Minutes of 9/22 received
- d. PRAC
- i. Discussion of 9/22 meeting
 1. Reviewed self-study reports from Marketing and Accounting.
 2. **Motion:** PRAC recommends that the Marketing Department be granted conditional approval. They will submit a new report in February 2012 instead of the typical 11 months. Motion approved unanimously.
 3. The Accounting Department report did not meet the standards, so PRAC recommends that the Accounting Department not receive continuing approval, which must occur as a result at this time, since the Accounting Dept. was awarded conditional approval last time at which point they did not submit any proposal.
 - 1) The Accounting Department Chair was asked to attend the PRAC meeting, but did not, and he was notified of this meeting and the motion on the table, but is not in attendance.
 - 2) Marty Hartog recommends tabling the motion until next meeting when the Accounting Department may be able to attend. [Point of reference: After UCF motion, the Dean and Provost will be notified.]
 - 3) Motion to table the motion made by Kim Laing, and seconded by Ken McGill. Motion carried 18–13.
 - ii. Minutes of 9/22 received
- e. UWIC
- i. Discussion of 9/22 meeting
 1. **Motion** to approve the following LEP-Courses:
 - 1) PSC 200 Political Change and Conflict (T2, SSSC)
 - 2) ANT 201 The Global Community (T2, GA)
 - 3) ANT 321 Indians in North America (T2, AE)
 - 4) SOC 203 Social Organizations (T2, SSSC)
 - 5) SOC 216 Men’s Studies (T2, SSSC)
 - 6) SOC 251 Sociology of Religion (T2, SSSC)
 - 7) SOC 265 Self and Society (T2, MB)
 2. Motion approved unanimously
 - ii. Minutes of 9/22 received
- f. LEPC
- i. Discussion of 9/7 and 9/14 meetings
 - ii. Examined Tier 3 course proposals and transfer student issues
 - iii. Defined intellectual foundations as a primary component of proposals

- iv. Jim Tait made a **Motion** for the LEP Director act to convene **Tier II affinity groups** based on the areas of knowledge as soon as possible (to advance the creation of Tier 2 courses). Motion seconded by C. Simoneau. Motion approved unanimously.

V. Old Business

- a. Demonstration of the new tracker program created by students in Lisa Lancor's class. The demonstration was conducted by one of its creators, Trevor Arjeski, on behalf of his team.
- b. Update on electives in degree programs – *tabled*
- c. Update on technology issues – *tabled*

VI. New Business

Meeting adjourned at 10:50 a.m.

These minutes are respectfully submitted by Michele Vancour.

Called to order at 9:35 a.m.

Present: G. Adams (Chair), S. Bernard, M. Bay, G. Kowalczyk, K. McGill, J. Hong, S. Keller, P. Sessler-Branden, D. Smith, S. Michalek, J. Thorson

I. New Business

A. Notification of 9 special topic sections were presented and logged.

<u>Course #</u>	<u>Transcript Title</u>	<u>Semester</u>	<u>Times taught</u>
ENG 298	Lyrics as Literature	Spring 2012	1
HIS 298	American Revolution	Spring 2012	0
HIS 298	Great Am Trials of 20 th Cent	Spring 2012	0
HON 298	Mathematics and the Environment	Spring 2012	2
IDS 298	Pace Scholar's Seminar	Spring 2012	0
JRN 398	Courts & Crime	Spring 2012	2
THR 498	The Art of Improvisation	Spring 2012	0
THR 298	Beginning Modern Dance	Spring 2012	2
WMS 298	Asian American Women	Spring 2012	0

Description of logged courses with full titles

ENG 298 – Lyrics as Literature: Folk and Singer-Songwriter Traditions

Working within the closely related genres of folk, folk-rock, and the singer songwriter movement, this course will investigate the song as a musical and literary art form. Course content will include a study of the poetic elements of lyrics, song structure, musical elements, and how songwriters use these tools for artistic effect. The course will also consider influential artists, their inspirations and work, and the historical and social contexts that led to these musical movements.

