

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A
Thursday, Mar. 17, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of Mar. 3, 2011
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- VI. Old Business
 - a. Approval of UCF By-Laws
- V. New Business

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, March 3, 2011

Present: M. Hartog, K. McGill, M. Das, S. Grace, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, L. Lancor, K. McNamara, S. Grubacic, L. Bower, M. Diamantis, M. McClain, C. Hannah, J. Liu, E. Kramer, L. Ferraro, J. Irving, J. Strawn, K. Lacey, M. Vancour, K. Gatzke, K. Cummings, P. Kahlbaugh, D. Smith, T. Abdulaziz, G. Adams, E. Keenan, S. Latorre, T. Lin, J. Mielczarski, K. Barnett, K. Burke, G. Cochenet, S. Graves, M. Shea, B. Glynn, P. Beals, S. Clerc, N. Moniello, D. Bentley-Drobish, S. Keller, J. Mills,

Absent: M. Narumanchi, B. Phelan, J. Fullmer, E. West, B. Nakamura, C. Simoneau, J. Hong, C. Dellinger-Pate, R. Kustin, J. O'hara, J. Tait, W. Elwood

Guest:

- I. The meeting was called to order at 9:37 a.m.
 - Quorum (50% + 1) was reached at 9:37 a.m.
- II. Announcements
 - a. Polly Beals announced:
 - i. Faculty Development program on curriculum tomorrow ENB 121, especially for LEP czars
 - ii. Email blast from Faculty Development announced that curriculum development grants are open with an April 4th deadline. They have a special interest in faculty planning courses for LEP.
 - iii. Need more Tier II proposals and Tier III, capstone, proposals
 - b. Tricia Lin – 64 Days of Violence presentation, *Working with Girls: Theories and Practices of Girl Power* will be held on March 10th from 5-7:30 in ASC 301
 - c. Marty Hartog noted that Faculty Senate Chair, Susan Cusato reported that Senator Beth Beye's visit with SCSU went well. We need to share additional considerations on how to save money with Susan (cusatos1@southernct.edu) and Senator Beye (beth.beye@cga.ct.gov).
- III. Approval of UCF minutes of February 17, 2011
 - a. Minutes of Feb. 17th approved unanimously
- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 2/24 meeting
 1. Created preliminary format for revising minor programs
 - ii. Minutes of 2/24 accepted
 - b. NMC
 - i. Discussion of 2/24 meeting

1. Motion to accept the following new/revised courses and revised program proposals:

New Course Proposals

- 1) ENV 101 Critical Thinking: Global Environmental Issues
- 2) HIS 150 Critical Thinking through Historical Biography

Revised Course Proposals

- 3) ENG 325 English Medieval Literature
- 4) EXS 383 Kinesiology
- 5) ILS 302 Information Service
- 6) ILS 400 Information Service Practice
- 7) ILS 425 Information Sources
- 8) ITC 380 Instructional Design Basics
- 9) ITC 470 Multi-Media Production
- 10) SOC 362 Criminology

Revised Program Proposals

- 11) Ethnic Studies Minor

2. Motion approved unanimously

- ii. Minutes of 2/24 received

c. PRAC

- i. Discussion of 2/24 meeting

1. Reviewed the Department of Education (expedited review due to external review) and recommended to grant continuing approval – Recommendation accepted unanimously by UCF

- ii. Minutes of 2/24 received

d. UWIC

- i. Discussion of 2/24 meeting

1. Discussed revision of By-laws

- ii. Minutes of 2/24 received

e. WACC

- i. No meeting

1. Student Writing Contest received 18 papers and will be selecting winner(s) by the end of the semester.

f. LEPC

- i. Discussion of 2/9 meeting

1. Need more Tier II - Creative Drive - proposals
2. Faculty are encouraged to begin working on Tier III capstone seminars. Until the LEP Tier III forms are completed, it is recommended that faculty consult pp 9-11 of “The Liberal Education Program at Southern” document available at the UCF/LEP website. In particular, the bullet points on p. 11 will be helpful as guidelines to key course elements.
 - 1) A Tier III capstone in the major is acceptable and existing courses can be revised to meet the capstone requirements
3. FAQ have been posted to the LEP site, which can be found from the UCF website.

- ii. Discussion of 2/16 meeting

1. Discussion of degree evaluation for banner. Departments should send their degree evaluations to Kim Laing. Any program revisions will need to go to UCF. LEPC is working on a motion to streamline the process. They recognize that degree evaluations will need to be updated as new courses are proposed. Faculty are encouraged to routinely check LEP site for latest approved courses. Also, restricted offerings may be affected, so departments need to be informed [restrictions from departments particularly on Tier II typically refer to restriction in choice to fulfill Tier II (similar to how this existed under AUR)].
 2. Advisement workshops for faculty will take place after spring break.
 3. Deans will be contacting chairs to determine department requirements that are not linked with LEP that incoming students need to complete or can complete, including elective options.
- iii. Discussion on LEP
1. Discussion on how incoming transfer students will be placed, considering their number of transfer credits from 3 through the Associates Degree
 2. Community Colleges are developing Critical Thinking courses, but the hope is that it is not like the ENG 112 equivalency (i.e., having a course on the books but not offering it doesn't provide support for students transitioning into SCSU)
 3. By 2014, all students will be following the LEP curriculum.
 4. Registration date for new transfer students is around May 23rd.
- iv. Minutes of 2/9 and 2/16 received
- V. New Business – Provost Selase Williams spoke with respect to budget cuts
- a. Dr. Williams presented a 2011-2012 Academic Planning information sheet for discussion, which indicated that SCSU is facing reductions of state appropriations (40% of total budget) of up to approximately 20%
 - i. Reductions in the State Appropriations between 5% and 20% of 40% of our total annual budget (5% equals \$3.5 million and \$5 million is equal to 50 faculty lines with benefits) (Reductions in faculty would start with temporary and vacant faculty lines)
 - ii. Strategy recommendation: increasing enrollment – a 2% increase in enrollment or 239 additional students which would result in \$3.1 million (equal to 31 faculty positions)
 - iii. Strategy solution “Build our way out of this” by:
 1. Increasing first year students by 100
 2. Increasing class size from 20-23 wherever there are caps: INQ 101, W-courses, entry level comp courses, Tier I of LEP
 3. Increasing transfer students from 948 to 980
 4. Increasing graduate students from 1,000 to 1,050
 5. Improving retention OR increasing part-time students
 - iv. As a result of first-year and new student orientation, SCSU saw an increase in first to second year retention from 72.6% to almost 86%, second to third year up 4.5%, and third to fourth year up 4.5%

- v. Last fall the proportion of part-time to full-time faculty was violated so part-time rolled into several full-time temp positions. Need to maintain 440 full-time to keep the 20% ratio of part-time to full-time. Permission granted to recruit 24 full-time faculty positions for 2011/2012.
- b. Questions for Dr. Williams:
- i. Ken McGill questioned what role the increasing class size (20-23) would have on on-line courses? (Currently, there is a 20 person cap on on-line courses in Arts & Sciences.) Will the cap be changed and will more on-line courses help? Selase: Yes. It helps with on-campus space issues and allows faculty to teach more students.
 - ii. Ken Gatzke asked what are other campuses doing and commented that there is no plan to place an impact on voters (i.e., cutting the number of students would motivate voters to speak up.) Selase: CCSU and SCSU are better situated to handle this crisis than ECSU and WCSU due to vacant positions and reserves. If CSU leadership decides to share budget reduction, SCSU may end up with a greater deduction than others due to its ability to absorb the cuts.
 - iii. Karen Burke asked do we have the facilities to accommodate additional students. Selase: There is a plan to reduce the availability of senior housing, in lieu of additional new student housing. This is a common practice on other campuses, and parking should not be affected much.
 - iv. Karen Cummings asked if Selase knew if other CSUs are trying to increase enrollment to grow their way out, too. Selase: We will have competition for students. We were challenged reaching goals last year, because Yale, Albertus, and UNH drew from local schools with lowered tuition.
 - v. Sean Grace (a) asked why ECSU and WCSU cannot absorb more students than SCSU due to their lower student-teacher ratio. Selase: ECSU is more residential. Sean (b) recommended SCSU consider initiating a School of Continuing Education to accommodate part-time students and enhance revenue this way. Selase: Policy changed regarding part-time students and now PT students can only enroll at a certain time, and there are deliberations on allowing PT students an opportunity to take remedial courses over summer (similar to SEOP and Comcast program).
 - vi. Joe Fields suggested that the numbers be examined and interpreted. For example, there is a revenue stream generated through employment in the State by our graduates compared to people with only a high school education. This revenue would be a wash against the State's investment in their college education.
 - vii. Ken McGill recommended SCSU consider waiting a year on LEP implementation, because LEP accommodates fewer students per incoming class, whereas AUR accommodates 40 students. Karen Cummings added that Dean Fredeen examined these numbers and found that there wasn't a significant difference.

