

# Undergraduate Curriculum Forum

## AGENDA

Adanti Student Center, Room 301A  
Thursday, October 14, 2010

- I. Call to order
- II. Announcements
- IV. Approval of UCF minutes of Sept. 30, 2010
- V. Standing committees Reports
  - a. NPIC
  - b. NMC
  - c. PRAC
  - d. UWIC
  - e. WACC
  - f. LEPC
- VI. Old Business
  - a. Approval of the LEPC motion as revised by a friendly amendment: “New and revised LEP courses shall be approved for a period of time and are subject to revalidation under a standard schedule to be devised by the LEPC and approved by UCF.”
  - b. Approval of UCF revised by-laws.

# Undergraduate Curriculum Forum

## Minutes

Adanti Student Center, Room 301A  
Thursday, September 30, 2010

Present: M. Hartog (Chair), K. McGill, R. Vaters-Carr, M. Das, S. Grace, G. Kowalczyk, D. Weiss, S. Kopaczewski, M. Bay, L. Lancor, S. Grubacic, N. Marano, N. Henderson, J. Fullmer, C. Hannah, B. Nakamura, T. Radice, C. Simoneau, J. Hong, J. Fields, C. Dellinger-Pate, M. Cohen, G. Brady, J. Irving, K. Lacey, M. Vancour, H. Lockwood, S. Creamer, P. Kahlbaugh, D. Smith, G. Adams, E. Keenan, S. Latorre, J. Mielczarski, K. Barnett, G. Cochenet, S. Graves, A. Marsoobian, M. Shea, P. Beals, L. Lancor, S. Clerc, N. Moniello, D. Bentley-Drobish, C. Klatt

Absent: M. Narumanchi, L. Foss, E. West, R. Kustin, K. Cummings, J. Tait, M. Kiarie, W. Elwood, J. McGinn, B. Glynn

- I. The meeting was called to order at 9:35am.
  - Quorum (50% + 1) was reached with 31 voting members at 9:43am
- II. Announcements
  - WACC workshops will be held in October and November and pizza will be served.
  - AAUP is sponsoring a Logo Contest for CSU students only with a prize of \$500.
- III. Approval of UCF minutes of September 16, 2010
  - a. Approved unanimously
- IV. Standing Committee Reports
  - a. NPIC
    - i. Discussion of 9/16 meeting
      1. Motion to accept MDS 298: Social Media: Public/Private and PHY 398: Astrophysics
      2. Motion approved with one abstention and one no
    - ii. Minutes of 9/16 received
  - b. NMC
    - i. Discussion of 9/16 meeting
      1. Motion to accept the following new/revised courses and revised program proposals:
        - a. (NEW) ESC 492 Undergraduate Thesis Proposal; ESC 493 Undergraduate Thesis
        - b. (REV) ESC 210 Principles of Astronomy; ESC 350 Structural Geology; ESC 420 Economic Geology; EDU 453 Student Teaching Seminar; EDU 455 Secondary School Student Teaching; GER 201 Continuing German: Contemporary German Culture; GER 202 Continuing German: Exploring a German City; GER 203 Continuing German: Exploring German Culture; SPA 101 Spanish II; SPA 200 Spanish III; SPA 210 Spanish IV
        - c. (Revised Program Proposals) BA Earth Science, BS Earth Science/Concentration Secondary Education Certification; BS Earth Science/Concentration Environmental Earth Science; Minor in Earth Science