HIS 298 – American Revolution

This course explores one of the most dramatic, truly formative eras in all of American history. The emphasis throughout is on the origins, events and consequences of the American struggle for national independence and republican government. We will be examining the issues of freedom, loyalty, and equality that the thirteen colonies struggled with as they attempted to become a nation. We will explore the lives of men and women: rich and poor, slave and free, Indian and settler, northern and southern, Loyalist and Patriot, soldier and pacifist, within this struggle. And we will attempt to offer interpretations to major questions of the Revolution: Why did the colonies revolt, when they were becoming more British? Why did the very different thirteen colonies unite? What is the legacy of that Revolution? The Revolution did not follow a straight line from colonies to independent democratic nation and the pits and falls, the decisions and their consequences, conflicts and compromises, accomplishments and failures of this era have profound impacts on American society today.

HIS 298 – Great American Trials of the 20th Century

Historical examination of high-profile American trials that reflected and transformed 20th century America: Sacco & Vanzetti, Scopes, O. J. Simpson, and others. Students will

consider conceptions of justice, the roles of legal actors and the media, and the significance of the court of public opinion.

HON 280 – 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.

Prerequisites should read: Honors College student and (MAT 100 or MAT 102 or a Math Placement score which includes MAT 122)

IDS 298 – PAcE Scholar's Seminar

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

JRN 398 – Courts & Crime

Introduction to the knowledge and techniques for covering state and federal courts.

THR 498 – The Art of Improvisation

The students will explore improvisational styles that have endured from the ancient Romans (Attellan Farce) through Commedia dell'Arte to contemporary sketch comedy. Students will be encouraged to apply these skills in the development of three dimensional characters for the stage. In addition, students will have the opportunity to explore their own creativity and develop communication skills in a non-threatening environment. The class will present an informal study production as a final.

THR 298 – Beginning Modern Dance

This course will establish an artistic foundation in the art of Modern Dance. The student will develop both physically and mentally gaining the skills in phrasing and musicality. An appreciation for the specialized art form will be gained by exploring the styles of Graham, Limon, Cunningham and others that will enable the student to progress as a movement artist and scholar.

WMS 298 – Asian American Women's Experience

This course will provide an overview of the historical experience of Asian women in the United States from the mid-nineteenth century to the present. The impact of historical, social, economic and cultural forces on the experience of Asian American women will be examined. Distinctive contributions made by Asian American women to the historical development and the contemporary life of an American society will be documented.

B. Interdisciplinary Minor Program Revision Proposal and Directions

NPIC proposed, edited and approved a new form and directions set for submitting proposals to revise interdisciplinary programs (attached).

Meeting adjourned at 10:50 a.m.

Respectfully submitted by: Gregory Adams

UNDERGRADUATE CURRICULUM FORUM INTERDISCIPLINARY MINOR REVISION PROPOSAL – SIGNATURE SHEET

Box 1

Minor Program Title: _____

Contact Person: _____

Phone Ext.: _____

Email: _____

Box 2

Signatures:

Interdisciplinary Minor Committee Votes: For _____ Against _____ Abstain _____

Chairperson, Interdisciplinary Minor Committee

Date

Box 3

Attachments Required:

- Current catalog description with proposed course eliminations marked
- Proposed catalog description with proposed course additions marked

Box 4

Other Departments Affected:

Attach letters/emails of acknowledgement from the chair(s). If there are more than eight departments effected, attach an additional sheet listing those departments for which letters of acknowledgement are included.

Department	Acknowledgement Attached	Department	Acknowledgement Attached
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

No Departments Are Affected:

UCF Use Only:

Date the Completed Proposal (with all necessary attachments) was received in UCF Office: _____

NMC Chair: _____ Date NMC Approved: _____

UCF Chair: _____ Date UCF Approved: _____

Provost or Designee: _____ Date Approved: _____

Date UCF Received Final Approval: _____

UNDERGRADUATE CURRICULUM FORUM INTERDISCIPLINARY MINOR REVISION PROPOSAL – SUMMARY SHEET

Field 1:
Proposed Effective: Fall ____

Field 2:
Title of Minor: _____

Field 3:
Overall Requirements:

Current Required Credits (maximum 18):	
Current GPA Required (if any)	

Proposed Required Credits (maximum 18)	
Proposed GPA Required (if any)	

Field 4:
Minor Requirements:

Deleted Requirements	Credits

Added Requirements	Credits

Field 5:
Minor Electives:

Deleted Electives	Credits

Added Electives	Credits

Field 6:
Rationale for Program Revision:

UNDERGRADUATE CURRICULUM FORUM
Directions for Interdisciplinary Minor Revision Proposal

Signature Sheet

BOX 1

- Indicate the Name of the Interdisciplinary Minor
- Contact Information

BOX 2

- Curriculum Committee Votes (Interdisciplinary Minor Committee)
- Program proposal form must be signed by the Interdisciplinary Committee Chair before submitting to UCF Office, EN-C216.