- viii. Jonathan Irving asked Selase to comment on the process for layoffs.
Selase: Vacant tenure-track would be first, likely to be followed by temp part-time, then one-year full-time temps. We are trying to do this by attrition. The Governor would have to declare a state of fiscal exigency for layoffs.

VI. Old Business - *tabled*

Meeting adjourned at 10:53 a.m.

These minutes are respectfully submitted by Michele Vancour.

NPIC met by e-mail this week.

Present: G. Adams (Chair), T. Abdulazis, M. Bay, G. Cochenet, G. Kowalczyk, K. McGill, Kelly McNamara, Rachael Vaters-Carr

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>
PHI 398	Nature of the Universe	Fall 2011	0
COM 498	Current Issues in A&P	Fall 2011	1

Description of logged courses with full titles

PHI 398 – Ultimate Nature of the Universe

What is the ultimate nature of the universe? This course explores answers to this question from philosophers Aristotle, Leibniz, Wiener, Whitehead, Floridi and Bynum (including ideas from contemporary science).

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.

- B. NPIC has completed guidelines for new minor program proposals, for both departmental minors and interdisciplinary minors. We also completed a format for revising existing minors that accommodates both departmental and interdisciplinary programs. We've submitted both forms to the UCF secretary for formatting and posting the UCF website.

Meeting adjourned by e-mail on March 14, 2011

Respectfully submitted by: Gregory Adams

UNDERGRADUATE CURRICULUM FORUM NEW MINOR PROGRAM PROPOSAL - SIGNATURE SHEET

Please complete the appropriate sections below. Electronic copies of the entire New Minor Program Proposal should be emailed to the UCF Secretary and the signature sheet delivered to the UCF office (EN C216). When submitting a revision of this proposal, use the original signature sheet indicating the date of the revision in the space below.

Minor Program Title _____

Contact Person _____	Department _____
Phone _____	E-mail _____
Campus Address _____	

Complete the following *before* submitting the proposal to UCF.

Department: _____			
Department Votes:	For _____	Against _____	Abstain _____
_____	_____	_____	_____
Chairperson, Department	Date	Chairperson, Dept. Curriculum Comm.	Date

Any minor offering courses in multiple departments is interdisciplinary. Interdisciplinary minors should include signatures from all departments offering courses in the minor (attach additional signature sheets if necessary).

<u>INTERDISCIPLINARY MINORS ONLY</u>			
Department: _____			
Department Votes:	For _____	Against _____	Abstain _____
_____	_____	_____	_____
Chairperson, Department	Date	Chairperson, Dept. Curriculum Comm.	Date

<u>INTERDISCIPLINARY MINORS ONLY</u>			
Department: _____			
Department Votes:	For _____	Against _____	Abstain _____
_____	_____	_____	_____
Chairperson, Department	Date	Chairperson, Dept. Curriculum Comm.	Date

The following section will be completed when the proposal is approved by UCF.

_____	Date	_____	Date
Chairperson, Subcommittee		Chairperson, UCF	
_____	Date		
Academic Vice President			

DATE OF REVISED PROPOSAL

Date of 1st revised proposal _____

Date of 2nd revised proposal _____

**UNDERGRADUATE CURRICULUM FORUM
NEW MINOR PROGRAM PROPOSAL - SUMMARY FORM**

Date _____

DIRECTIONS: Please complete this form and submit with: 1) Signature Sheet and 2) Rationale and description. Electronic copies should be emailed to the UCF Secretary and the signature sheet delivered to the UCF office (EN C216).

CATALOG/PROGRAM DESCRIPTION

Please provide the Minor Program description. This information is used for preparing the catalog. Please attach additional sheets if needed.

NAME OF MINOR: _____

CATALOG DESCRIPTION: _____

LIST OF COURSES FOR MINOR

List courses that are required in order to complete this minor, including course code, course number, and title:

List elective courses included in this minor, including course code, course number, and title:

WHAT ARE THE TOTAL CREDITS REQUIRED TO FULFILL THIS MINOR? _____

ACKNOWLEDGEMENTS

If there are any academic departments which offer overlapping course content with this minor, but are not contributing courses to this minor, please list them. Please attach acknowledgment from the Chair(s) of those department(s) regarding the submission of this proposal:

UNDERGRADUATE CURRICULUM FORUM
NEW MINOR PROGRAM PROPOSAL—RATIONALE AND DESCRIPTION

Date _____

DIRECTIONS: Please respond to the following numbered items and submit your responses with: 1) Signature Sheet and 2) Summary Form. Electronic copies should be emailed to the UCF Secretary and the signature sheet delivered to the UCF office (EN C216).

1. Please describe the proposed minor.
2. What is the rationale for proposing this minor program? Please provide evidence of research on comparable programs. If this is an innovative program, please describe its unique features and highlight these in the rationale.
3. What are the overall learning objectives of this minor?
4. For interdisciplinary minors, please describe how this minor relates to the various departments and disciplines involved.
5. Interdisciplinary minors are required to form an advisory committee made up of at least three full time faculty members from at least two different academic departments. If this proposal is for an interdisciplinary minor, please describe how this committee will be constituted, including the number of faculty which will be appointed by each department represented on the committee.
6. Besides course offerings, what other resources are needed to maintain this minor? Please be specific.

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
March 10, 2011**

Present: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Laura Bower, Scott Creamer, Margaret Das, Sean Grace, Corey Hannah, Shana Kopaczewski, Nuncia Moniello, Julie Rumrill, Sophia Myers (UCF Secretary)

Absent: Kim Laing, Erin Larkin, Sobeira Latorre, Jinjing Liu

Meeting called to order at 9:35am

Social Science Secondary Education Requirement Changes in Geography, Political Science, Economics BA, and Sociology for the 2011-2013 Undergraduate Catalog

Motion to approve:

Motion: Electronic Vote

Motion passed: 7-0-0

New Course Proposals

ENG 218 – The American Experience and Literature **

ENG 427 – Victorian Poetry

Motion to approve:

Motion: S. Grace; S. Latorre

Motion passed: 11-0-1

ENG 428 – Victorian Novel

Motion to approve: TABLED

Motion:

Motion passed:

Revised Course Proposals

ANT 205 – Prehistoric Archaeology **

Motion to approve:

Motion: L. Bower; S. Creamer

Motion passed: 10-0-0

PCH 201 - Wellness

Motion to approve:

Motion: S. Grace; C. Hannah

Motion passed: 10-0-0

PCH 275 – Public Health Education

Motion to approve:

Motion: S. Creamer; S. Kopaczewski

Motion passed: 10-0-0

PCH 350 – Women’s Health Consciousness: Ages 18-40

PCH 356 – Maternal and Child Health Services

Motion to approve:

Motion: C. Hannah; M. Das

Motion passed: 10-0-0

PCH 270 – Stress Management

Motion to approve: TABLED

Motion:

Motion passed:

REC 100 – Introduction to Recreation and Leisure

Motion to approve:

Motion: M. Das; C. Hannah

Motion passed: 10-0-0

REC 400 – Internship II

Motion to approve:

Motion: M. Das; S. Kopaczewski

Motion passed: 10-0-0

REC 480 – Philosophy of Recreation and Leisure

Motion to approve:

Motion: M. Das; L. Bower

Motion passed: 10-0-0

REC 120 – Leadership Development

REC 220 – Inclusive Recreation

REC 301 – Internship I

REC 320 – Recreation and Park Programs

REC 390 – Grant Writing

REC 401 – Practicum II

REC 420 – Organization and Administration of Leisure

REC 470 – Senior Research Methods

Motion to approve: TABLED

Motion:

Motion passed:

Revised Program Proposals

BA Chemistry

BS Chemistry

BS Chemistry; Concentration: Biochemistry

BS Chemistry with Certification

Motion to approve:

Motion: M. Das; L. Bower

Motion passed: 10-0-0

BS Nursing

Motion to approve:

Motion: C. Hannah; S. Creamer

Motion passed: 10-0-0

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

ENG 218 – The American Experience and Literature **

ANT 205 – Prehistoric Archaeology **

Meeting adjourned at 10:30am

PRAC minutes for March 10, 2011

Attendance: Karen Cummings, Charlie Dellinger-Pater, Susan Felsenfeld, Patricia Kahlbaugh, Tricia Lin and Tom Radice,

Not Present: Sue Clerc, Marybeth Fede, Scott Graves

Meeting began at 9:40 a.m. in ASC 229

Economics (BS) and Finance review: Last spring, Economics and Finance had submitted a report to Prac and Prac had reported back to UCF with a recommendation of **Conditional Approval**. UCF approved this recommendation which set into motion an 11 month period for revision. That period came to an end this March, and Economics and Finance resubmitted their review for Prac on March 1, 2011.

