

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Dec. 2, 2010

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of Nov. 11, 2010
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- V. Old Business
 - a. Update on the Catalogue Changes related to LEP
 - b. Approval of UCF revised by-laws

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, November 11, 2010

Present: M. Hartog, K. McGill, M. Das, S. Grace, G. Kowalczyk, D. Weiss, L. Lancor, L. Bower, M. McClain, J. Fullmer, M. Fede, B. Nakamura, T. Radice, J. Liu, C. Simoneau, J. Hong, M. Cohen, R. Kustin, J. Strawn, K. Lacey, M. Vancour, S. Bernard, K. Gatzke, S. Creamer, P. Kahlbaugh, T. Abdulaziz, G. Adams, E. Keenan, E. Larkin, J. Mielczarski, K. Barnett, G. Cochenet, S. Graves, M. Shea, S. Clerc, K. Laing, D. Bentley-Drobish, C. Klatt, J. Mills

Absent: M. Narumanchi, B. Phelan, S. Kopaczewski, M. Generali, S. Grubacic, E. West, C. Dellinger-Pate, J. Irving, K. Cummings, D. Smith, J. Tait, W. Elwood, J. McGinn, B. Glynn, P. Beals

Guest: A. Marsoobian

- I. The meeting was called to order at 9:40 am.
 - Quorum (50% + 1) was reached with 30 voting members at 9:45 a.m.
- II. Announcements
 - a. No announcements
- III. Approval of UCF minutes of Oct. 28, 2010
 - a. Approved unanimously
- IV. NEASC Survey of UCF Members – Deborah Weiss gave an overview of the NEASC assessment and conducted a faculty survey for NEASC purposes. She announced that:
 - a. There would be a Town Hall Meeting Friday, Nov. 12th 1:30-3:00 p.m. in EN A120 to further discuss NEASC.
 - b. The NEASC site visit is scheduled for October 2011.
- V. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 11/4 meeting
 1. The following courses were logged:
 - 1) ECO 398 Economic History of American Enterprise
 - 2) EXS 498 Sport Performance Psychology: Autobiography deconstruction through object relations
 - 3) MGT 498 Green Management
 2. Approved minor program proposal format and will be placed on-line
 - ii. Minutes of 11/4 received
 - b. NMC
 - i. Discussion of 11/4 meeting
 1. Motion to accept the following new/revised courses and revised program proposals:
New Course Proposals
 - 1) JST 110 Narrating the Israeli-Palestinian Conflict

- 2) CHI 210 Chinese IV
- 3) MUS 429 Producing Music Using Electronic Media
- Revised Course Proposals
- 4) ART 104 History of Western Art I
- 5) ART 105 History of Western Art II

2. Motion approved unanimously

ii. Minutes of 11/4 received

c. PRAC

i. Discussion of 11/4 meeting

1. Theater program reviewed and official report will be presented at 12/2 UCF meeting (P. Kahlbaugh indicated that the report is a good model for self-study and will be posted on-line.)

ii. Minutes of 11/4 received

d. UWIC

i. Discussion of 11/4 meeting

1. Motion to accept the following new Tier I and Tier II LEP Course Proposals:

- 1) (Tier 1-CT) SOC 102 Critical Thinking: Exploring Social Issues
- 2) (Tier 2) ANT 102 Biological Anthropology (1st Tier 2 approved)
- 3) (Tier 2) ANT 204 Language & Culture

2. Motion approved with one abstention

ii. Minutes of 11/4 received

e. WACC

i. Discussion of 11/4 meeting

1. Motion to approve 4 W-course sections: SOC 361 Urban Sociology (B. Holt II); WMS 325 Representations of Motherhood (T. Twomey); EDU 492 Secondary Mathematics (M. Hartog); ENG 361 American Renaissance (C. Stretch)
2. Motion approved unanimously
3. The workshop scheduled on Dec. 2nd has been moved to Dec. 8th at 1:00 pm in ENG Common Room and will focus on Preparing W-course proposals with emphasis on incorporating LEP courses.

ii. Minutes of 11/4 received

f. LEPC

i. Discussion of 10/20 and 10/27 meetings

1. Responses to Public Health Dept. questions regarding LEP answered and will be added to FAQ and posted on the website.
2. Discussed articulation of LEP requirements to athletes and transparency regarding requirements.

ii. Minutes of 10/20 and 10/27 received

VI. Chair's Report

- a. Discussion of LEP impact on printed catalog with deadline for revisions due next week