- 2. Motion approved with one abstention
  - ii. Minutes of 9/16 received
- c. PRAC
  - i. Discussion of 9/16 meeting
    - 1. The committee discussed the revised self-study report submitted by the Marketing program. This report was originally reviewed by PRAC at the end of Spring 2010, but due to time constraints PRAC had not examined revisions offered by Marketing before the semester ended. The Marketing self-study has conditional approval, meaning the Marketing will have 11 months to revise their program review.
    - 2. Motion approved unanimously
  - ii. Minutes of 9/16 received
- d. UWIC
  - i. Discussion of 9/16 meeting
    - 1. The standing committee continued discussion and review of its guidelines for evaluating Tier 1 course proposals for critical thinking and technological fluency classes.
    - 2. No motions
  - ii. Minutes of 9/16 received
- e. WACC
  - i. Discussion of 9/16 meeting
    - 1. See minutes – reviewing approval process to consider approval for a time; impact of LEP on WACC – gen ed approved courses and transition, LEP becoming w-courses, ENG being a co v. prerequisite, Scott will meet with Polly to discuss
    - 2. Motion to approve 8 W-course sections: ENG 460 Queer Theory, ENG 461 The Beat Movement, ENG 462 Gay and Lesbian Film Literature, LIT/JST 300 The Literature of the Hebrew Bible, HST 398 Topics in Feminist Biblical Interpretation: Sex, Slavery and Sexuality – C. Blackmer; PHI 420 American Philosophy – A. Marsoobian; SOC 360 Social Change, SOC 370 Methods of Social Research – J. Block; and CHEM 261 Organic Chemistry II – A. Karatjas
    - 3. Motion approved unanimously
  - ii. Minutes of 9/16 received

## V. CHAIR'S REPORT (LEPC report follows)

M. Hartog reported on the following points:

- a. Status of Special Election
  - i. LEPC
    - 1. Richard Kustin is running for School of Business.
    - 2. Deb Weiss is running for School of Health & Human.
  - ii. WACC –
    - 1. Jim Rauschenbach from Exercise Science is running as an at-large member.
    - 2. No one running from – School of Business
      - a. Gene Brady offered to be a write-in candidate.**
- b. Changes to bylaws made last year will be distributed for review and approval.
- c. Bruce Kalk is in charge of LEPC scheduling and considering the following:
  - i. Class caps projected between 20 and 25 for LEP courses.
  - ii. Transfer students equivalency into LEP
  - iii. The number of high tech rooms needed for TF

- d. LEPC Chair will have 3 credits release time this semester – approved by Provost Selase Williams
- e. Thanked Rachel Vaters-Carr for suggesting UCF discuss online storage and collection of materials for assessment procedures. Discussion raised the following issues:
  - i. Redundancy in collection processes for assessment/accreditation
  - ii. Online storage for archival and backing up archives – need long term strategy
  - iii. Patricia Kahlbaugh shared:
    - 1. SCSU Fact Book has department-specific data (accuracy questioned but Richard Riccardi says info is correct)
    - 2. Suggests contacting Stan Walonowski regarding archival
  - iv. Deb Weiss recommended contacting Wendy Chang regarding issue of memory
  - v. Further comments around financial support for departments memory storage systems, funding from FDAC for PRAC memory storage related items, security issues, and OIT failing to recognize technology challenges and limitations with retrieval and servers
  - vi. Liz Keenan recommended contacting Faculty Senate Technology Committee since they are discussing issues relative to technology and costs and Nicole Henderson recommended UCF report on how these issues affect curriculum for the Technology Committee

## VI. LEPC

- i. Discussion of minutes from 9/15 and 9/22\* (\*not in packet)
  - 1. Lisa confirmed LEPC will be in place for fall 2011
  - 2. Mike Shea and Jim Tait will be voting members until new members are elected from School of Health and Human Services and School of Business
  - 3. LEPC developed checklists for UWIC for CT and TF course proposals, which will be posted under LEP on UCF site
  - 4. LEPC retracted motion from the minutes of 9/8 regarding CT and TF transition course approval.
- ii. Minutes of 9/15 received
- iii. Old LEPC business (sunset provision) **Motion:** New and revised LEP courses shall be approved for 5 years and are subject to revalidation through a process to be devised by the LEPC and approved by UCF
  - 1. Friendly amendment in **bold** – New and revised LEP courses shall be approved for **5 - 7** years and are subject to revalidation through a process to be devised by the LEPC and approved by UCF
  - 2. Friendly amendment in **bold** – New and revised LEP courses shall be approved **for a period of time** and are subject to revalidation **under a standard schedule** to be devised by the LEPC and approved by UCF.
    - a. Recommendation from Patricia Kahlbaugh: Add affinity groups (LEP) as part of the review under PRAC.
  - 3. Cynthia Simoneau – Called the Question, Nicole Henderson 2<sup>nd</sup>. Motion to call the question did not pass. Motion tabled.
- iv. MO: Proposal for Course Prefixes and Banner Codes (tabled)

Meeting adjourned at 10:50am.

