

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, April 21, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of April 7, 2011
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- V. Old Business
 - a. Technology Issues Related to Curriculum and Instruction
Todd Rofuth, Senate Technology Committee Chair, will address UCF regarding technology issues facing the campus. He will take unanswered questions to Wendy Chang for a response.
- VI. New Business
 - a. Senate Referendum to Recall the LEP

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, April 7, 2011

Present: M. Hartog, K. McGill, M. Das, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, M. Bay, L. Lancor, K. McNamara, S. Grubacic, L. Bower, N. Henderson, J. Fullmer, J. Rumrill, M. Fede, C. Hannah, B. Nakamura, J. Liu, C. Simoneau, J. Fields, C. Dellinger-Pate, K. Lacey, M. Vancour, S. Bernard, K. Gatzke, H. Lockwood, K. Cummings, P. Kahlbaugh, G. Adams, E. Keenan, E. Larkin, T. Lin, J. Mielczarski, K. Barnett, G. Cochenet, M. Shea, B. Glynn, P. Beals, L. Lancor, S. Clerc, J. Mills

Absent: M. Narumanchi, B. Phelan, E. West, E. Kramer, R. Kustin, J. Irving, J. O'hara, D. Smith, J. Tait, W. Elwood, K. Burke, S. Graves, K. Laing, D. Bentley-Drobish, S. Keller

Guest:

- I. The meeting was called to order at 9:38 a.m.
 - Quorum (50% + 1) was reached at 9:44 a.m.
- II. Announcements
 - a. Tricia Lin – Two programs of Women's Studies, part of 64 Days of Non-Violence
 - i. Women in Black & Blue & Pinstripes: Sex Discrimination & Harassment in the Justice Professions, Thursday, April 14th from 5-7:30pm.
 - ii. In Words & Images: Caribbean Women Celebrate Afro-Caribbean Spiritual Traditions, Friday, April 15th from 10:30am-1:30pm.
 - b. Marty Hartog reminded everyone that the BOT meeting is this morning in ASC ballroom.
- III. Approval of UCF minutes of March 17, 2011
 - a. Minutes of March 17th approved unanimously
- IV. Standing Committee Reports
 - a. NPIC
 - i. No meeting
 - b. NMC
 - i. Discussion of 3/31 meeting
 1. Motion to accept the following new/revised courses and revised program proposals:
 - New Course Proposals
 - 1) ENG 466 Herman Melville's Moby Dick
 - Revised Course Proposals
 - 2) CSC 204 Web Technology**
 - 3) ESC 201 Historical Geology**
 - 4) PSY 431 Tests and Measurements
 - Revised Program Proposals
 - 5) BS Business Administration; Concentration: Management Information Systems
 - 6) BA/BS Earth Science; Concentration: ALL

- 7) JST Minor Program
 - 8) PCH Minor – Health In Society
 - 9) PCH Minor – Wellness
 - 10) PCH Minor – Health Services Administration
 - 11) BS Social Work
2. Motion approved unanimously [** submitted to UWIC as LEP offerings]
 3. Note: Everyone needs to use the most up-to-date proposals on the UCF website.
- ii. Minutes of 3/31 received
- c. PRAC
- i. Discussion of 3/31 meeting
 1. Reviewed World Languages and Literatures assessment (expedited review due to external review) and recommend UCF grant continuing approval, which was accepted unanimously by UCF.
 - ii. Minutes of 3/31 received
- d. UWIC
- i. Discussion of 3/31 meeting
 1. Approve the following courses:
 - 1) HIS 150 Critical Thinking through Historical Biography (T1, CT)
 - 2) ANT 205 Prehistorical Archaeology (T2, TP)
 - 3) ENG 218 American Experience and Literature (T2, AE) – conditional approval (may need a revision)
 2. Motion approved with one abstention
 - ii. Minutes of 3/31 received
- e. WACC
- i. Discussion of 3/31 meeting
 1. Motion to approve the following W-Courses:
 - 1) ENG 217 The Outsider in Literature and Culture (S. Allen)
 - 2) ENG 217 Masculinity in American Literature and Culture (S. Allen)
 2. Motion approved unanimously
 - ii. Writing contest winners will be determined at next WACC meeting scheduled for April 14th.
 - iii. Minutes of 3/31 received
- f. LEPC
- i. Discussion of 3/9 and 3/16 meeting
 1. Working with Academic Advisement regarding a list of potential electives for undeclared students
 2. Reviewed a sample curriculum map for assessing a gen-ed program as a good model for assessing outcomes for the LEP as a whole
 3. LEP requirements will apply to all first-time college students. Transfer students with more than 30 credits will be allowed to matriculate under AUR. Students with less than 30 credits will be assessed on a case-by-case basis and put into the program that best meets their needs.
 4. See two LEPC motions under New Business.
 - ii. Minutes 3/9 and 3/16 received