Prac reviewed the Economics (BS) and Finance department's **revised** self-study and met with Dr. Samuel Andoh and James Thoreson on March 10, 2011 (arriving at approximately 10:25). Comments on the 17 standards had been circulated via email and MySCSU group before the meeting. After some discussion, the committee voted to give the department an opportunity to make some targeted revisions and to resubmit for a May meeting. Very specific revisions were suggested and were communicated to the department at the meeting and in a follow up email.

The spring 2011 calendar was adjusted for the spring and is now posted on the UCF website under Prac. The Prac log has also been reviewed. Remaining programs to be reviewed this spring are World Languages and Literature, and Public Health.

Meeting was adjourned at 10:50.

Minutes respectfully submitted by Patricia Kahlbaugh

University-Wide Impact Committee
Minutes 3/10/11

Present

J.W.A. Fullmer, K. Gatzke, B. Glynn, J. Irving, E. Keenan, L. Lancor, H. Lockwood, M. McClain, J. Mielczarski, J. Mills, B. Nakamura, T. Regan, A. Reynaga,

Absent

P. Beals, C. Klatt, N. Henderson, J. O'Hara, A. Marsoobian, W. O'Brien, M. Shea, J. Tait, W. Yu.

I. Call to Order

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

II. Old Business

The standing committee continued its revision of UWIC by-laws, adopting language consistent with the UCF constitution and the LEP document.

Upon reviewing UWIC's duties regarding its supervision over curricular matters as indicated in the UCF Constitution, the standing committee passed the following motion:

Whereas as in the UCF constitution version 2.0, page 7, Article III, section B, subsection 4, paragraph b, UWIC is charged to "Receive and evaluate proposals and make recommendations concerning courses and issues that have University-wide impact and mediate conflicts connected with those issues."

Be it resolved that the Faculty Senate be requested to consult with the UCF when it considers issues regarding changes to departments or programs which potentially have curricular impact.

The motion passed 12-0-0.

III. New Business

No new business

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

WACC Meeting Minutes

March 10, 2011

In attendance: Scott Ellis, Tom Ferrucci, Steven Corbett, David Pettigrew, Deb Weiss, Sanya Grubic, Dorothy Vasquez-Levy, Elena Schmidt, Maria Diomontis, and Karen Burke.

1. WAC Director report:

Writing Contest. Division of readings and procedures for assessing and ranking. Announcement of W-course essay contest winners cancelled at the Honors Convocation. Meeting with Selase last week and the issue of how W-courses are and are not filling, including the issue of w-courses in the disciplines. Over 200 empty seats in w-courses for Spring 2010 and Fall 2010 terms. Number of 217 courses decreasing dramatically; this means number of w-courses needed for majors will need to increase. Strategy we need to take is to encourage our faculty to offer at least one w-course per department per year; and we need to encourage faculty proposing LEP tier 2 courses to offer w-courses as well. Question of the labor-intensive nature of w-course pedagogy. Ideas and strategies for making w-courses more attractive will need to be *seriously* discussed.

2. Writing Center Director report:

Numbers of students worked with for Fall, 2010: 487 tutorials, 92 from W-courses. Workshops with 121 students. 608 total student contacts. Highest number of visits: English w-courses 19, Psychology 12, Women's Studies 11. 20 departments had student writers who visited overall.

3. W-Course Proposals:

Taylor, COM 258	Approve with recommendation: 6 approved, 0 disapprove, 1 abstention
Allan, ENG 217	Tabled. (Scott will contact for more clarification before coming to the Committee for vote.)
Resha, SPA 300	6 approved, 0 disapprove, 1 abstention

Respectfully submitted by Steven Corbett

Motion to UCF to approve the following writing intensive sections:

COM 258 Cinematic Technique – Derek Taylor

SPA 300 Spanish Composition – Resha Cardone

Liberal Education Program Committee

Approved Minutes

Wednesday, February 23, 2011

Members present: T. Bennett, J. DaPonte, J. Fields, R. Kustin, A. Marsoobian, E. Okobi

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

1. Call to Order

- Meeting convened at 1:12 p.m.

2. Chairperson/Director Update

- P. Beals chaired the meeting in L. Lancor's absence.
- J. Cheng is serving as the library liaison for the spring semester.
- Chairs are working on their departmental degree evaluations. The following question is frequently raised:

What constitutes a program revision versus revising a degree evaluation to reflect the LEP and what is the process for departments? One suggestion is to have departments go through the regular UCF process, but use the new degree evaluation form that reflects the LEP requirements instead of the UCF revised program form. No formal action was taken.

3. The minutes of previous meeting (Feb. 16, 2011) were approved with minor corrections. (6-0-0)

4. Business

- Concerns were raised about departments restricting CT/TF courses in Tier 1 or making CT/TF courses prerequisites for courses in the major. Discussion was tabled, but this item should be added to a future agenda.
- The following question was raised during the discussion of the FAQ list, item 14. When a student registers for a course (for example ECO 100), how do we know whether the student wants this to count as an LEP course or a requirement for the major? No action was taken.
- FAQs for LEP website
Items 13-16 on the FAQ list were discussed and amended. The committee will pick up with item 17 at its next meeting.
- K. Laing discussed the following Banner prerequisite issue. Tier 2 courses have a prerequisite of CT and perhaps other Tier 1 courses, but our current matriculated students need AUR courses that may not have LEP prerequisites. Her proposal is to assign students one of the following attributes—"matriculated under AUR", "matriculated under LEP" or "non-matriculated". The prerequisite checker in Banner would then be programmed to only look for LEP prerequisites for those students that have the "matriculated under LEP" attribute. Note that other prerequisites would still apply to ALL students. It was suggested that transfer students with less than 24 credits should transfer in as "matriculated under LEP".

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, March 2, 2011

Members present: J. DaPonte, J. Fields, N. Henderson, L. Lancor, A. Marsoobian, W. Yu

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

6. Call to Order

- Meeting convened at 1:20 p.m.

7. Chairperson/Director Update

- The Chairperson announced that more Tech Fluency sections have been created for Fall 2011.
- Faculty Development has issued a call for curriculum development grants. These grants will encourage LEP course development.
- The Director met with academic advisors from Naugatuck Valley Community College to discuss transfer credits issues.
- The Associate Dean of Arts and Sciences will be requesting department chairs to supply suggestions for freshman students to take as a fifth course during their first semester. The chairs will be asked to suggest courses for freshman who have already chosen their major and courses for freshman who have not selected their major yet but want to explore studies in a particular department.

8. The minutes of previous meeting (Feb. 23, 2011) were approved. (6-0-0)

9. Business

- The UCF Steering Committee has requested a statement describing what constitutes a LEP program revision. A consensus opinion was a department would only need to submit a new program evaluation form with a rationale describing any new restrictions in any category of the LEP.
- LEPC suggests that all new degree evaluations be submitted to the Chair of the UCF and K. Laing so that they could decide whether the forms need to go to NMC prior to going to UWIC.
- Pros and cons of listing all major requirements first in degree evaluations followed by remaining degree requirements (including the LEP) were discussed. While no formal action was taken on this item the LEPC felt that listing all major requirements first would be beneficial since it makes it clear to students what courses are required for a major.
- A brief discussion on prerequisites for Tier 3 capstone class occurred but no action was taken.

10. Adjournment

- The meeting adjourned at 2:50 p.m.

Respectfully submitted by J. DaPonte. These minutes have been approved.

Minutes
Senate Technology Committee Meeting
Date – March 9, 2011
ASC 306

Attendees: Rofuth, Jones, Hedreen, Tarbox, Horch, Podmar, Scheuermann, Yang, Hartog (from UCF).

Identification of technology issues – March 2011

The committee agreed to send the following list of issues to Wendy Chang first, asking what can be fixed or not fixed.

The Chairperson of this committee, Dr. Rofuth will attend the next meeting of the UCF and share these issues plus obtain additional feedback from the UCF on pedagogical and curriculum issues.