These minutes are respectfully submitted by Michele Vancour.

## New Programs and Innovations Committee Minutes    October 7, 2010

Called to order at 9:35am

Present: G. Adams (Chair), M. Bay, G. Cochenet, J. Hong, G. Kowalczyk, K. McGill, R. Vaters-Carr

### **I. New Business**

- A. Notification of 5 special topic sections were presented and logged.

| <u>Course #</u> | <u>Course Title</u>          | <u>Semester</u> | <u>Times taught</u> |
|-----------------|------------------------------|-----------------|---------------------|
| ART 398-W       | History of Russian Modernism | Spring 2011     | 1                   |
| COM 498         | Current Issues in A&P        | Spring 2011     | 1                   |
| HIS 298         | The Era of Lincoln           | Spring 2011     | 0                   |
| JRN 398         | Courts & Crime               | Spring 2011     | 2                   |
| PHI 398         | Philosophy of Mind           | Spring 2011     | 0                   |

#### **Description of logged courses**

##### ART 398-W – History of Modern Russia

This course explores the history of cultural and artistic developments in Russia and the Soviet Union from 1860s to 1950s. The course examines the key movements of Russian and Soviet painting, architecture, stage design, book illustration, propaganda art, industrial and graphic design, concentrating mainly on the period of Russian avant-garde art of 1910-1932.

##### COM 498 – Current Issues in Advertising and Promotions

In-depth examination of current trends and issues in advertising and promotional communication. This seminar style class emphasizes case study analysis of current and future trends in the field.

##### HIS 298 – The United States in the Era of Lincoln

This course will examine a man whose life is the personification of the complexity, contradictions, and challenges of the United States during the nation's most formative and critical period of development. The objectives of the course are threefold: first, to connect Lincoln's trajectory to the broader themes and events that shaped American history; second, to understand how the character and nature of the historiography on Lincoln has changed over time; and third, to move outside the confines of political and national history to incorporate new methods and fields of research.

##### JRN 398 – Courts & Crime

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

##### PHI 398 – Philosophy of Mind

This course will be an exploration of the nature of mind. Among other theories, we will explore Cartesian Dualism, hard behaviorism, mind-brain identity theory, logical behaviorism, and functionalism. We will also discuss the nature of perception, qualia and non-conscious cognitive processing. This course not only looks at different approaches to mind and thought, but it will also provide opportunities to explore related issues in metaphysics, epistemology, and modern cognitive science.

### **II. Old Business**

- A. NPIC reviewed a draft of a revised form for the proposal of new minors and made recommendations for a final draft. Next we will draft a set of formal instructions to accompany the form.

### **III. New business**

- A. NPIC held a discussion about a new form required by the Department of Higher Education (DHE) for new degree programs. We await clarification on whether minor program proposals will continue to be exempt from the DHE process.
- B. NPIC discussed the need for UCF communication with administrative offices that record data required for new program proposals, and which are also useful for assessment.

Meeting adjourned at 10:40am.

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum  
Notification Management Committee Minutes  
October 7, 2010**

In attendance: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Laura Bower, Scott Creamer, Margaret Das, Sean Grace, Corey Hannah, Shana Kopaczewski, Kim Laing, Erin Larkin, Nuncia Moniello, Sophia Myers (UCF Secretary)

Absent: Sobeira Latorre

**Meeting called to order at 9:35am**

**New Course Proposals**

LEP/ANT 100 – Interpreting Cultures

**Motion to approve: TABLED by UWIC – Pending clarification by proposer**

**Motion:**

**Motion passed:**

LEP/MDS 101 – Media Persuasion and Everyday life

**Motion to approve:**

**Motion: S. Kopaczewski; E. Larkin**

**Motion passed: 10-0-1**

**Revised Course Proposals**

WLL 452 – Secondary School Student Teaching

**Motion to approve:**

**Motion: S. Grace; S. Creamer**

**Motion passed: 10-0-1**

**Tabled Revised Course Proposal (Require Clarification)**

**Revised Course Proposals**

ENG 325 – English Medieval Literature (**Tabled Pending clarification on course numbers**)

EXS 383 – Kinesiology

**Meeting adjourned at 10:50am**

PRAC minutes for October 7, 2010

Attendance: Susan Clerc, Scott Graves, Tom Radice, Charlie Dellinger-Pater, Jane McGinn, Marybeth Fede, Patricia Kahlbaugh

Not Present: Karen Cummings, Susan Felsenfeld, and Sanja Grubacic

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

The committee waits to receive the report from Accounting. In the meantime, the committee reviewed the PRAC checklist and made several revisions to achieve greater clarity and organization. Members of PRAC were invited to attend the Theatre department's external review scheduled for Friday 10/15 at 3:00, room TBA.