BOX 3

Required attachments sent as documents:

- Current catalog description with proposed deleted courses marked.
- Proposed catalog description with proposed course additions marked.

BOX 4

- A proposal that has an impact on another department needs an acknowledgement (email or memo) from the chair of the affected department(s), to indicate that he or she is aware of the proposal.

Summary Sheet

Field 1: Proposed Effective

Proposed effective will always be the following **Fall** term.

Field 2: Program

Fill in the title of the interdisciplinary minor.

Field 3: Credit Requirements

All minors may have a maximum of 18 required credits.

Proposed Overall GPA Required (if applicable, if not type NA)

Field 4: Minor Requirements

Indicate any Deleted Requirements

Indicate any Added Requirements

Field 5: Minor Electives

Indicate any Deleted Electives

Indicate any Added Electives

Field 6: Rationale

The rationale for a program revision will describe the reasons for the changes, with particular reference to how they improve the program. The level of detail and explanation depends on the extent to which the program is changed.

Therefore, a program revision that involves changing only a single course can be very brief, while major revisions in the program will require a more in-depth explanation.

After completing forms:

All forms and attachments are to be sent via electronic submission to the UCF Office (ucfoffice@southernct.edu). In addition, one hard copy of the signature sheet only is to be sent to the UCF Office, EN-C216. The proposal will not be forwarded to the SCC until the hard copy of the signature sheet is received.

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
October 6, 2011**

Present: Cindy Simoneau (Chair), Laura Bower, Jen Cooper, Margaret Das, Corey Hannah, Sobeira Latorre, Nuncia Moniello, Jingjing Liu, Derek Taylor, Elizabeth Rodriguez-Reyes, Sophia Myers (UCF Secretary)

Absent: Sean Grace, Erin Larkin

Guest: Lawrence Brancazio, Psychology Department

Meeting called to order at 9:35am

New Course Proposals

PSY 300 – The Psychology Major: Curriculum and Careers

Motion to approve:

Motion: S. Latorre; C. Hannah

Motion passed: 9-0-0

PSY 467 – Laboratory Practicum in Psychological Research

Motion to approve:

Motion: M. Das; S. Latorre

Motion passed: 9-0-0

Revised Course Proposals

PSY 100 – Introduction to Psychology

Motion to approve:

Motion: L. Bower; S. Latorre

Motion passed: 9-0-0

PSY 210 – Infant and Child Development

PSY 215 – Adolescent Development

Motion to approve:

Motion: C. Hannah; J. Cooper

Motion passed: 9-0-0

PSY 259 – Statistics in Psychology

Motion to approve:

Motion: C. Hannah; S. Latorre

Motion passed: 9-0-1

PSY 298 – Special Topics

Motion to approve:

Motion: S. Latorre; E. Rodriguez-Reyes

Motion passed: 9-0-1

PSY 303 - Perception

PSY 311 - Learning

PSY 313 - Cognition
PSY 383 – Brain and Behavior

Motion to approve:

Motion: M. Das; C. Hannah

Motion passed: 10-0-0

PSY 318 – Emotional and Social Development
PSY 321 – Abnormal Psychology
PSY 361 – Industrial and Organizational Psychology
PS Y 366 – Health Psychology
PSY 370 – Educational Psychology
PSY 371 – Educational Psychology for Early Childhood Majors

Motion to approve:

Motion: C. Hannah; D. Taylor

Motion passed: 10-0-0

PSY 320 – Abnormal Child Psychology

Motion to approve:

Motion: E. Rodriguez-Reyes; M. Das

Motion passed: 10-0-0

PSY 393 – Experimental Methods

Motion to approve:

Motion: C. Hannah; L. Bower

Motion passed: 10-0-0

PSY 401 – Seminar in History and Systems of Psychology
PSY 406 – Language
PSY 412 – Psychology of Women
PSY 415 – Topics in Child Development
PSY 427 – Seminar in Close Relationships
PSY 494 – Seminar in the Human Nervous System and Behavior