List of issues:

- Staffing and management – Search for Associate Chief Technology Officer was cancelled. Why was it cancelled and when will a new search for either the Associate or CTO positions take place. Are we saving money by not filling these positions.

We had two failed ACIO searches. Given the budget situation, we now decide to eliminate the ACIO position for cost saving. The search for CIO is temporarily postponed until we get a better idea about the budget and re-organization.

- Is SCSU paying Wendy's salary or CSU? And is she still our CTO in addition to system office CTO?

I currently serve as the CIO for both Southern and the System Office. My entire compensation is paid by the System Office. Southern has not incur any expense since October 1, 2010.

- There has been little training for faculty and little support services, especially if a faculty is in a classroom in the evening or weekends. Most faculty use just text based material, some faculty would like to learn how to put up videos, use CDs, etc. Was someone just hired to supply additional Vista support? Is support available for Vista and for developing courses in hybrid or online? If support is available, how can this information be made available to faculty?

We encourage faculty to take advantage of the services offered by the Teaching and Learning Technologies group. Stan Walonoski and his team (Bob Cuddihee, Karen Musmanno, Maureen Schorr, and John Pappy) are providing Vista trainings and support. Information about these services are available at OIT website and distributed to faculty during new faculty orientation.

Phillip Bryant is the only support staff for classroom technologies. We do not have the resources to cover weekends and evenings.

- Students also have no support for technical services. Will this ever change?

What type of technical services are you referring to?

- Changes in support for MAC users – As we are not contracting with Apple for repairs anymore, if there are hardware problems what should faculty do? Can faculty still get technical support for MACs and who should they contact?

I am surprised by this question. We have not changed our support practices for MAC. Faculty should contact Adam Gerstein or Brian Russer for all MAC issues.

- There is not good support once a faculty gets to a classroom and encounters problems, particularly in the evenings or daytime. Is this a staffing issue? Faculty can call help desk, and one option is for classroom problems. Not sure when it is staffed.

You may find AVTV hours at <http://www.southernct.edu/oit/labsandclassrooms/high-techclassrooms/>. Unfortunately, we don't have resources to staff weekends.

- Many problems with Vista including: Changing Vista next year so forget about these issues. Any issues now report them to Stan's group. Some current problems with Vista: The icon showing posts, when you go into class, nothing new appears. Even if you read all posts, the new posts are still there. Acts as a barrier. Mail icon also does not work well.

Let's discuss the LMS migration in details when we meet.

- When a course switches to a new instructor, everything is lost on Vista, faculty need to be able to access the course that was established by the previous instructor. Are all course materials are property of faculty member who created them, so you need permission from faculty member; or are these materials property of the university. There is some disagreement on our committee as to who owns the material.

Faculty members who created the courses own the materials. We cannot grant access without owner's permission.

- What is happening with BANNER contract? Has been outdated for a while. We have Gerry-rigged it and may have a problem migrating to new version. Will there be an upgrade? And can more training be made available to faculty on how to use Banner.

Banner contract will expire in 2015. We upgraded it from V7 to V8 last year. We expect to stay on V8 until 2015. However, we intend to re-examine our ERP strategy as early as 2012 since any switch of platform will take at least two years to implement.

- When we switch course management platforms will courses be transferred intact. Probably not, even if we go to Blackboard. Can you at least save the data?

There is a two-year course retention policy. We will keep the old course data available for two years after the migration.

- Although the recent laptop purchases has resulted in computers with poor performance of CPUs, the issue is more about not being able to get better computers, and having departments pay for them. Plus if you ordered one type of computer can one change to another. Some faculty on committee have not had any problems with new computers. Need a plan to discuss

how to get better ones. Maybe we need more on the specifics of the problem and should talk to people with new computers and gather main issues in the future.

I would like to discuss this in details when we meet.

- Help Desk issues - Is there a back up person at the help desk – there should be a person that faculty can call at the help desk. The help desk personnel are only trained to do ticket. How are students writing ticket trained to write it up? Last year we asked for info on these kinds of issues. Ask for data on help desk performance. Cannot solve some problems so they close ticket. This type of data should be noted. We should request the data on performance now.

>> Cannot solve some problems so they close ticket.

The Help Desk technicians only close the tickets when directed by full-time staff. I would like to learn more about these tickets. If you can provide specific examples, it would be great.

- Email issues:
 - Faculty cannot email self from home sometimes. Particularly large files because they might time out and not be attached.
 - No consistent retrieval and sending from the campus server.
 - In group emails some make it to the person and some don't. If you have a strange address ex #6 after name someone may send it to #1 and you are never notified that it did not go through.
 - Some messages go to junk mail and sometimes the same type of message or from the same person goes through? Is it junk mail on server or outlook? Is there a way to check on the junk mail on the server for a person? Sonic Wall or what?
 - Students are sending emails to faculty using the Owls address and these messages disappear and don't bounce back.

I am forwarding all these issues to Matt LeSieur and will forward his answers.

Wendy responses to questions posed to her last week: (her comments are in blue and our discussion from today's meeting is in red)

- Some faculty were complaining about the quality of the computers that are being delivered to faculty.

Can you be more specific? I can certainly bring up the quality issue with Dell. My staff are using the same model. I will ask around.

Computer problems: less customizable, no ability to adapt for use. Too cheap, can buy a \$200-400 laptop on the market to do the same thing. In long term, these basic laptops restrict what the faculty can do. Did she not say that they would give us the funds to purchase what we wanted?

Did any faculty try to get something customized? Docking station with screens are good but they are not allowing that now or the department has to purchase docking station.

Let's discuss this in person. I believe the hardware is adequate – we are paying 1,200 per unit and the retail price is \$1,800. I do suspect that there is a problem with our image – thus the slow performance and the mouse and cursor behavior. Our current imaging process makes it almost impossible to debug the problem. If your laptop is abnormally slow, please bring it to Help Desk for a tune up. With Windows 7, we are changing our imaging process which is long overdue.

I do want to discuss the laptop/desktop models in general though.

- The new Dell Laptops seem to have a problem with the mouse and cursor jumping around. Some at the meeting suggested that if you adjusted the mouse setting to maximum that might alleviate the program, is that correct or is there some other instruction that should go out?
- What is the schedule to make up for deliveries of department computers that we delayed because of the snow days, etc.?

I will forward your question to my staff. HAVE NOT HEARD BACK

See above.

- Some faculty are experiencing the problem of emails not going out or received, especially if the subject line is left blank or if something like greetings is put in the subject line. This problem has existed for a long time. Any solutions and what should be avoided in the subject line?

I am not aware of this problem. We may give Microsoft a call if it is a known problem with Outlook. I will investigate and get back to you on this. ANY ANSWERS

Current system works well except for limit on attachment size. 10 mega is the limit (majority of servers have that limit). What we need to know is when messages do not go through or are not received. Can we be informed? Are there any solutions if you have to send large files?

Sometimes emails show up a few days after it was sent. When that happens you should send a message to the help desk so they can determine what happened.

We cannot reproduce the "subject line" problem. I am forwarding all other problems to Matt LeSieur.

- What is the schedule for the RFP for the new course management system?

INVITE THEM BACK AFTER MARCH 15

We plan to issue the RFP in March and select the product by end of June. The RFP Committee has been working hard to collect functional requirements.

- Finally who do we contact for these type of questions, you? Or someone else here at SCSU?

You can certainly contact me. You are also welcome to contact the Directors directly. They are:

John Young, Support Services – Help Desk, End User Support, Labs. INVITE JOHN TO TALK ABOUT

Stan Walonoski, Teaching and Learning Technologies – Classroom technologies, instructional technologies, learning management system

David Sieser, Enterprise Applications – Banner, MySCSU, Workflow, BDMS, web and other software applications

Ray Kellogg, Telecommunication and Operation – Phones, wiring/construction, Data Center and telecom facility management

Matt LeSieur, Systems and Infrastructure – Servers, wired and wireless network

WOULD MATT KNOW THE MOST ABOUT EMAIL. INVITE HIM TO OUR GROUP.

For the questions listed above, you can contact Stan Walonoski (for the LMS question) and John Young (all the rest) directly.

In the last month, we rolled out three new services – wireless, network storage expansion, and print anywhere. Are there any issues with these new services? (No issues, students like it) (Students cannot get on network in classroom. En A109 this semester. Virus protection for wireless, McAfee is a disk hog, every two weeks does a full disk check takes up 20% of CPU. Virus protection updates take up space. Do we have two choices on IT web. Are we stuck with these products or are there other choices that don't take up as much space? Is there anything better? Microsoft built-in package works well in a corporate environment.