Further review of the PRAC checklist is scheduled for next meeting as is a review of the Accounting -department's self-study. PRAC also plans to review the committee's bylaws.

Meeting was adjourned at 10:50.

Minutes respectfully submitted by Patricia Kahlbaugh

University-Wide Impact Committee  
Minutes 10/7/10

JOINT MEETING WITH NMC

**Present**

P. Beals, J. Fields, J. Fullmer, J. Irving, E. Keenan, H. Lockwood, A. Marsoobian, M. McClain, B. Nakamura, J. O'Hara, M. Shea, J. Strawn, J. Tait, W. Yu.

Guests: Members of NMC

**I. Call to Order**

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

**II. Old Business**

There was no old business on the agenda

**III. New Business**

The standing committee discussed and reviewed two new Tier 1 LEP course proposals, ANT 100: Interpreting Cultures and MDS 101: Media Persuasion and Everyday Life.

UWIC voted 10-2-1 to table the ANT 100 proposal, pending further clarification from the author of the proposal.

UWIC voted 9-2-1 to accept MDS 101.

**IV. Adjournment**

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

# Writing Across the Curriculum Committee

## WACC Minutes October 7, 2010

### 1. Call to Order

Attending: K. Lacey (chair), K. Marsland, T, Ferrucci (ex-officio), S. Ellis (ex-officio), D. Petrowski, D. Smith

**Electronic Proposal Recommendations:** N. Marano, K. Burke, S. Corbett (ex-officio)

### 2. WACC Chairperson Report

3. Handling of W-proposals for spring: approval depends on the date the proposal was submitted and extensions might be given

### 4. WACC Director Report

- a. New student in the WACC office: Michelle Stevens, she not only reorganized the office but is also working on her first big project: A breakdown of number of W-courses in each department and school
- b. Great Attendance of 1<sup>st</sup> workshop: 21 faculty members came and S. Ellis ran out of pizza

### 5. Writing Center Director Report

- a. T. Ferrucci started to offer workshops in classes and so far he talked to 90 students about plagiarism and how to avoid it

### 6. Other Announcements

- a. None

### 7. Review of Proposals

**Course:** PHY 398 Special Topics in Physics: Astrophysics

**Faculty:** E. Horch

**Decision:** Approved pending clarification (7-0-0)

**Course:** SOC 370 Methods in Social Research

**Faculty:** G. Walker

**Decision:** Approved (7-0-0)

**Course:** HIS 353 (digital) Roots of Modern America 1828 to 1865

**Faculty:** T. Rondinone

**Decision:** Approved (7-0-0)

**Course:** SWK 491 (digital) Field Seminar II

**Faculty:** D. Sneider

**Decision:** Approved pending clarification (7-0-0)

**Course:** ENG 217 (digital) Introduction to Literature

**Faculty:** P. McBrine

**Decision:** Revise and Resubmit by 10-13

**Course:** ENG 325 (digital) English Medieval Literature

**Faculty:** P. McBrine

**Decision:** Revise and Resubmit by 10-13

**Course:** ENG 217 revision (digital) American Dreams and Nightmares

**Faculty:** E. Kostka

**Decision:** Tabled pending clarification (7-0-0)

**Course:** ESC 303 (digital) Environmental Earth Science

**Faculty:** J. Rumrill

**Decision:** Approved with clarification (7-0-0)

**Course:** ITA 300 (digital) Italian Composition

**Faculty:** P. Palma

**Decision:** Revise and Resubmit by 10-13

## **8. Old Business**

- a. W-Course Approval Process: continue discussion regarding possible move to approve faculty rather than course by course approval
- b. Assessment: continue discussion regarding ongoing assessment of approved proposals
- c. Transition of W-Courses to LEP program: continue discussion regarding implications of LEP on WAC Program