Motion to approve:

Motion: E. Rodriguez- Reyes; C. Hannah

Motion passed: 9-0-1

PSY 431 – Tests and Measurements

Motion to approve:

Motion: D. Taylor; M. Das

Motion passed: 10-0-0

PSY 461 – Data Gathering Techniques: Assessment
PSY 462 – Data Gathering Techniques: Instrumentation
PSY 463 – Field Practicum in Psychological Research
PSY 471 – Seminar in Psychological Services

Motion to approve:

Motion: E. Rodriguez-Reyes; N. Moniello

Motion passed: 9-0-1

PSY 465 – Seminar in Psychological Counseling and Therapy

Motion to approve:

Motion: J. Liu; C. Hannah

Motion passed: 10-0-0

PSY 474 – Seminar in Behavior Theory and Practice

Motion to approve:

Motion: L. Bower; S. Latorre

Motion passed: 10-0-0

PSY 484 – Comparative Animal Behavior

Motion to approve:

Motion: D. Taylor; C. Hannah

Motion passed: 9-0-0

PSY 487 - Psychopharmacology

Motion to approve:

Motion: C. Hannah; S. Latorre

Motion passed: 9-0-0

PSY 490 – Seminar for Psychology Majors

Motion to approve:

Motion: J. Cooper; S. Latorre

Motion passed: 9-0-0

PSY 492 – Psychology and Law

Motion to approve:

Motion: J. Cooper; C. Hannah

Motion passed: 9-0-0

Meeting adjourned at 10:50am

PRAC Minutes
October 6, 2011

Present: S. Clerc, M. Davidson, C. Dellinger-Pate, P. Kahlbaugh, C. O'Sullivan, T. Radice, R. Zipoli

Absent: M. Enjalran, M. Fede, T. Lin

Guests: Steven Judd, Troy Rondinone, Chris Mauriello (Salem State)

The Committee welcomed our newest member, Maryanne Davidson of the Nursing Department.

S. Clerc reported on the status of the Accounting Department.

The Committee reviewed the self-study from the History Department and met with members of the department and their external reviewer to discuss it. PRAC will make a recommendation to UCF when we've received the external reviewer's report.

Meeting adjourned at 10:55

Respectfully submitted by S. Clerc

University-Wide Impact Committee
Minutes 10/6/11

Present

P. Beals, E. Keenan, L. Lancor, K. Laing, H. Lockwood, A. Marsoobian, B. Nakamura, T. Regan, A. Reynaga, M. Shea, D. Weiss.

Absent

JWA. Fullmer, N. Henderson, K. Gatzke, M. McClain, J. Mielczarski, J. Mills, W. O'Brien, J. O'Hara, W. Yu

I. Call to Order

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

II. Old Business

1. The standing committee continued its discussion and revision of the UWIC by-laws. The committee hopes to have a completed draft of its revised by-laws and be ready to vote on the document by next standing committee meeting date.

III. New Business

No new business

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

Southern Connecticut State University
Writing Across the Curriculum Committee
Minutes
October 6, 2011

In attendance: Kim Lacey (chair of WACC and interim director of WAC Program), Elena Schmidt, Patrick McBrine, Marie B. McDaniel, Sanja Grubacic, Maria Diamantis, Steven J. Corbett (ex-officio)

Electronic votes on proposals: Karen Burke, Astrid Eich-Kroh

1. Minutes from September 8th and September 22nd have been approved electronically
2. Update from Chair – Kim Lacey
 - a. Student worker is working on group email for WAC faculty
 - b. Call for Director of WAC Program has not gone out. K. Lacey will check with the Provost on the status
3. Assessment Update – Steven Corbett
 - a. Call for participants for the next part of the assessment project has been successful. Enough participants have been obtained. Assessing link between assignment design and student performance.
4. WAC-Practical Pedagogy Workshop (S. Corbett and K. Lacey)
 - a. October 5th first workshop “Best Strategies for Writing the Proposal” limited attendance. Plan for another workshop in November and December.
 - b. Focus of next workshops will be on topics such as strategies for effective teaching of W-Courses, Peer Review, Rubrics
5. Revision of Bylaws
 - a. The committee reviewed the bylaws and discussed areas for update. K. Lacey will draft a revision and present to committee later in semester
6. Proposal Review:
 - a. ART 270 Introduction to Art – Erica Udoff
 - i. Recommendation to approve with clarification
 - ii. Committee vote: 8-0-0
 - b. ENG 217 Introduction to Literature – Marianna Vierra
 - i. Recommendation to approve
 - ii. Committee vote:7-0-1
 - c. PHI 325 Bioethics of Life Sciences – C. Hildreth-Reed
 - i. Recommendation – revise and resubmit
 - ii. Committee vote: 8-0-0
7. Adjournment 10:50 a.m.