V. Old Business

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

- i. Discussion of transparency of UCF business and access to pending and approved new and revised courses and programs. Recommendation to place documents beyond password protection to prevent the external community from misinterpreting or reviewing our business.
- ii. Motion to approve the bylaws revisions as proposed (C. Simoneau; 2nd Tricia Lin). Friendly amendment – delete section B, number 4 “Policies and procedures of each standing committee” (amendment accepted). Recommendation that final document be shared with departments. J. Fullmer called the question without opposition. UCF revised bylaws approved with one opposition and one abstention.

VI. New Business

a. LEPC Motions:

- i. In the current AUR system, programs have restricted areas within the AUR to specific courses (for example, all education majors take SHE 203 to meet the Health requirement as required for state certification). Consequently, all existing restrictions and course requirements shall be recognized within the LEP and do NOT require a Program Revision. However, any new restrictions or course requirements specified for a degree shall require a Program Revision and approval by the UCF. In cases for which this distinction is unclear, the UCF chairperson shall decide if a Program Revision is required.
 1. Question called without opposition, and motion approved with one abstention
- ii. The Tier 1 Critical Thinking course shall not be restricted by any major program nor shall any specific Critical Thinking course be used as either a requirement for a major or a prerequisite to courses in the major.
 1. Question called without opposition, and motion approved with two oppositions and one abstention
- iii. K. Cummings presented two concerns: 1) statement in new catalog that all majors must have 12 electives; and 2) LEP FAQs state that Tier 2 courses should be 200-level which may be problematic due to existing numbering. Concern regarding that barrier LEP presents for students graduating in 4 years due to programmatic challenges, like certification requirements. Recommendation that information about the length of time a major requires be published in the catalog.
 1. L. Lancor responded that these items will be discussed in an upcoming meeting.
- iv. K. McGill met with potential transfer student taking courses at Gateway that wanted to know what to take at Gateway to transfer into SCSU under LEP.
 1. L. Lancor responded that workshops are being developed to address this, and they will be announced soon.

Meeting adjourned at 10:50 a.m.

These minutes are respectfully submitted by Michele Vancour.

Called to order at 9:35 a.m.

Present: G. Adams (Chair), G. Kowalczyk, K. McGill, K. McNamara, E. West

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>
NUR 498	Palliative End-of-Life Care	Fall 2011	1
SPA 398	Musical Cultures Caribbean	Fall 2011	1

Description of logged courses with full titles

NUR 498 – Palliative and End-of-Life Care Colloquium

In this course, students will develop knowledge in the specialized field of palliative and end-of-life nursing care for patients across the lifespan and their families. Physical, psychological, social, and spiritual needs of patients and their families will be explored, using the End-of-Life Nursing Education Consortium (ELNEC) modules as a conceptual framework.

SPA 398 – Musical Cultures of the Caribbean

History of the musical cultures of the Spanish-speaking Caribbean, from the beginnings to the most contemporary trends. Students will be able to distinguish between different musical styles and observe the impact of music in the social, political, and linguistic development of Spanish speaking countries and peoples of the Caribbean.