For the virus checkers are there any other options besides McAfee? Why isn't Microsoft built-in package sufficient.

We are very close to roll out enterprise vaulting solution for Outlook (the target date is mid March). With vaulting, the size of mailbox will be increased from 200MB to 1.2 GB. We also plan to increase the message size from 10MB to 20MB. (When will this take place?)

March 18th rollout?

We are also making great progress on Banner Document Management System (the Financial Aid office went live last week) and Workflow (we rolled out a prototype for HR). All the forms from these offices.

In April, we plan to roll out thin client terminals (i.e., desktop virtualization).

Additional issues:

Why can you not save data on some forms like TA forms?

Is this an Adobe form? If this is an Adobe form, we need separate Adobe licenses to save data.

Needed Adobe acrobat and has to be set to open off the web.

I don't quite understand this question. Please clarify.

So why is Acrobat professional installed initially? Has to do with the number of licenses.

We include Acrobat professional in the base image so that it does not need to be down-loaded every time it runs. However, we only have limited number of concurrent licenses.

On a MAC you can save forms.

Are any of the licenses in danger of non continuance in the future (office, adobe).

I would like to discuss this in more details when we meet.

Web site upgrade or change – contact PR they might know.

Need different levels of training for editing WEB page.

Public Affairs is responsible for SCSU web sites.

Microsoft Office "at home" licenses for students and faculty will be terminated in FY 13 (estimated)

(In other words, students will not be able to download Microsoft Office from an SCSU web site, but will need to purchase an academic version

Elsewhere.)

I would like to discuss this in more details when we meet.

Lab installs: IT is working to upgrade to windows 7, and Office 2010. (Fall 2011). Now students can only download Office 2007 version from

A SCSU website, or work with an evaluation copy of Office 2010 that comes with the book. My dept sees the discrepancy between the labs

(Office 2010) and the home (either 2007, or limited 2010).

(Academic impact statement of windows 7/Office 2010 on the SCSU departments).

Again, let's discuss this in person.

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A
Thursday, Mar. 17, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of Mar. 3, 2011
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- VI. Old Business
 - a. Approval of UCF By-Laws
- V. New Business

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, March 3, 2011

Present: M. Hartog, K. McGill, M. Das, S. Grace, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, L. Lancor, K. McNamara, S. Grubacic, L. Bower, M. Diamantis, M. McClain, C. Hannah, J. Liu, E. Kramer, L. Ferraro, J. Irving, J. Strawn, K. Lacey, M. Vancour, K. Gatzke, K. Cummings, P. Kahlbaugh, D. Smith, T. Abdulaziz, G. Adams, E. Keenan, S. Latorre, T. Lin, J. Mielczarski, K. Barnett, K. Burke, G. Cochenet, S. Graves, M. Shea, B. Glynn, P. Beals, S. Clerc, N. Moniello, D. Bentley-Drobish, S. Keller, J. Mills,

Absent: M. Narumanchi, B. Phelan, J. Fullmer, E. West, B. Nakamura, C. Simoneau, J. Hong, C. Dellinger-Pate, R. Kustin, J. O'hara, J. Tait, W. Elwood

Guest:

- I. The meeting was called to order at 9:37 a.m.
 - Quorum (50% + 1) was reached at 9:37 a.m.
- II. Announcements
 - a. Polly Beals announced:
 - i. Faculty Development program on curriculum tomorrow ENB 121, especially for LEP czars
 - ii. Email blast from Faculty Development announced that curriculum development grants are open with an April 4th deadline. They have a special interest in faculty planning courses for LEP.
 - iii. Need more Tier II proposals and Tier III, capstone, proposals
 - b. Tricia Lin – 64 Days of Violence presentation, *Working with Girls: Theories and Practices of Girl Power* will be held on March 10th from 5-7:30 in ASC 301
 - c. Marty Hartog noted that Faculty Senate Chair, Susan Cusato reported that Senator Beth Beye's visit with SCSU went well. We need to share additional considerations on how to save money with Susan (cusatos1@southernct.edu) and Senator Beye (beth.beye@cga.ct.gov).
- III. Approval of UCF minutes of February 17, 2011
 - a. Minutes of Feb. 17th approved unanimously
- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 2/24 meeting
 1. Created preliminary format for revising minor programs
 - ii. Minutes of 2/24 accepted
 - b. NMC
 - i. Discussion of 2/24 meeting

1. Motion to accept the following new/revised courses and revised program proposals:

New Course Proposals

- 1) ENV 101 Critical Thinking: Global Environmental Issues
- 2) HIS 150 Critical Thinking through Historical Biography

Revised Course Proposals

- 3) ENG 325 English Medieval Literature
- 4) EXS 383 Kinesiology
- 5) ILS 302 Information Service
- 6) ILS 400 Information Service Practice
- 7) ILS 425 Information Sources
- 8) ITC 380 Instructional Design Basics
- 9) ITC 470 Multi-Media Production
- 10) SOC 362 Criminology

Revised Program Proposals

- 11) Ethnic Studies Minor

2. Motion approved unanimously
- ii. Minutes of 2/24 received

c. PRAC

- i. Discussion of 2/24 meeting
 1. Reviewed the Department of Education (expedited review due to external review) and recommended to grant continuing approval – Recommendation accepted unanimously by UCF
- ii. Minutes of 2/24 received

d. UWIC

- i. Discussion of 2/24 meeting
 1. Discussed revision of By-laws
- ii. Minutes of 2/24 received

e. WACC

- i. No meeting
 1. Student Writing Contest received 18 papers and will be selecting winner(s) by the end of the semester.

f. LEPC

- i. Discussion of 2/9 meeting
 1. Need more Tier II - Creative Drive - proposals
 2. Faculty are encouraged to begin working on Tier III capstone seminars. Until the LEP Tier III forms are completed, it is recommended that faculty consult pp 9-11 of “The Liberal Education Program at Southern” document available at the UCF/LEP website. In particular, the bullet points on p. 11 will be helpful as guidelines to key course elements.
 - 1) A Tier III capstone in the major is acceptable and existing courses can be revised to meet the capstone requirements
 3. FAQ have been posted to the LEP site, which can be found from the UCF website.
- ii. Discussion of 2/16 meeting

1. Discussion of degree evaluation for banner. Departments should send their degree evaluations to Kim Laing. Any program revisions will need to go to UCF. LEPC is working on a motion to streamline the process. They recognize that degree evaluations will need to be updated as new courses are proposed. Faculty are encouraged to routinely check LEP site for latest approved courses. Also, restricted offerings may be affected, so departments need to be informed [restrictions from departments particularly on Tier II typically refer to restriction in choice to fulfill Tier II (similar to how this existed under AUR)].
 2. Advisement workshops for faculty will take place after spring break.
 3. Deans will be contacting chairs to determine department requirements that are not linked with LEP that incoming students need to complete or can complete, including elective options.
- iii. Discussion on LEP
1. Discussion on how incoming transfer students will be placed, considering their number of transfer credits from 3 through the Associates Degree
 2. Community Colleges are developing Critical Thinking courses, but the hope is that it is not like the ENG 112 equivalency (i.e., having a course on the books but not offering it doesn't provide support for students transitioning into SCSU)
 3. By 2014, all students will be following the LEP curriculum.
 4. Registration date for new transfer students is around May 23rd.
- iv. Minutes of 2/9 and 2/16 received

- V. New Business – Provost Selase Williams spoke with respect to budget cuts
- a. Dr. Williams presented a 2011-2012 Academic Planning information sheet for discussion, which indicated that SCSU is facing reductions of state appropriations (40% of total budget) of up to approximately 20%
 - i. Reductions in the State Appropriations between 5% and 20% of 40% of our total annual budget (5% equals \$3.5 million and \$5 million is equal to 50 faculty lines with benefits) (Reductions in faculty would start with temporary and vacant faculty lines)
 - ii. Strategy recommendation: increasing enrollment – a 2% increase in enrollment or 239 additional students which would result in \$3.1 million (equal to 31 faculty positions)
 - iii. Strategy solution “Build our way out of this” by:
 1. Increasing first year students by 100
 2. Increasing class size from 20-23 wherever there are caps: INQ 101, W-courses, entry level comp courses, Tier I of LEP
 3. Increasing transfer students from 948 to 980
 4. Increasing graduate students from 1,000 to 1,050
 5. Improving retention OR increasing part-time students
 - iv. As a result of first-year and new student orientation, SCSU saw an increase in first to second year retention from 72.6% to almost 86%, second to third year up 4.5%, and third to fourth year up 4.5%