- i. First draft of new catalog due to printer on 11/16. Catalog makes numerous references to university requirements throughout, and we need a solution to address this potential issue as we implement LEP in fall 2011. For example, references to Social Science B and other university requirement language exists that will promote confusion for students coming in under this catalog in fall 2011.
- ii. Kathy Yalof attended LEPC and recommended replacing easy-to-change (find and replace) language, but a plan needs to be in place because some departments' language is more complicated and needs to be tied to program revisions.
- iii. Letters will go out to department chairs and coordinators to carefully examine their respective pages, identify language that needs edit, and send modifications directly to Marty for expedited review and potential approval prior to Thanksgiving in order to adhere to the catalog printing timeline.
- iv. LEPC asks that the UCF gives Marty the temporary authority to review these changes in consultation with members of the subcommittees to expedite the approval process; recommendation for Marty to list all minor changes and present to them to full UCF
- v. Second revision of catalog is Jan. 10, 2011 and intended for very minor changes; check revisions at <http://www.southernct.edu/undergraduatecatalog/update>
- vi. Concern that circumventing the process of review creates concern and presents potential future issues; recommendation that SCSU forgo a printed catalog this year in lieu of a more up-to-date on-line version
- b. D. Weiss made **Motion: UCF will give the UCF Chair the authority to compile a list of minor 2011-2012 catalog changes concerning AUR to LEP transition as established by departments and programs during the 2010-2011 academic year to be approved by UCF**; second: M. Fede. M. Hartog "called the question."
 - i. **Motion approved with two abstentions**
- c. Marty will present the motion and UCF sentiments in meeting with Provost Selase Williams.

Other Items Presented

- d. M. Fede questioned LEP's impact on departments with major requirements that are required by the State; Marty plans to bring this to Unit Assessment Board meeting on Nov. 29th.
- e. S. Graves recommended that a PDF of schedule of classes be developed in the future. Currently, the schedule of classes is only on Banner, which is a disservice to students who would benefit from a review of all the courses in planning their schedules.

VII. Old Business

- a. UCF revised By-Laws (TABLED)

Meeting adjourned at 10:50 a.m.

These minutes are respectfully submitted by Michele Vancour.

Committee did not meet.

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
November 18, 2010**

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

Absent: Corey Hannah, Jinjing Liu

Meeting called to order at 9:35am

New Course Proposals

COM 135 – Online Communication **

Motion to approve:

Motion: S. Grace; S. Latorre

Motion passed: 9-0-1

ENG 464 – American Modernism

Motion to approve: TABLED

Motion:

Motion passed:

EXS 212 – Lifetime Physical Activity

Motion to approve: TABLED

Motion:

Motion passed:

GEO 110 – Geography & Conflict: ethnicity, race, and economy in the US **

Motion to approve:

Motion: S. Grace; M. Das

Motion passed: 10-0-0

HBR 200 – Hebrew III **

Motion to approve:

Motion: S. Creamer; S. Grace

Motion passed: 10-0-0

HBR 210 – Hebrew IV **

Motion to approve:

Motion: S. Grace; K. Barnett

Motion passed: 10-0-0

Revised Course Proposals

EDU 452 – Secondary School Student Teaching

EDU 453 – Student Teaching Seminar

EDU 492 – Mathematics - Secondary

Motion to approve:

Motion: S. Grace; L. Bower

Motion passed: 9-0-1

ENG 099- English for Foreign Students

Motion to approve: ELECTRONICALLY

Motion: M. Das; S. Latorre

Motion passed: 11-0-1

EXS 303 – Athletic Training Clinical Practice IV – Treatment and Rehabilitation

EXS 402 – Athletic Training Clinical Practice V – General Medicine

Motion to approve:

Motion: S. Grace; K. Barnett

Motion passed: 9-0-2

EXS 286 – Therapeutic Modalities

Motion to approve:

Motion: S. Grace; M. Das

Motion passed: 10-0-1

EXS 388 – Rehabilitation Techniques in Athletic Training

Motion to approve:

Motion: S. Creamer; L. Bower

Motion passed: 10-0-1

PHY 120 – Physics for Tomorrow **

Motion to approve:

Motion: S. Grace; L. Bower

Motion passed: 8-0-3

PSC 497 – Political Science Internship

Motion to approve:

Motion: S. Kopaczewski; M. Das

Motion passed: 8-0-3

SOC 200 – Adventures in Sociology

Motion to approve: ELECTRONICALLY

Motion: L. Bower; J. Liu

Motion passed: 11-0-1

SWK 200 – Introduction to the Helping Professions

Motion to approve:

Motion: S. Grace; S. Kopaczewski

Motion passed: 13-0-0

Revised Course Proposals

B.S. Anthropology; Concentration: General

Motion to approve:

Motion: L. Bower; S. Latorre

Motion passed: 10-0-1

MINOR in Chemistry

Motion to approve:

Motion: S. Kopaczewski; S. Creamer

Motion passed: 9-0-2

Tabled Revised Course Proposal (Require Clarification)

New Course Proposals

ENG 464 – American Modernism

EXS 212 – Lifetime Physical Activity

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

Meeting adjourned at 10:50am

PRAC minutes for November 18, 2010

Attendance: Scott Graves, Tom Radice, Charlie Dellinger-Pater, Karen Cummings, Patricia Kahlbaugh
Not Present: Susan Clerc, Marybeth Fede, Susan Felsenfeld, Jane McGinn and Sanja Grubic

Meeting began at 10:00a.m. in ASC 229

PRAC's bylaws were reviewed and voted on. A quorum was present (with two electronic votes). The vote was 7 in favor and 0 opposed.

PRAC continues to discuss a Wiki or some similar vehicle to share comments about program reviews before meetings. Scott Graves has taken a leadership role on this issue. We hope to have a mechanism in place for spring 2011.

PRAC reviewed the Employer survey developed by the Office of Assessment and Planning. No suggestions were offered for revision; however, some discussion ensued about the relevance of such a survey for certain programs/departments. Revision to the Academic Program Review and the Program Review Checklist may be forthcoming.

Reminder: Geography's program review will be submitted to PRAC December 1, 2010.

Meeting was adjourned at 10:45.

Minutes respectfully submitted by Patricia Kahlbaugh

Program Review and Assessment Committee (PRAC)

University Curriculum Forum

Undergraduate Program Review Report: Theatre – School of Arts and Sciences

November 29, 2010

The Theatre Department in the School of Arts and Sciences submitted a self-study report to UCF – PRAC on October 27, 2010. The self-study covered Standards 1-17 of the Academic Program Review document. PRAC reviewed all submitted materials and met with the Assessment Coordinator, Dr. Kaia Monroe, for discussion of the self-study report on November 4, 2010. No revisions were required. All standards were met and PRAC recommends **continuing approval** of the program. PRAC's summary report as well as the Theatre department's executive summary are submitted to UCF for the December 2, 2010 meeting.

PRAC commends the work done by the Theatre Department and views this program review as exemplary. The following are some specific evaluations of Standards 1-17:

Standard 1: The department/program's mission supports the University's mission

Met

The mission of Theatre Department is well articulated and aligned with the University's mission of academic excellence, access, social justice and service for the public good. The report identifies specific examples of this alignment as well as unique department goals regarding preparation of students for training in all facets of theatre.

Standard 2: The department/program has clearly stated program goals and objectives

Met

The Theatre Department identifies five program goals/objectives and makes clear statements of what the program intends to accomplish. Examples are "preparing students with broad theatrical education through curriculum that encompasses history, literature, criticism, performance practices, production practices and design. "

Standard 3: The department/program has clearly stated program -level expected student outcomes and methods for measurement

Met

The Theatre Department identifies eight specific student learning outcomes linked to the program goals and direct methods for assessing these student learning outcomes. For example, a junior exit exam serves as a direct assessment of six of the eight learning outcomes (e.g., two of these six are: recognition of principal theatrical eras, movements and playwrights, and identifying characteristics of theatrical genres and styles). One indirect measure is student job placement rate.

Standard 4: The department/program actively uses data about student learning to improve its programs

Met

The Theatre Department has actively used student performance data to improve its programs, and has a mechanism in place for ongoing evaluation of the program and implementation of program changes as needed. For example, modifications have been made in two courses based on the junior year exit exam. The department continues to work toward closing the assessment loop .

Standard 5a: Evidence of quality instruction

Met

Syllabi, summaries of student evaluation forms, and surveys are used as evidence of quality instruction.

Standard 5b: Evidence of Teaching effectiveness

Met

Evidence from students support teaching that is challenging, dynamic and engaging.

Standard 6: The department provides evidence of a coherent and current program

Met

The Theatre Department describes the mapping of learning objectives to courses in the core curriculum. Mention is given to the particular challenges faced by the department in terms of the multi-faceted nature of the discipline (e.g., performing, conceptual, visual artists, craftsmen, marketing and financial professionals, etc.). Commitment to current practices is evident.