B. Updated forms for new minor program proposals are attached for both departmental minors and interdisciplinary minors. A new form is attached for making revisions in minor programs and programs with 18 or fewer required credits.

Meeting adjourned at 10:50 a.m.

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.

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

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 REVISED MINOR PROGRAM PROPOSAL - SIGNATURE SHEET

Please complete the appropriate sections below. Electronic copies of the entire Revised 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.

<u>DEPARTMENTAL MINORS ONLY</u>			
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>			
Minor Program Coordinator: _____			
<small>(print)</small>			
Minor Advisory Committee votes (If applicable):	For _____	Against _____	Abstain _____
_____	_____	_____	_____
Minor Program Coordinator	Date		

<u>INTERDISCIPLINARY MINORS ONLY</u>			
Department: _____		Department: _____	
_____	_____	_____	_____
Chairperson, Department	Date	Chairperson, Department	Date

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

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

DATE OF REVISED PROPOSAL

Date of 1st revised proposal _____

Date of 2nd revised proposal _____

UNDERGRADUATE CURRICULUM FORUM REVISED MINOR PROGRAM PROPOSAL - SUMMARY FORM

Proposed Effective: Fall ____ Spring ____

Minor: _____

Overall Requirements:

Proposed Overall (maximum of 18 required credits in minor)	

Current Overall GPA Required:	
Proposed Overall GPA Required (min. 2.0)	

Minor Requirements:

Deleted Requirements	Credits

Added Requirements	Credits

Rationale:

Restrictions (any courses that *cannot* count toward the proposed minor):

Augmentations (new opportunities provided by this revision):

**Undergraduate Curriculum Forum
Notifications Management Committee Minutes
April 14, 2011**

Present: Cindy Simoneau (Co-chair), Laura Bower, Margaret Das, Corey Hannah, Kim Laing, Erin Larkin, Sobeira Latorre, Jinjing Liu, Nuncia Moniello, Julie Rumrill, Sophia Myers (UCF Secretary)

Absent: Karen Barnett (Co-chair), Scott Creamer, Sean Grace, Shana Kopaczewski

Meeting called to order at 9:35am

New Course Proposals

EXS 158 – Athletic Training Professional Practice

Motion to approve:

Motion: M. Das; L. Bower

Motion passed: 8-0-2

EXS 283 – Clinical Anatomy and Kinesiology

Motion to approve:

Motion: J. Liu; M. Das

Motion passed: 10-0-0

EXS 328 – Orthopedic Appliances and Advanced Taping Techniques

Motion to approve:

Motion: S. Latorre; M. Das

Motion passed: 9-0-1

Revised Course Proposals

PCH 270 – Stress Management

Motion to approve:

Motion: M. Das; C. Hannah

Motion passed: 10-0-0

REC 120 – Leadership Development

REC 220 – Inclusive Recreation

REC 320 – Recreation and Park Programs

REC 420 – Organization and Administration of Leisure

REC 470 – Senior Research Methods

Motion to approve:

Motion: M. Das; J. Rumrill

Motion passed: 7-0-3

REC 301 – Internship I

REC 390 – Grant Writing

REC 401 – Practicum II

Motion to approve: TABLED

Motion:

Motion passed:

PHY 230 – Physics for Scientist & Engineers I

Motion to approve:

Motion: K. Laing; S. Latorre

Motion passed: 10-0-0

PHY 231 – Physics for Scientist & Engineers II

PHY 309 – Modern Physics

Motion to approve: TABLED

Motion:

Motion passed:

SOC 203 – Social Organizations **

SOC 216 – Men’s Studies **

SOC 251 – Sociology of Religion **

SOC 265 – Self and Society **

Motion to approve:

Motion: K. Laing; C. Hannah

Motion passed: 9-0-1

Revised Program Proposals

BS; Athletic Training

Motion to approve: TABLED

Motion: pending clarification

Motion passed:

BS; Minor in IS (electives in program)

BS; Minor in IS

BS; IS (electives in program)