Respectfully submitted by Kim Lacey, Chairperson WACC

Minutes

Liberal Education Program Committee Meeting

Wednesday, September 21, 2011

3:25 – 4:45pm, Math Conference Room - EN D122

Present: P. Beals, J. DaPonte, J. Fields, W. Hardenberg, E. Horsch, N. Henderson, E. Keenan, K. Laing, A. Marsoobian, W. O'Brien (recording), E. Okobi, J. Tait, D. Weiss (Chairperson)

Announcements

LEP forms and samples are now available two places: The LEPC web page and the UWIC web page.

Transfer Document

Deb Weiss investigated the status of the transfer document with Bruce Kalk and Marianne Kennedy.

Bruce is working on an interactive website, which will not be ready for some time. Currently, he is creating a PDF document for download. Marianne agreed that the final document should be subject to chairperson approval.

General discussion of the document included the following:

Jim Tait asked if decisions regarding comparability are based on catalog descriptions or syllabi. The committee generally agreed that the decisions are based on the former.

There was some discussion regarding the mechanisms involved in credit/course waivers for transfer students. The committee agreed that the document needs to be as clear as possible and that transfer students should not be left confused about what can and cannot be transferred.

Currently, chairpersons are asked if a particular course is equivalent to a course in their department. If that course is now an LEP course, students receive appropriate LEP credit.

Members expressed concern that courses deemed not comparable to a department course may still be appropriate for LEP credit, and the committee discussed ways to transfer such courses appropriately. Deb Weiss suggested that this is an issue for a future agenda because it falls outside the specific discussion of transfer document. She pointed out that the transfer document is "step one" in the ongoing discussion of how to facilitate the transfer process.

To address transfer issues, Marianne Kennedy is appointing a transfer student task force. She has requested a representative from LEPC. Elliott Horsch suggested he might be interested but needs more information.

Report on majors that are unable to fulfill number of required elective credits

Kim Laing distributed a spreadsheet indicating disciplines with students who face challenges in meeting elective requirements. Discussion followed, which included the following observations and questions.

It is not clear how much of the difficulty has been caused by implementation of the LEP and how much pre-dates implementation, indeed, many were not aware of the free elective requirements, and the assumption is that it has not always been enforced.

Jim Tait suggested that we convene impacted department chairs to discuss solutions.

Nicole Henderson will investigate how many developmental courses (or hidden prerequisites) students generally have to take.

Regarding solutions to previous concerns, it was noted that the current document posted on the website does not reflect revisions already implemented and that it needs to be updated (e.g., allowing freshmen to take one Tier 2 course in their first semester during the first transition year of the program only).

Advisement Issues

There was general concern that without appropriate intervention advisors will face serious difficulties because major-area advisors are not yet equipped to advise students of their LEP requirements. To address the problem, LEPC will hold a “flurry” of advising workshops. The committee agreed on 4 workshops, at least one of which will be videotaped.

Polly Beals will work to reconstitute the team who presented during NSO. There already exists a PPT presentation that can be made available on the web.

Key element checklist for Tier 2 courses

Wendy Hardenberg presented a draft of a Tier 2 checklist for American Experience. It was suggested that a category representing learning outcomes that are consistent with key elements be added to the checklist, as well as the 6 items listed on the directions page of the Tier 2 form.

Liz Keenan pointed out that the Tier 2 form is not entirely consistent. She suggested a revision because learning outcomes, course outline, and evaluation information are missing in the form’s directions. She will work on the form revision while Wendy will continue working on the checklist so that the two documents are consistent with each other and with the LEP document.

Other

Elsie Okobi asked for the committee’s help in publicizing the faculty development workshop “Embedding Information Literacy Components within Individual Courses.”