Standard 6a: The Department clearly describes the relationship between graduate and undergraduate programs

Met

Standard 7: The department has an appropriate number of qualified faculty

Met

Faculty represent diverse backgrounds and expertise. CVs are included in the report for this standard. Time committed to the program and courses taught are indicated. Documentation of student enrollment patterns is provided and interpreted. Faculty “regularly receives accolades from the regional and national Kennedy Center of American College Theatre Festival and the new England Theatre Conference. Recruitment strategies for new students and issues with staff are identified.

Standard 8: The Department provides high quality student advisement and maintains adequate tracking procedures of its students

Met

Appreciation for the importance of advising and tracking of students is emphasized. A typical four-year program sequence is provided.

Standard 8a: Undergraduate Program Direction

Met

Standard 9: The department offers an appropriate number of courses and sections to meet the needs of students. Statistical data concerning admissions, graduations, courses offered and cancelled, and other relevant statistics are provided and analyzed

Met

Theatre has identified some enrollment issues for upper-level electives and has used independent study as an alternative.

Standard 10: The department/program demonstrates a climate of intellectual/professional curiosity and achievement among faculty and students

Met

The Theatre Department has demonstrated a climate of intellectual and professional achievement and has highlighted specific examples of successful collaborations between students and faculty, most notably the Crescent Players.

Standard 11: There is evidence of faculty and student research, scholarship, and/or creative activity.

Met

Summary of faculty and student scholarship is provided.

Standard 12: The department/program has adequate library resources to meet its needs

Met

Since 2007, the Theatre department has been working closely with the library to rectify a previous neglect of important acquisitions and has met with encouraging success to benefit students.

Standard 13: The department/program has adequate facilities and non-print resources, such as audio-visual, computers, labs, practica to meet its needs.

Met

The Theatre Department has identified some significant limitations with its facilities (e.g., the Kendal Drama lab, Lyman Center mainstage, light sources, needs for dance studio, etc.). Despite issues, the department is grateful for the relationship with Lyman Center as well as relationships with external off-campus learning environments (e.g., Long Wharf, etc.).

Standard 14: Periodic Review and Evaluation

Met

The Theatre department has sent out alumni and employer surveys and has been reviewing the junior exit exam. In addition, an external review was conducted this fall. The external reviewer, from a comparable theatre department in New England, has generated a report for their use in their ongoing self-assessment.

Standard 15: The department's activity in community service and outreach is appropriate to the mission of the program and the university

Met

Standard 16: The department provides an analysis of program strengths and weaknesses

Met

The Theatre Department provides an informative list of strengths and weaknesses consistent with the points made in the self-study. Strengths included faculty/student ratio and curricular innovations. Weaknesses included space and technology needs.

Standard 17: The department describes a vision and action plan for the future

Met

The Theatre Department provides a vision and action plan for 5 years.

Summary

PRAC appreciates the work the Theatre Department, and Dr. Kaia Monroe, the department assessment coordinator, have done in the preparation and presentation of this self-study report, and has evaluated standards 1-17 as "met." PRAC recommends to the University Curriculum Forum that Continuing Approval be given, and in doing so, understands that Standard 1-17 have been met.

University-Wide Impact Committee
Minutes 11/18/10

Present

P. Beals, R. Conforti, J. Fullmer, K. Gatsky, E. Keenan, J. Irving, L. Lancor, M. McClain, J. Mielczarski, J. Mills, B. Nakamura, A. Reynaga, M. Shea, J. Strawn D. Weiss.

I. Call to Order

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

II. Old Business

The standing committee continued to review LEP Tier 1 proposals.

UWIC voted 7-0-3 to approve ENV 101 (Global Environmental Issues, Tier 1 CT).

UWIC voted 9-0-3 to approve JST 110 (Narrating the Israeli-Palestinian Conflict, Tier 1 CT).

UWIC voted 9-0-3 to conditionally approve ANT 100 (Interpreting Cultures, Tier 1 CT).

UWIC voted 11-0-2 to table CHI 210 (Chinese IV, Tier 1 MC), pending further clarification.

III. New Business

The standing committee then reviewed of UWIC by-laws and discussed issues regarding the uniformity of language in the document and the use of Robert's Rules of Order.