## **9. New Business: Revision of Bylaws**

The committee was not able to discuss number 8 and 9 due to the number of proposals being discussed. Respectfully submitted by A. Eich-Krohm, WACC Secretary

### **Motion to UCF to approve the following writing intensive sections:**

**Course:** SOC 370 Methods in Social Research

**Faculty:** G. Walker

**Course:** HIS 353 (digital) Roots of Modern America 1828 to 1865

**Faculty:** T. Rondinone

**Course:** ESC 303 (digital) Environmental Earth Science

**Faculty:** J. Rumrill

**Course:** PHY 398 Special Topics in Physics: Astrophysics

**Faculty:** E. Horch

Liberal Education Program Committee

**Minutes**

Meeting 3:25-5:05

Wednesday, September 22

In attendance: Lisa Lancor (chair), Armen Marsoobian, David Levine, Michael Shea, John DaPonte, Terri Bennett, Winnie Yu, Polly Beals (Ex Officio), Nicole Henderson (Ex Officio), and James Tait. Guest: Marty Hartog

Minutes by J. Tait

Announcement: UCF tasked James Tait and Mike Shea with serving as voting members of LEPC until representation from the Schools of Business and Health and Human Services (respectively) are elected.

Summary of LEP Directors report to LEPC: Provost Williams has three concerns about the implementation of LEP that he shared with the LEP Director:

- 1) What will be the cost of the LEP in comparison to the current AUR (this concern is mainly directed at class size caps)?
- 2) Does the LEP require students to take more credits of general education than the AUR did (i.e., will the time to graduation be increased)?
- 3) What are the implications of the LEP to transfer students?

The Director of LEP and the Provost plan to hold regular meetings to discuss these and other issues.

The LEPC voted unanimously to retract its proposal that Critical Thinking courses and Technological Fluency courses be either new or revised courses only, not transitioned courses.

The LEPC approved by consensus a checklist to be used by UWIC when reviewing Technological Fluency course proposals. The checklist was drawn directly from the stipulations for TF courses in the approved LEP document.

The LEPC affirmed that existing AUR courses that departments wish to revise for the Critical Thinking and Technological Fluency requirements could use the transition process provided that proposals are clear how the purpose and key elements are being met.

The LEPC agreed by consensus that the current informal notification form filed by departments wishing to transition existing AUR courses to LEP courses could henceforth be regarded as an official UCF document. This action was requested by UCF chair, Marty Hartog. In addition, the LEPC agreed to extend the deadline for filing for course transition and that the LEP Director will determine the new deadline and communicate it to departments.

The meeting adjourned at 5:05 pm without objection.

Liberal Education Program Committee

Minutes

Wednesday, September 29, 2010

3:25-5:25

In attendance: Lisa Lancor (chair), Armen Marsoobian, David Levine, Mike Shea, John DaPonte, Terri Bennett, Joe Fields, Jim Tait, Jim Rauschenbach, Polly Beals (ex-officio), Nicole Henderson (ex-officio)  
Guest: Elena Schmitt

Minutes by N. Henderson

The committee welcomed Jim Rauschenbach, new LEPC representative from the School of Education.

1. Quick Business

a. Minutes approved as amended (to include motion) unanimously.

b. Chairperson's Update

Reported that a faculty member has raised questions about whether a Tech Fluency (TF) course can be proposed as a 4-credit course. Committee recommends TF courses proposed be 3-credits based on concerns about increasing the total # of credits for students; however, faculty can propose a 4-credit course.

c. Director's Update

The Director met with the Provost Williams and Dean Fredeen and discussed strategies for ensuring that there will be enough sections of Critical Thinking (CT) courses for fall 2011. Director will actively recruit faculty.

2. Presentation of World Language Proposal by Elena Schmitt, Chairperson, World Language and Literatures (WLL)

Elena Schmitt provided a further explanation of the proposed changes to the WLL sequence, providing LEPC members with the ACTFL proficiency guidelines for proficiency that WLL is adopting. Concerns were raised about the number of WLL courses some students would have to take, the cost to the student of the STAMP test, whether data was available to know this type of information. Elena emphasized that this proposal was based on proficiency rather than "seat time."

The meeting was adjourned at 5:25 pm.