- v. Last fall the proportion of part-time to full-time faculty was violated so part-time rolled into several full-time temp positions. Need to maintain 440 full-time to keep the 20% ratio of part-time to full-time. Permission granted to recruit 24 full-time faculty positions for 2011/2012.
- b. Questions for Dr. Williams:
 - i. Ken McGill questioned what role the increasing class size (20-23) would have on on-line courses? (Currently, there is a 20 person cap on on-line courses in Arts & Sciences.) Will the cap be changed and will more on-line courses help? Selase: Yes. It helps with on-campus space issues and allows faculty to teach more students.
 - ii. Ken Gatzke asked what are other campuses doing and commented that there is no plan to place an impact on voters (i.e., cutting the number of students would motivate voters to speak up.) Selase: CCSU and SCSU are better situated to handle this crisis than ECSU and WCSU due to vacant positions and reserves. If CSU leadership decides to share budget reduction, SCSU may end up with a greater deduction than others due to its ability to absorb the cuts.
 - iii. Karen Burke asked do we have the facilities to accommodate additional students. Selase: There is a plan to reduce the availability of senior housing, in lieu of additional new student housing. This is a common practice on other campuses, and parking should not be affected much.
 - iv. Karen Cummings asked if Selase knew if other CSUs are trying to increase enrollment to grow their way out, too. Selase: We will have competition for students. We were challenged reaching goals last year, because Yale, Albertus, and UNH drew from local schools with lowered tuition.
 - v. Sean Grace (a) asked why ECSU and WCSU cannot absorb more students than SCSU due to their lower student-teacher ratio. Selase: ECSU is more residential. Sean (b) recommended SCSU consider initiating a School of Continuing Education to accommodate part-time students and enhance revenue this way. Selase: Policy changed regarding part-time students and now PT students can only enroll at a certain time, and there are deliberations on allowing PT students an opportunity to take remedial courses over summer (similar to SEOP and Comcast program).
 - vi. Joe Fields suggested that the numbers be examined and interpreted. For example, there is a revenue stream generated through employment in the State by our graduates compared to people with only a high school education. This revenue would be a wash against the State's investment in their college education.
 - vii. Ken McGill recommended SCSU consider waiting a year on LEP implementation, because LEP accommodates fewer students per incoming class, whereas AUR accommodates 40 students. Karen Cummings added that Dean Fredeen examined these numbers and found that there wasn't a significant difference.

- viii. Jonathan Irving asked Selase to comment on the process for layoffs.
Selase: Vacant tenure-track would be first, likely to be followed by temp part-time, then one-year full-time temps. We are trying to do this by attrition. The Governor would have to declare a state of fiscal exigency for layoffs.

VI. Old Business - *tabled*

Meeting adjourned at 10:53 a.m.

These minutes are respectfully submitted by Michele Vancour.

NPIC met by e-mail this week.

Present: G. Adams (Chair), T. Abdulaziz, M. Bay, G. Cochenet, G. Kowalczyk, K. McGill, Kelly McNamara, Rachael Vaters-Carr

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>
PHI 398	Nature of the Universe	Fall 2011	0
COM 498	Current Issues in A&P	Fall 2011	1

Description of logged courses with full titles

PHI 398 – Ultimate Nature of the Universe

What is the ultimate nature of the universe? This course explores answers to this question from philosophers Aristotle, Leibniz, Wiener, Whitehead, Floridi and Bynum (including ideas from contemporary science).

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.

B. NPIC has completed guidelines for new minor program proposals, for both departmental minors and interdisciplinary minors. We also completed a format for revising existing minors that accommodates both departmental and interdisciplinary programs. We've submitted both forms to the UCF secretary for formatting and posting the UCF website.

Meeting adjourned by e-mail on March 14, 2011

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
March 10, 2011**

Present: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Laura Bower, Scott Creamer, Margaret Das, Sean Grace, Corey Hannah, Shana Kopaczewski, Nuncia Moniello, Julie Rumrill, Sophia Myers (UCF Secretary)

Absent: Kim Laing, Erin Larkin, Sobeira Latorre, Jinjing Liu

Meeting called to order at 9:35am

Social Science Secondary Education Requirement Changes in Geography, Political Science, Economics BA, and Sociology for the 2011-2013 Undergraduate Catalog

Motion to approve:

Motion: Electronic Vote

Motion passed: 7-0-0

New Course Proposals

ENG 218 – The American Experience and Literature **

ENG 427 – Victorian Poetry

Motion to approve:

Motion: S. Grace; S. Latorre

Motion passed: 11-0-1

ENG 428 – Victorian Novel

Motion to approve: TABLED

Motion:

Motion passed:

Revised Course Proposals

ANT 205 – Prehistoric Archaeology **

Motion to approve:

Motion: L. Bower; S. Creamer

Motion passed: 10-0-0

PCH 201 - Wellness

Motion to approve:

Motion: S. Grace; C. Hannah

Motion passed: 10-0-0

PCH 275 – Public Health Education

Motion to approve:

Motion: S. Creamer; S. Kopaczewski

Motion passed: 10-0-0

PCH 350 – Women's Health Consciousness: Ages 18-40

PCH 356 – Maternal and Child Health Services

Motion to approve:

Motion: C. Hannah; M. Das

Motion passed: 10-0-0

PCH 270 – Stress Management

Motion to approve: TABLED

Motion:

Motion passed:

REC 100 – Introduction to Recreation and Leisure

Motion to approve:

Motion: M. Das; C. Hannah

Motion passed: 10-0-0

REC 400 – Internship II

Motion to approve:

Motion: M. Das; S. Kopaczewski

Motion passed: 10-0-0

REC 480 – Philosophy of Recreation and Leisure

Motion to approve:

Motion: M. Das; L. Bower

Motion passed: 10-0-0

REC 120 – Leadership Development

REC 220 – Inclusive Recreation

REC 301 – Internship I

REC 320 – Recreation and Park Programs

REC 390 – Grant Writing

REC 401 – Practicum II

REC 420 – Organization and Administration of Leisure

REC 470 – Senior Research Methods

Motion to approve: TABLED

Motion:

Motion passed:

Revised Program Proposals

BA Chemistry

BS Chemistry

BS Chemistry; Concentration: Biochemistry

BS Chemistry with Certification

Motion to approve:

Motion: M. Das; L. Bower

Motion passed: 10-0-0

BS Nursing

Motion to approve:

Motion: C. Hannah; S. Creamer

Motion passed: 10-0-0

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

ENG 218 – The American Experience and Literature **

ANT 205 – Prehistoric Archaeology **

Meeting adjourned at 10:30am

PRAC minutes for March 10, 2011

Attendance: Karen Cummings, Charlie Dellinger-Pater, Susan Felsenfeld, Patricia Kahlbaugh, Tricia Lin and Tom Radice,

Not Present: Sue Clerc, Marybeth Fede, Scott Graves

Meeting began at 9:40 a.m. in ASC 229

Economics (BS) and Finance review: Last spring, Economics and Finance had submitted a report to Prac and Prac had reported back to UCF with a recommendation of **Conditional Approval**. UCF approved this recommendation which set into motion an 11 month period for revision. That period came to an end this March, and Economics and Finance resubmitted their review for Prac on March 1, 2011.

Prac reviewed the Economics (BS) and Finance department's **revised** self-study and met with Dr. Samuel Andoh and James Thoreson on March 10, 2011 (arriving at approximately 10:25). Comments on the 17 standards had been circulated via email and MySCSU group before the meeting. After some discussion, the committee voted to give the department an opportunity to make some targeted revisions and to resubmit for a May meeting. Very specific revisions were suggested and were communicated to the department at the meeting and in a follow up email.

The spring 2011 calendar was adjusted for the spring and is now posted on the UCF website under Prac. The Prac log has also been reviewed. Remaining programs to be reviewed this spring are World Languages and Literature, and Public Health.

Meeting was adjourned at 10:50.

Minutes respectfully submitted by Patricia Kahlbaugh

University-Wide Impact Committee
Minutes 3/10/11

Present

J.W.A. Fullmer, K. Gatzke, B. Glynn, J. Irving, E. Keenan, L. Lancor, H. Lockwood, M. McClain, J. Mielczarski, J. Mills, B. Nakamura, T. Regan, A. Reynaga,

Absent

P. Beals, C. Klatt, N. Henderson, J. O'Hara, A. Marsoobian, W. O'Brien, M. Shea, J. Tait, W. Yu.

I. Call to Order

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

II. Old Business

The standing committee continued its revision of UWIC by-laws, adopting language consistent with the UCF constitution and the LEP document.

