

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Mar. 3, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of Feb. 17, 2011
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- VI. New Business
 - a. Visit by Provost Williams to discuss proposals to address upcoming budget cuts.
- V. Old Business
 - a. Approval of UCF By-Laws

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, February 17, 2011

Present: M. Hartog, K. McGill, R. Vaters-Carr, M. Das, S. Grace, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, M. Bay, L. Lancor, K. McNamara, S. Grubacic, L. Bower, M. Diamantis, M. McClain, J. Fullmer, C. Hannah, T. Radice, J. Liu, C. Simoneau, J. Fields, C. Dellinger-Pate, E. Kramer, J. Irving, K. Lacey, M. Vancour, S. Bernard, K. Gatzke, H. Lockwood, K. Cummings, P. Kahlbaugh, D. Smith, G. Adams, E. Keenan, T. Abdulaziz, S. Latorre, T. Lin, J. Mielczarski, K. Barnett, K. Burke, S. Graves, M. Shea, B. Glynn, P. Beals, N. Moniello, A. Todaro, S. Keller,

Absent: M. Narumanchi, E. West, R. Kustin, J. O'hara, J. Tait, W. Elwood, G. Cochenet, S. Clerc, K. Laing, D. Bentley-Drobish, J. Mills

Guest: A. Marsoobian

- 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. Jim Fullmer said there might be an aurora display tonight, if it's not too cloudy.
 - b. AAUP Chapter Meeting today from 11:30 a.m.-1 p.m. in Student Center Theater
 - c. Saturday, all four campus AAUP presidents will meet to craft a message to Governor Malloy.
 - d. Monday, February 28th - appropriations meeting on higher education (testimony begins at 5 p.m., buses leaving from campus at 3/4 and need a strong presence at the LOB – invite students)
 - e. Tricia Lin said Women's Studies and others are sponsoring 64 Days of Non-Violence. Look for postcard in our mailboxes.
 - f. The Senate approved the form for research grants (funds negotiated through the Senate and the university = .1% of university's operating budget would be set aside for faculty research). Forms will be available on the Senate website and available with a March 15th deadline.
- III. Approval of UCF minutes of February 3, 2011 and December 16, 2010
 - a. Minutes of Feb. 3rd approved unanimously
 - b. Minutes of Dec. 16th approved unanimously
- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 2/10 meeting

1. ART 498 The Earth as Medium
 2. ENG 398 Writing Tutoring and Mentoring
 3. HON 298 Sustainability: Food/Culture
 4. MDS 398 Propaganda in Media
 5. SOC 298 Medical Sociology
 6. SOC 398 Drugs and Modernity
 7. SOC 398 International Migration
 8. Creating new form for minors program revisions
- ii. Minutes of 2/10 accepted
- b. NMC
- i. Discussion of 2/14 meeting
 1. Motion to accept the following new/revised courses and revised program proposals:
 - New Course Proposals
 - 1) ACC 202 Financial Accounting Assessment Course
 - Revised Course Proposals
 - 2) EDU 452 (SCE) Secondary School Student Teaching
 - 3) EDU 453 (SCE) Student Teaching Seminar
 - 4) EDU 493 (SCE) Science (Secondary School)
 - Revised Program Proposals
 - 5) BS English, Concentration: All
 - 6) BS English, Concentration: Secondary Education
 2. Motion approved unanimously
 - ii. Minutes of 2/10 received
- c. PRAC
- i. Discussion of 2/10 meeting
 1. Reviewed Geography Department assessment and recommend that UCF grant continuing approval – accepted unanimously by UCF.
 - ii. Minutes of 2/10 received
- d. UWIC
- i. Discussion of 2/10 meeting
 1. Motion to accept the following new Tier I and Tier II LEP Course Proposals:
 - 1) (Tier I-CT) CHI 200 Chinese III; HBR 200 Hebrew III; CSC 200 Info Management & Productivity
 - 2) (Tier II-CT) SWK 200 Intro to Social Work
 2. Motion approved unanimously
 3. BA and BS majors will have the same Multilingual Communication requirements in LEP.
 - ii. Minutes of 2/10 received
- e. WACC
- i. Discussion of 2/10 meeting
 1. No proposals reviewed
 2. Thanks to Elena Schmidt and Maria Diamantis for joining WACC this semester
 3. AUR W-course transitions will involve a 3-year grace period, before new proposals will need to be reviewed for LEP W-courses