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

Writing Across the Curriculum Committee
Minutes November 18, 2010

Respectfully submitted by Astrid Eich-Krohms (secretary)

1. Call to Order

- a. In attendance: K. Lacey (chair) N. Marano, S. Corbett (ex-officio), T. Ferrucci (ex-officio), K. Marsland, R. Hedreen (guest/librarian), S. Ellis (ex-officio), D. Smith, A. Eich-Krohms
- b. Welcome to the new members: D. Vasquez-Levy and S. Grubacic
- c. Submitted evaluations electronically: K. Burke

2. WACC Chairperson Report by K. Lacey

- a. PHY 471 Issue
 - i. This Physics course is taught as a W-course if students need another W for graduation and it has been done so for many years. The process is to do it as an independent study but with a different course number (PHY 499) and then switch the numbers and assign an asterisk to it in Banner. Kim will follow up about this practice with the department.
- b. CHEM 260/261 Issue
 - i. Two courses were approved as W-courses for the chemistry department for the lab sections but the lab sections are taught by adjuncts who now have to hand in W-proposals.
- c. W-Course section update
 - i. One hundred and seventy courses were designated W-courses in the spring and the fall semesters this year.
- d. Bylaws – plan for revision
 - i. Revisions will be discussed at the first WACC meeting in the spring semester.
- e. W- proposal guidelines – clarification of language
 - i. T. Ferrucci made suggestions how to clarify the language for the W-guidelines so that faculty know exactly what standards to apply.
 - ii. K. Lacey will share the clarifications with the UCF Steering committee.
- f. Assessment
 - i. D. Carroll is coming to the last WAC committee meeting to talk about assessment.

3. WAC Director Report by S. Ellis

- a. Wednesday 12-08 WAC workshop for proposing W-courses
- b. Report from Dean's Council Meeting
 - i. S. Ellis presented the report about the W-courses at the Dean's council.
 - ii. He was asked by Provost Williams about raising the number of students per W-course. The committee decided to survey faculty about their time spent on W-courses.

- c. Writing Contest:
 - i. Will take place in late February 2011 the way the committee did it last time.
 - ii. Rewards for the contest are made available through funds of Student Government.
- 4. Writing Center Director Report: Nothing to submit
- 5. Other Announcements: None
- 6. Review of Proposals (10:15-11:50)

Course: ENG 398 Multimedia Writing
Faculty: J. Tarbox
Decisions: Approved w/clarification (8-0-0)

Course: GEO 260 Population Geography
Faculty: J. Dagostino
Decision: Approve w/clarification (6-0-2)

Course: ENG 301
Faculty: C. Baraw
Decision: Approved w/suggestions (8-0-0)

Course: LIT 488
Faculty: J. West
Decision: Approved (6-0-0)

- 7. Old Business: To be discussed at the next meeting
 - 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

Motion to UCF to approve the following approved writing intensive courses:

Course: ENG 398 Multimedia Writing
Faculty: J. Tarbox

Course: GEO 260 Population Geography
Faculty: J. Dagostino

Course: ENG 301
Faculty: C. Baraw

Course: LIT 488
Faculty: J. West

Liberal Education Program Committee
Approved Minutes
Wednesday, November 3, 2010

Members present: L. Lancor (chair), T. Bennett, J. DaPonte, J. Fields, D. Levine, A. Marsoobian, J. Rauschenbach,

Ex-officio Members present: N. Henderson, W. Yu

Agenda item 1: Call to Order

- Meeting convened at 3:30 p.m.

Agenda item 2:

- Director's Update (P. Beals)
 - i. Has been meeting with Kathy Yalof to work on catalog copy. A statement will be included that states the purpose of the LEP, the purpose and goals for each Tier, and a list of courses that satisfy each requirement. A web address will be given on which students can find an updated list of courses that satisfy each Tier.
 - ii. The administration is planning to take all information about the All-University Requirements out of the next catalog since it does not apply to the students that matriculate after Fall of 2011.
 - iii. Received a 5-page letter from Psychology about PSY 100 and the LEP. The outcome is that PSY 100 is not going to become an LEP course.
- Chairperson's Update (L. Lancor)
 - iv. Motion for Sunset Provision passed at UCF
 - v. Three Tier 1 courses have passed UCF: MDS 101 (CT), PHI 100 (CT), MAT 106 (QR). Other courses to be considered at the UCF's next meeting: ENV 101 (CT) and SOC 102 (CT), and ANT 202 and 204 (Tier 2).
 - vi. A revised FAQ list was distributed and will be discussed under new business.
 - vii. Representatives of the LEP committee will attend the December Chair's Council meeting to discuss how to do a program degree evaluation with respect to LEP. Some departments have undergraduate coordinators that take care of these things.
 - viii. Met with the Nursing department to work out a four-year plan for nursing students under the LEP.
 - ix. Remaining questions about what the WLL requirement will be for students entering in Fall 2011. P. Beals will follow up with the WLL department to see what they plan to include as language for the LEP multilingual requirement.