Upon reviewing UWIC's duties regarding its supervision over curricular matters as indicated in the UCF Constitution, the standing committee passed the following motion:

Whereas as in the UCF constitution version 2.0, page 7, Article III, section B, subsection 4, paragraph b, UWIC is charged to "Receive and evaluate proposals and make recommendations concerning courses and issues that have University-wide impact and mediate conflicts connected with those issues."

Be it resolved that the Faculty Senate be requested to consult with the UCF when it considers issues regarding changes to departments or programs which potentially have curricular impact.

The motion passed 12-0-0.

III. New Business

No new business

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

WACC Meeting Minutes

March 10, 2011

In attendance: Scott Ellis, Tom Ferrucci, Steven Corbett, David Pettigrew, Deb Weiss, Sanya Grubacic, Dorothy Vasquez-Levy, Elena Schmidt, Maria Diomontis, and Karen Burke.

1. WAC Director report:

Writing Contest. Division of readings and procedures for assessing and ranking. Announcement of W-course essay contest winners cancelled at the Honors Convocation. Meeting with Selase last week and the issue of how W-courses are and are not filling, including the issue of w-courses in the disciplines. Over 200 empty seats in w-courses for Spring 2010 and Fall 2010 terms. Number of 217 courses decreasing dramatically; this means number of w-courses needed for majors will need to increase. Strategy we need to take is to encourage our faculty to offer at least one w-course per department per year; and we need to encourage faculty proposing LEP tier 2 courses to offer w-courses as well. Question of the labor-intensive nature of w-course pedagogy. Ideas and strategies for making w-courses more attractive will need to be *seriously* discussed.

2. Writing Center Director report:

Numbers of students worked with for Fall, 2010: 487 tutorials, 92 from W-courses. Workshops with 121 students. 608 total student contacts. Highest number of visits: English w-courses 19, Psychology 12, Women's Studies 11. 20 departments had student writers who visited overall.

3. W-Course Proposals:

Taylor, COM 258	Approve with recommendation: 6 approved, 0 disapprove, 1 abstention
Allan, ENG 217	Tabled. (Scott will contact for more clarification before coming to the Committee for vote.)
Resha, SPA 300	6 approved, 0 disapprove, 1 abstention

Respectfully submitted by Steven Corbett

Motion to UCF to approve the following writing intensive sections:

COM 258 Cinematic Technique – Derek Taylor

SPA 300 Spanish Composition – Resha Cardone

Liberal Education Program Committee
Approved Minutes
Wednesday, February 23, 2011

Members present: T. Bennett, J. DaPonte, J. Fields, R. Kustin, A. Marsoobian, E. Okobi

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

1. Call to Order

- Meeting convened at 1:12 p.m.

2. Chairperson/Director Update

- P. Beals chaired the meeting in L. Lancor's absence.
- J. Cheng is serving as the library liaison for the spring semester.
- Chairs are working on their departmental degree evaluations. The following question is frequently raised:

What constitutes a program revision versus revising a degree evaluation to reflect the LEP and what is the process for departments? One suggestion is to have departments go through the regular UCF process, but use the new degree evaluation form that reflects the LEP requirements instead of the UCF revised program form. No formal action was taken.

3. The minutes of previous meeting (Feb. 16, 2011) were approved with minor corrections. (6-0-0)

4. Business

- Concerns were raised about departments restricting CT/TF courses in Tier 1 or making CT/TF courses prerequisites for courses in the major. Discussion was tabled, but this item should be added to a future agenda.
- The following question was raised during the discussion of the FAQ list, item 14. When a student registers for a course (for example ECO 100), how do we know whether the student wants this to count as an LEP course or a requirement for the major? No action was taken.
- FAQs for LEP website
Items 13-16 on the FAQ list were discussed and amended. The committee will pick up with item 17 at its next meeting.
- K. Laing discussed the following Banner prerequisite issue. Tier 2 courses have a prerequisite of CT and perhaps other Tier 1 courses, but our current matriculated students need AUR courses that may not have LEP prerequisites. Her proposal is to assign students one of the following attributes—"matriculated under AUR", "matriculated under LEP" or "non-matriculated". The prerequisite checker in Banner would then be programmed to only look for LEP prerequisites for those students that have the "matriculated under LEP" attribute. Note that other prerequisites would still apply to ALL students. It was suggested that transfer students with less than 24 credits should transfer in as "matriculated under LEP".

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, March 2, 2011

Members present: J. DaPonte, J. Fields, N. Henderson, L. Lancor, A. Marsoobian, W. Yu

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

6. Call to Order

- Meeting convened at 1:20 p.m.

7. Chairperson/Director Update

- The Chairperson announced that more Tech Fluency sections have been created for Fall 2011.
- Faculty Development has issued a call for curriculum development grants. These grants will encourage LEP course development.
- The Director met with academic advisors from Naugatuck Valley Community College to discuss transfer credits issues.
- The Associate Dean of Arts and Sciences will be requesting department chairs to supply suggestions for freshman students to take as a fifth course during their first semester. The chairs will be asked to suggest courses for freshman who have already chosen their major and courses for freshman who have not selected their major yet but want to explore studies in a particular department.

8. The minutes of previous meeting (Feb. 23, 2011) were approved. (6-0-0)

9. Business

- The UCF Steering Committee has requested a statement describing what constitutes a LEP program revision. A consensus opinion was a department would only need to submit a new program evaluation form with a rationale describing any new restrictions in any category of the LEP.
- LEPC suggests that all new degree evaluations be submitted to the Chair of the UCF and K. Laing so that they could decide whether the forms need to go to NMC prior to going to UWIC.
- Pros and cons of listing all major requirements first in degree evaluations followed by remaining degree requirements (including the LEP) were discussed. While no formal action was taken on this item the LEPC felt that listing all major requirements first would be beneficial since it makes it clear to students what courses are required for a major.
- A brief discussion on prerequisites for Tier 3 capstone class occurred but no action was taken.

10. Adjournment

- The meeting adjourned at 2:50 p.m.

Respectfully submitted by J. DaPonte. These minutes have been approved.

Minutes
Senate Technology Committee Meeting
Date – March 9, 2011
ASC 306

Attendees: Rofuth, Jones, Hedreen, Tarbox, Horch, Podmar, Scheuermann, Yang, Hartog (from UCF).

Identification of technology issues – March 2011

The committee agreed to send the following list of issues to Wendy Chang first, asking what can be fixed or not fixed.

The Chairperson of this committee, Dr. Rofuth will attend the next meeting of the UCF and share these issues plus obtain additional feedback from the UCF on pedagogical and curriculum issues.

List of issues:

- Staffing and management – Search for Associate Chief Technology Officer was cancelled. Why was it cancelled and when will a new search for either the Associate or CTO positions take place. Are we saving money by not filling these positions.

We had two failed ACIO searches. Given the budget situation, we now decide to eliminate the ACIO position for cost saving. The search for CIO is temporarily postponed until we get a better idea about the budget and re-organization.

- Is SCSU paying Wendy's salary or CSU? And is she still our CTO in addition to system office CTO?

I currently serve as the CIO for both Southern and the System Office. My entire compensation is paid by the System Office. Southern has not incur any expense since October 1, 2010.

- There has been little training for faculty and little support services, especially if a faculty is in a classroom in the evening or weekends. Most faculty use just text based material, some faculty would like to learn how to put up videos, use CDs, etc. Was someone just hired to supply additional Vista support? Is support available for Vista and for developing courses in hybrid or online? If support is available, how can this information be made available to faculty?

We encourage faculty to take advantage of the services offered by the Teaching and Learning Technologies group. Stan Walonoski and his team (Bob Cuddihee, Karen Musmanno, Maureen Schorr, and John Pappy) are providing Vista trainings and support. Information about these services are available at OIT website and distributed to faculty during new faculty orientation.

Phillip Bryant is the only support staff for classroom technologies. We do not have the resources to cover weekends and evenings.

- Students also have no support for technical services. Will this ever change?

What type of technical services are you referring to?

- Changes in support for MAC users – As we are not contracting with Apple for repairs anymore, if there are hardware problems what should faculty do? Can faculty still get technical support for MACs and who should they contact?

I am surprised by this question. We have not changed our support practices for MAC. Faculty should contact Adam Gerstein or Brian Russer for all MAC issues.

- There is not good support once a faculty gets to a classroom and encounters problems, particularly in the evenings or daytime. Is this a staffing issue? Faculty can call help desk, and one option is for classroom problems. Not sure when it is staffed.