4. Increase in caps from 20 to 23 for W and INQ courses causes concern and meeting with Selase is planned with Scott Ellis and members of the ENG Department
 - 1) Patti Kahlbaugh noted that the Enrollment Management planning to save faculty lines by increasing student enrollment (based on a 7.5% cut, but now Gov. Malloy planning a 10% cut).
 - 2) Marty suggests bringing Selase to UCF to discuss his plan.
 - 3) Mike Shea responded to Karen Cummings question regarding courses that will be hit with cap increases by stating that most first-year courses will be impacted along with W-courses to accommodate incoming freshman.

ii. Minutes of 2/10 received

f. LEPC

i. Discussion of 12/15 meeting

1. Approximately 60 CT and TF sections needed to accommodate incoming 2011 freshman – Resolution:

“During the transition period, the option of taking Tier 2 courses will be available to students who have successfully completed INQ and either CT or TF, as long as the students satisfy the other prerequisites of the given Tier 2 course.”

- 1) Mike Shea made a motion to table the resolution which was unanimously approved.
2. Restriction(s) in Banner need to be discussed with Kim Laing – LEPC will invite her to their next meeting
 - 1) Overrides for LEP courses will go to the LEP Director for permission in collaboration with the instructor
3. Transfer students with at least 15 credits will transfer in under old (or current) system (not LEP)
4. Polly Beals working with Gateway and then Naugatuck Valley to help them provide CT and TF, to facilitate transition into SCSU from community colleges
5. Lisa Lancor asked that we promote proposals for LEP Tech Fluency courses for Tier I and all Tier II categories now.

ii. Minutes of 12/15 received

V. Old Business

a. Review of UCF revised bylaws (handout on *Guiding Principles* distributed)

i. Senate President inquired about how standing committees are constituted and the number of members from the same department on any given committee. Discussion focused on: the current language stating that the UCF Chair has the authority to make this decision; that standing committee chairs monitor and alert the UCF Chair about any imbalances in committee membership; and a recommendation that the representative and alternate from the same department not be allowed to serve on same sub-committee.

1. **Motion** by Ken McGill, second Mike Shea: To approve Part I section B of the By-Laws with the statement “The chair shall not appoint primary members and alternates from the same department to serve on the same standing committee” added as the second sentence.

2. **Motion to Call the Question** – Nineteen votes in favor and fourteen abstentions – needed $\frac{3}{4}$ votes in favor to prevail, so additional comments allowed.
 3. **Motion tabled** due to time.
- b. Office of Information Technology (OIT) Support on Campus - *tabled*

Meeting adjourned at 10:52 a.m.

These minutes are respectfully submitted by Michele Vancour.

Called to order at 9:35am

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

I Old Business

- A. NPIC created a preliminary format for revising minor programs. The task will continue into the next meeting.

Meeting adjourned at 10:40 am.

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
February 24, 2011**

Present: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Margaret Das, Sean Grace, Corey Hannah, Shana Kopaczewski, Kim Laing, Erin Larkin, Sobeira Latorre, Nuncia Moniello, Jinjing Liu, Julie Rumrill, Sophia Myers (UCF Secretary)

Absent: Laura Bower, Scott Creamer

Meeting called to order at 9:35am

New Course Proposals

ENV 101 – Critical Thinking: Global Environmental Issues **

Motion to reconsider previous NMC action taken 12/09/10:

Motion: S. Grace; S. Latorre

Motion passed: 11-0-1

Motion to approve:

Motion: S. Grace; S. Latorre

Motion passed: 11-0-1

HIS 150 – Critical Thinking Through Historical Biography **

Motion to approve:

Motion: C. Hannah; J. Rumrill

Motion passed: 9-0-3

Revised Course Proposals

ENG 325 – English Medieval Literature

Motion to approve:

Motion: S. Kopaczewski; M. Das

Motion passed: 11-0-1

EXS 383 – Kinesiology

Motion to approve:

Motion: S. Grace; C. Hannah

Motion passed: 11-0-1

ILS 302 – Information Service

ILS 400 – Information Service Practice

ILS 425 – Information Sources

Motion to approve:

Motion: M. Das; S. Latorre

Motion passed: 11-0-1

ITC 380 – Instructional Design Basics

ITC 470 – Multi-Media Production

Motion to approve:

Motion: S. Grace; J. Rumrill

Motion passed: 11-0-1

SOC 362 - Criminology

Motion to approve:

Motion: S. Kopaczewski; S. Grace

Motion passed: 11-0-1

Revised Program Proposals

Ethnic Studies Minor

Motion to approve:

Motion: M. Das; S. Latorre

Motion passed: 11-0-1

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

Meeting adjourned at 10:30am

PRAC minutes for February 24, 2011

Attendance: Susan Clerc, Karen Cummings, Tom Radice, Charlie Dellinger-Pate, Susan Felsenfeld, Marybeth Fede, Tricia Lin