## **Sunset Provision Discussion**

At the September 30<sup>th</sup> UCF meeting, a friendly amendment was made to the “sunset provision” motion which was originally put forth by the LEPC. The motion, as amended, now reads:

*New and revised LEP courses shall be approved for a period of time and are subject to revalidation under a standard schedule to be devised by the LEPC and approved by UCF.*

The LEPC strongly supports this motion. The LEPC believes that because courses in the program will evolve over time, it is necessary to revalidate them at regular intervals to ensure that courses remain aligned with the goals of the LEP and thereby maintain the integrity of the program.

**By-Laws**  
**Undergraduate Curriculum Forum**  
**Southern Connecticut State University**  
**(Revised October 2010)**

**I. Membership in Voting Units and Terms of Appointments**

- A. Nominations for Undergraduate Curriculum Forum (UCF) Chair will be taken during the last meeting of the academic year. An opportunity will be provided for the nominees to speak and for general discussion. The election of the UCF Chair will occur at the same meeting, immediately following this discussion period. The election of the Chair shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot a run-off vote will be conducted between the top two vote-getters. The incoming UCF Chair will take office on the first day of the academic year.
- B. The incoming UCF chair shall appoint standing committee members during the first meeting of the academic year. Chairs of standing committees shall be elected by the newly appointed committee members during the first meeting of the academic year.

**II. Meeting Schedule**

- A. The UCF shall meet at least monthly during the academic year. The first meeting of the year shall take place during the first week of classes and shall be convened primarily to constitute standing committees and determine the chairs of the standing committees by elections.
- B. Standing committees of the UCF shall also meet at least monthly during the academic year.

**III. Quorum**

- A. Not less than 50% of all voting UCF representatives plus one constitutes a quorum.
- B. The Secretary of the UCF shall determine whether a quorum is present before voting takes place.

**IV. Rules of Order**

- A. Robert's Rules of Order, latest edition, shall govern proceedings of the UCF in all cases in which Robert's Rules are not inconsistent with the UCF Constitution and By-Laws. Where the Constitution or By-Laws deviate from Robert's Rules, the Constitution and By-Laws shall govern.
- B. The UCF Chair shall appoint a Parliamentarian to interpret Robert's Rules when questions arise. The Parliamentarian shall annually distribute a short guide to Robert's Rules to the UCF membership.

**V. Voting**

- A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The chair shall appoint tellers to conduct the ballots.
- B. No absentee ballots or proxies shall be permitted for UCF business.

## **VI. Order of Business**

- A. The order of business at regular meetings of the UCF shall be:
  - 1. Announcements
  - 2. Acceptance of UCF Minutes from the preceding meeting
  - 3. Committee reports
  - 4. Old Business
  - 5. New Business
  
- B. Any member of the University Community shall have the right to request consideration of additional items for the agenda, in writing, to the Secretary.

## **VII. Rules of Procedure**

The following rules shall govern the normal business of the UCF. Any or all of these may be suspended at the discretion of the UCF Chair with consent of those present.

- A. The agenda, insofar as possible, shall be written, reproduced, and delivered to UCF members at least two days prior to the meeting at which it is to be presented.
  
- B. When any major policy statement or document developed by the UCF or any UCF committee is to be communicated to the administration or the Board of Trustees, it shall be reproduced in its final form posted on the UCF website.
  
- C. Agendas and approved minutes will be made available to the entire university within two weeks.
  
- D. The UCF Chair shall ensure that the By-Laws be published in their entirety on the UCF web site. The chair shall also ensure that any corrections, revisions, or amendments to the By-Laws be posted on the web site within two weeks of their passage.

## **VIII. Amending By-Laws**

- A. At any regularly scheduled UCF meeting for which there has been notice in writing at least one week in advance to all members that there will be a consideration of a By-Laws change or amendment, a two-thirds majority vote in favor of the proposed change by the voting members present will be sufficient to change or amend the By-Laws, as long as a quorum is present.
  
- B. The following documents are considered parts of the By-Laws and are subject to the rules for amendment set forth above:
  - 1. Guiding Principles of the UCF
  - 2. Flow of Proposals
  - 3. By-laws of the Standing Committees
  - 4. Policies and procedures of each standing committee

Any policies or procedures not specifically included herein are not a part of the By-Laws.