You may find AVTV hours at <http://www.southernct.edu/oit/labsandclassrooms/high-techclassrooms/>. Unfortunately, we don't have resources to staff weekends.

- Many problems with Vista including: Changing Vista next year so forget about these issues. Any issues now report them to Stan's group. Some current problems with Vista: The icon showing posts, when you go into class, nothing new appears. Even if you read all posts, the new posts are still there. Acts as a barrier. Mail icon also does not work well.

Let's discuss the LMS migration in details when we meet.

- When a course switches to a new instructor, everything is lost on Vista, faculty need to be able to access the course that was established by the previous instructor. Are all course materials are property of faculty member who created them, so you need permission from faculty member; or are these materials property of the university. There is some disagreement on our committee as to who owns the material.

Faculty members who created the courses own the materials. We cannot grant access without owner's permission.

- What is happening with BANNER contract? Has been outdated for a while. We have Gerry-rigged it and may have a problem migrating to new version. Will there be an upgrade? And can more training be made available to faculty on how to use Banner.

Banner contract will expire in 2015. We upgraded it from V7 to V8 last year. We expect to stay on V8 until 2015. However, we intend to re-examine our ERP strategy as early as 2012 since any switch of platform will take at least two years to implement.

- When we switch course management platforms will courses be transferred intact. Probably not, even if we go to Blackboard. Can you at least save the data?

There is a two-year course retention policy. We will keep the old course data available for two years after the migration.

- Although the recent laptop purchases has resulted in computers with poor performance of CPUs, the issue is more about not being able to get better computers, and having departments pay for them. Plus if you ordered one type of computer can one change to another. Some faculty on committee have not had any problems with new computers. Need a plan to discuss

how to get better ones. Maybe we need more on the specifics of the problem and should talk to people with new computers and gather main issues in the future.

I would like to discuss this in details when we meet.

- Help Desk issues - Is there a back up person at the help desk – there should be a person that faculty can call at the help desk. The help desk personnel are only trained to do ticket. How are students writing ticket trained to write it up? Last year we asked for info on these kinds of issues. Ask for data on help desk performance. Cannot solve some problems so they close ticket. This type of data should be noted. We should request the data on performance now.

>> Cannot solve some problems so they close ticket.

The Help Desk technicians only close the tickets when directed by full-time staff. I would like to learn more about these tickets. If you can provide specific examples, it would be great.

- Email issues:
 - Faculty cannot email self from home sometimes. Particularly large files because they might time out and not be attached.
 - No consistent retrieval and sending from the campus server.
 - In group emails some make it to the person and some don't. If you have a strange address ex #6 after name someone may send it to #1 and you are never notified that it did not go through.
 - Some messages go to junk mail and sometimes the same type of message or from the same person goes through? Is it junk mail on server or outlook? Is there a way to check on the junk mail on the server for a person? Sonic Wall or what?
 - Students are sending emails to faculty using the Owls address and these messages disappear and don't bounce back.

I am forwarding all these issues to Matt LeSieur and will forward his answers.

Wendy responses to questions posed to her last week: (her comments are in blue and our discussion from today's meeting is in red)

- Some faculty were complaining about the quality of the computers that are being delivered to faculty.

Can you be more specific? I can certainly bring up the quality issue with Dell. My staff are using the same model. I will ask around.

Computer problems: less customizable, no ability to adapt for use. Too cheap, can buy a \$200-400 laptop on the market to do the same thing. In long term, these basic laptops restrict what the faculty can do. Did she not say that they would give us the funds to purchase what we wanted?

Did any faculty try to get something customized? Docking station with screens are good but they are not allowing that now or the department has to purchase docking station.

Let's discuss this in person. I believe the hardware is adequate – we are paying 1,200 per unit and the retail price is \$1,800. I do suspect that there is a problem with our image – thus the slow performance and the mouse and cursor behavior. Our current imaging process makes it almost impossible to debug the problem. If your laptop is abnormally slow, please bring it to Help Desk for a tune up. With Windows 7, we are changing our imaging process which is long overdue.

I do want to discuss the laptop/desktop models in general though.

- The new Dell Laptops seem to have a problem with the mouse and cursor jumping around. Some at the meeting suggested that if you adjusted the mouse setting to maximum that might alleviate the program, is that correct or is there some other instruction that should go out?
- What is the schedule to make up for deliveries of department computers that we delayed because of the snow days, etc.?

I will forward your question to my staff. HAVE NOT HEARD BACK

See above.

- Some faculty are experiencing the problem of emails not going out or received, especially if the subject line is left blank or if something like greetings is put in the subject line. This problem has existed for a long time. Any solutions and what should be avoided in the subject line?

I am not aware of this problem. We may give Microsoft a call if it is a known problem with Outlook. I will investigate and get back to you on this. ANY ANSWERS

Current system works well except for limit on attachment size. 10 mega is the limit (majority of servers have that limit). What we need to know is when messages do not go through or are not received. Can we be informed? Are there any solutions if you have to send large files?

Sometimes emails show up a few days after it was sent. When that happens you should send a message to the help desk so they can determine what happened.

We cannot reproduce the “subject line” problem. I am forwarding all other problems to Matt LeSieur.

- What is the schedule for the RFP for the new course management system?

INVITE THEM BACK AFTER MARCH 15

We plan to issue the RFP in March and select the product by end of June. The RFP Committee has been working hard to collect functional requirements.

- Finally who do we contact for these type of questions, you? Or someone else here at SCSU?

You can certainly contact me. You are also welcome to contact the Directors directly. They are:

John Young, Support Services – Help Desk, End User Support, Labs. INVITE JOHN TO TALK ABOUT

Stan Walonoski, Teaching and Learning Technologies – Classroom technologies, instructional technologies, learning management system

David Sieser, Enterprise Applications – Banner, MySCSU, Workflow, BDMS, web and other software applications

Ray Kellogg, Telecommunication and Operation – Phones, wiring/construction, Data Center and telecom facility management

Matt LeSieur, Systems and Infrastructure – Servers, wired and wireless network

WOULD MATT KNOW THE MOST ABOUT EMAIL. INVITE HIM TO OUR GROUP.

For the questions listed above, you can contact Stan Walonoski (for the LMS question) and John Young (all the rest) directly.

In the last month, we rolled out three new services – wireless, network storage expansion, and print anywhere. Are there any issues with these new services? (No issues, students like it) (Students cannot get on network in classroom. En A109 this semester. Virus protection for wireless, McAfee is a disk hog, every two weeks does a full disk check takes up 20% of CPU. Virus protection updates take up space. Do we have two choices on IT web. Are we stuck with these products or are there other choices that don't take up as much space? Is there anything better? Microsoft built-in package works well in a corporate environment.

For the virus checkers are there any other options besides McAfee? Why isn't Microsoft built-in package sufficient.

We are very close to roll out enterprise vaulting solution for Outlook (the target date is mid March). With vaulting, the size of mailbox will be increased from 200MB to 1.2 GB. We also plan to increase the message size from 10MB to 20MB. (When will this take place?)

March 18th rollout?

We are also making great progress on Banner Document Management System (the Financial Aid office went live last week) and Workflow (we rolled out a prototype for HR). All the forms from these offices.

In April, we plan to roll out thin client terminals (i.e., desktop virtualization).

Additional issues:

Why can you not save data on some forms like TA forms?

Is this an Adobe form? If this is an Adobe form, we need separate Adobe licenses to save data.

Needed Adobe acrobat and has to be set to open off the web.

I don't quite understand this question. Please clarify.

So why is Acrobat professional installed initially? Has to do with the number of licenses.

We include Acrobat professional in the base image so that it does not need to be down-loaded every time it runs. However, we only have limited number of concurrent licenses.

On a MAC you can save forms.

Are any of the licenses in danger of non continuance in the future (office, adobe).

I would like to discuss this in more details when we meet.

Web site upgrade or change – contact PR they might know.

Need different levels of training for editing WEB page.

Public Affairs is responsible for SCSU web sites.

Microsoft Office "at home" licenses for students and faculty will be terminated in FY 13 (estimated)

(In other words, students will not be able to download Microsoft Office from an SCSU web site, but will need to purchase an academic version

Elsewhere.)

I would like to discuss this in more details when we meet.

Lab installs: IT is working to upgrade to windows 7, and Office 2010. (Fall 2011). Now students can only download Office 2007 version from

A SCSU website, or work with an evaluation copy of Office 2010 that comes with the book. My dept sees the discrepancy between the labs

(Office 2010) and the home (either 2007, or limited 2010).

(Academic impact statement of windows 7/Office 2010 on the SCSU departments).

Again, let's discuss this in person.