Agenda item 3:

- Minutes of the meeting of 10/27/10 were approved as presented.

Agenda item 4: Old Business

- Update on 4 credit WC proposal (N. Henderson)

N. Henderson updated the committee about three levels of concern that were expressed by the A&S School Curriculum Committee. The main concern is adding a credit hour for students in Tier 1, which was not passed in the LEP document. After

discussion of the impact that this would have on our students as well as on transfer students, the LEPC made the following recommendations:

- i. It is UCF's role to approve/disapprove courses. If UWIC comes to us for advice, then we can deliberate and make a recommendation. Otherwise, it is up to UCF.
 - ii. However, this proposal does constitute a change to the LEP, as it adds one credit to the Tier 1 requirements for all students. Thus LEPC should make a recommendation to UCF as to whether this minor change should be adopted. Before the committee could make a recommendation we need more information; i.e. we need to see the WC proposal.
- Recommendation for UCF regarding "double dipping"
The recommendations reflected in the 10/27/10 minutes were discussed. The goal of LEPC is to have something to hand out to departments for information as they revise their program requirements under the LEP; this information will also be added to the FAQ list. A. Marsoobian will revise some of the language for consideration at the next meeting.
 - Credit Heavy Example: Nursing's Program Degree Evaluation
L. Lancor distributed a four-year curriculum map for the nursing program.

2. New Business

- FAQ distributed but not discussed.

Agenda item 6: Adjournment

- The meeting adjourned at 5:08.

Respectfully submitted by T. Bennett. These minutes have not been approved.

Liberal Education Program Committee

Approved Minutes

Wednesday, November 10, 2010

Members present: L. Lancor (chair), T. Bennett, J. DaPonte, J. Fields, R. Kustin, D. Levine, A. Marsoobian, J. Rauschenbach, D. Weiss

Ex-officio Members present: N. Henderson, K. Laing, M. Shea, W. Yu

Guests: K. Yalof (Academic Affairs), J. Tait

1. Call to Order

- Meeting convened at 3:31 p.m.

2. Visit from Kathy Yalof to discuss Undergraduate Catalog concerns

- Issues: The “university requirement” language in the catalog needs to be changed to “liberal education program requirement”. For example, some courses have prerequisites such as “university English requirement” or “Social Science B”.
- Deadlines: Nov. 16—first proof must be ready for the typesetter; January 10—the second proof is sent to the typesetter. Changes made after the second proof is finalized will be posted on the web at <http://www.southernct.edu/undergraduatematerialupdates/>.
- The LEPC recommends that L. Lancor send a memo to all department chairs in which the chairs are asked to carefully scrutinize the language for their program, paying careful attention to language that mentions the current university requirements. Some specific items to consider are:
 - Change the words “university requirement” to “liberal education program requirement”
 - Course prerequisites that refer to the current all-university requirements
 - Course descriptions that refer to the university requirements
 - Curriculum maps that refer to specific university requirements (consider removing for the 2-year period covered by this catalog)
 - The number of free electives specified for a program

Departments should be reminded that the LEP document specifies that a student cannot take more than one course from the same department to satisfy the Tier 2 requirements. Departments should also make the language clear so that current students (who are not familiar with LEP) as well as new students will understand the language.

In order to expedite the process so that the deadlines given above can be met, the LEPC also recommends to UCF that the UCF chair be empowered to authorize “simple” changes (such as language replacements that do not substantively change a program) and to make the decision as to whether a more substantive change (prerequisite change, course description changes that affect course content, program requirements, etc.) requires a program revision that needs to be brought before the UCF body. The changes would go from the UCF Chair directly to Kathy Yalof.

Recommended places to further publicize and discuss the issues in catalog changes: Chair's Council, Dean's Council

3. Status of AUR to LEP transition table

- M. Hartog and L. Lancor have been calling all departments to find out if they are transitioning during the period, are they converting the course to LEP at the end of the transition period. Until the table is populated with more courses, flexibility might be required when implementing the requirement that students take no more than one Tier 2 course from a given department.

4. Adjournment

- The meeting adjourned at 5:02.

Respectfully submitted by T. Bennett. These minutes have not been approved.