Absent: Scott Graves, Patricia Kahlbaugh

The committee met to discuss the expedited review submitted by the School of Education. This School successfully completed a national external review by NAEYC in 2008. To fulfill the self-study requirements, the National Recognition reports from this accrediting body were submitted to PRAC, along with the abbreviated self-study checklist that was developed by PRAC. A general discussion about the expedited checklist ensued and several suggestions for improvement were brought forward. These suggestions included: 1) adding Standards 16 and 17 to the checklist, which will require Departments to comment on program strengths and weaknesses and to describe their action plan; and 2) providing Departments undergoing an expedited review with the full checklist to use as a reference. The committee concluded that further discussion will be needed prior to making any formal changes to the expedited checklist.

The PRAC committee then reviewed the NAEYC reports and PRAC checklist submitted by Education. After discussion, the majority in attendance agreed that all standards had been met. Dr. Maria Diamantis and Dr. Laura Bower came to our meeting at 10:15. At that time, a recommendation for continuing approval was communicated. The Committee solicited feedback from Drs. Diamantis and Bower about their experiences with the expedited review process. These experiences were generally favorable. During that conversation, it became apparent that three appendices that would have been helpful to PRAC had not been submitted. These supplemental documents were requested by PRAC and were subsequently forwarded by Dr. Diamantis.

Meeting was adjourned at 10:50.

Minutes respectfully submitted by Susan Felsenfeld

University-Wide Impact Committee
Minutes 2/24/11

Present

P. Beals, J. Fullmer, K. Gatzke, B. Glynn, J. Irving, L. Lancor, M. McClain, J. Mills, B. Nakamura, W. O'Brien, A. Reynaga, M. Shea,

Absent

C. Klatt, N. Henderson, E. Keenan, J. O'Hara, H. Lockwood, A. Marsoobian, J. Mielczarski, T. Regan, J. Strawn, J. Tait, W. Yu.

Guest: UCF Chair, Marty Hartog

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.

Also, the standing committee renewed its discussion on the topic of absenteeism.

III. New Business

No new business

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

WACC did not meet February 24, 2011

Liberal Education Program Committee
Approved Minutes
Wednesday, February 16, 2011

Members present: L. Lancor (chair), T. Bennett, J. DaPonte, J. Fields, A. Marsoobian, E. Okobi
Ex-officio Members present: P. Beals, N. Henderson, M. Shea, W. Yu

1. Call to Order
 - Meeting convened at 1:15 p.m.
2. Chairperson/Director Update
 - Confirming new meeting time for the semester
 - The committee agreed that the meeting time for the spring semester will be Wednesdays, 1:10 p.m. – 2:40 p.m.
 - The meeting time will return to Wednesdays, 3:20 p.m. – 4:45 p.m. for the 2011-2012 academic year.
 - LEPC membership
 - M. Hartog spoke with the Dean of Health and Human Services, who has agreed that an at-large member can be appointed by the UCF Steering Committee to replace D. Weiss for the spring semester. M. Hartog also talked with Dean Fredeen about replacing D. Levine (representing Arts and Sciences) for the semester. Since it is now so late in the semester, the Steering Committee has recommended that two people that are already familiar with LEPC be appointed. W. Yu and N. Henderson were recommended as voting members for the remainder of the spring semester. The UCF Steering Committee will vote on this issue.
 - Program Revisions need to be done
 - Every department will eventually need to submit a program revision. The UCF Steering Committee will start discussing ways to streamline the program revision process.
 - Degree evaluations--a moving target?
 - As new LEPC courses come into UWIC, Kim Laing does not know whether departments want to include them or not in their degree evaluation. M. Hartog has indicated that it is the role of UCF members to report new courses back to departments so that departments can send any revisions of degree evaluations back to Kim. The LEP section of the website should also be continually updated so that a department can periodically look at the courses that are available and decide whether their degree evaluations need to be updated. Chairs should know that if LEP courses are excluded or limited for their majors, then those restrictions will not change as new courses are approved unless chairs specifically request a change.
 - Academic Advising Update (P. Beals)
 - There is a discussion happening with academic advising, the new student orientation team and P. Beals regarding how to pre-register freshmen for the fall semester since advising will be more complicated this year with the implementation of the LEP.
3. The minutes of previous meeting (Feb. 9, 2011) were approved with minor corrections. (5-0-1)
4. Business
 - FAQs for LEP website

- Items 1-12 on the FAQ list were discussed and amended. The committee will pick up with item 13 at its next meeting.
- E. Okobi raised the following issue: The Information Literacy component of the LEP should be put on the agenda for further discussion.

5. Adjournment

- The meeting adjourned at 2:40 p.m..

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