Meeting adjourned at 4:50pm.

Minutes
Liberal Education Program Committee Meeting
Wednesday, September 28, 2011
3:25 – 4:45pm, Math Conference Room - EN D122

Present: J. DaPonte, J. Fields, W. Hardenberg, E. Horsch, E. Keenan, R. Kustin, K. Laing, A. Marsoobian, W. O'Brien (recording), E. Okobi, M. Shea, J. Tait, D. Weiss (Chairperson)

Advisement Workshops

Deb Weiss will send out a list of those who have volunteered to give the LEP Advisement Workshops.

Affinity Groups, Coordinators and Consultants for Nine Key Areas of Knowledge

Jim Tait outlined for the committee the differentiation between coordinators and consultants. Coordinators would be charged with forming and leading affinity groups in each Area of Knowledge. Consultants would be charged with helping those who are writing Tier 2 courses.

The committee suggested that the role of Coordinator and Consultant can be consolidated so as to be handled by one person; however, Jim Tait pointed out that the job of coordinator is probably more time-intensive than that of consultant; thus, some folks might be more inclined to volunteer for one or the other rather than both.

Deb commented that she envisioned that the affinity groups would be initially convened by the LEP Director and that each group would select its own coordinator.

Liz Keenan offered the proposal that affinity group membership be open to all interested full-time faculty members (stipulating that the full-time designation can be revisited at a later time) and that the coordinator be elected from out of the group. The coordinator should be someone who has a course or has proposed one. She further suggested that consultants will be appointed by Polly, Jim and Deb from a list of faculty with expertise in each area.

Liz's proposal precipitated a long discussion.

The committee discussed whether or not *full-time* would include one-year appointments and whether or not the group should also include part-time faculty. The committee voted to leave this decision up to the affinity group itself.

Coordinators

There was much discussion regarding proposed qualifications for coordinators. Some raised the specter of those who might have their own agenda, or even want to do harm to the program. Nonetheless, the general feeling followed John DaPonte's suggestion that we owe it to our colleagues to believe that they act in the interest of the University and their students. Deb called for a straw poll, which indicated that the affinity groups should be free to choose their own coordinators.

Elsie Okobi expressed concern that there is no compensation available.

Consultants

There was some discussion regarding consultants with regard to number and qualifications. Ideally, consultants would be those who have taught Tier 2 courses; however, for obvious reasons this is premature.

Armen Marsoobian pointed to the difficulty in some cases to identify authorship of any given course. This could further complicate the requirement that consultants be those who have written a Tier 2 course.

The committee discussed whether or not to limit the number of consultants to two per area or to constitute a pool of volunteers. We also discussed the mechanism for selecting consultants. It was suggested that Polly and area coordinators could request volunteers from the affinity groups. After further discussion, the group generally agreed that Polly might, through contact, encourage possible consultants willing to attend the affinity groups ready to volunteer.

Affinity Groups

Regarding constituting the affinity groups themselves, Jim made the following motion: We Move that the Director of the Liberal Education Program convene Tier 2 affinity groups based upon Areas of Knowledge as soon as possible. The motion was approved by the committee for presentation to UCF.

Meeting adjourned at 3:40.

**UNDERGRADUATE CURRICULUM FORUM
LIBERAL EDUCATION PROGRAM COURSE PROPOSAL – SIGNATURE SHEET
FOR EXISTING COURSES THAT REQUIRE NO REVISION**

Course number: _____	Course Title: _____	
Course Proposed for: Tier 1: _____	Tier 2: _____	Tier 3: _____
Department: _____		
Contact Person: _____		
Phone Ext.: _____		
Email: _____		
Department Votes: For: _____	Against: _____	Abstentions: _____

Signatures:	
Dept. Chair: _____	Date Dept. Chair Approved: _____
DCC Chair: _____	Date DCC Approved: _____

Attachments Required:
<input type="checkbox"/> Completed LEP Proposal forms for the appropriate tier.

UCF Use Only:	
Date the <u>Completed</u> Proposal (with all necessary attachments) was received in UCF Office: _____	
UWIC Chair: _____	Date NMC Approved: _____
UCF Chair: _____	Date UCF Approved: _____

Provost or Designee: _____ Date Approved: _____
Date UCF Received Final Approval: _____