BS; IS

Motion to approve: TABLED

Motion:

Motion passed:

BS; Business Administration/Concentration: MIS

Motion to approve:

Motion: K. Laing; S. Latorre

Motion passed: 10-0-0

BS/BA/BS w/Cert; Sociology

Motion to approve:

Motion: K. Laing; S. Latorre

Motion passed: 10-0-0

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

SOC 203 – Social Organizations **

SOC 216 – Men’s Studies **

SOC 251 – Sociology of Religion **

SOC 265 – Self and Society **

Proposals Tabled

REC 301 – Internship I

REC 390 – Grant Writing

REC 401 – Practicum II

PHY 231 – Physics for Scientist & Engineers II

PHY 309 – Modern Physics

BS; Athletic Training

BS; Minor in IS (electives in program)

BS; Minor in IS

BS; IS (electives in program)
BS; IS

Meeting adjourned at 10:50am

PRAC minutes for April 14, 2011

Attendance: Susan Clerc, Tom Radice, Charlie Dellinger-Pater, Patricia Kahlbaugh

Not Present: Scott Graves, Karen Cummings, Marybeth Fede, Susan Felsenfeld, Tricia Lin

Meeting began at 9:45 in ASC 229

PRAC held an informal meeting with Michele Vancour from Public Health for the purpose of articulating requirements for expedited reviews. We plan on receiving the materials from Public Health 4/20/11.

Meeting was adjourned at 10:45.

Minutes respectfully submitted by Patricia Kahlbaugh

University-Wide Impact Committee
Minutes 4/14/11

Present

P. Beals, J.W.A. Fullmer, K. Gatzke, B. Glynn, E. Keenan, L. Lancor, H. Lockwood, A. Marsoobian, M. McClain, J. Mielczarski, J. Mills, B. Nakamura, W. O'Brien, A. Reynaga, M. Shea, W. Yu

Absent

C. Klatt, N. Henderson, J. O'Hara, J. Irving, T. Regan, J. Tait.

Special Guests

M. Fedé and M. Rothbard from Exercise Science

I. Call to Order

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

II. Old Business

UWIC by-laws discussion -TABLED

III. New Business

The standing committee met with Marybeth Fedé and Matt Rothbard from the Exercise Science department and discussed the Tier 2 course proposal, EXS 212 Lifetime Physical Activity.

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

Writing Across Curriculum Committee

April 14, 2011

Meeting Minutes

Present: K. Lacey (Chair), S. Ellis (ex-officio), T. Ferrucci (ex-officio), K. Burke, D. Smith, D. Petroski, S. Corbett (ex-officio), S. Grubacic

1. Call to order 10 a.m.
2. Writing Contest Winners
 - 1st place: A. Golden
 - 2nd place: M. Sorensen
 - 3rd place: J. Nocera
 - Honorable mention: E. Takores
 - Honorable mention: K. Knight
 - Honorable mention: N. Boucher
3. Proposals:

CHEM 260: Organic Chemistry I

Faculty: J. Pikul

Recommendation: Revise and Resubmit

Vote: 6-0-0

ENG 463: 20th Century American Novel

Faculty: J. Mock

Recommendation: Approve with clarification

Vote : 6-0-0

HIS 350: Colonial America

Faculty: M. McDaniel

Recommendation: Approve with clarification

Vote: 7-0-0

SOC 315: Sociology of Gender

Faculty: A. Eich-Kroh

Recommendation: Approve

Vote: 7-0-0

COM 333: Video Script Writing

Faculty: T. Peterson

Recommendation: Approve with clarification

Vote: 6-0-0

4. Adjournment 10:50 a.m.

Respectfully Submitted,
K. Lacey/WACC Chairperson

Motion to UCF to approve the following writing intensive sections:

ENG 463: 20th Century American Novel

Faculty: J. Mock

HIS 350: Colonial America

Faculty: M. McDaniel

SOC 315: Sociology of Gender

Faculty: A. Eich-Kroh

COM 333: Video Script Writing

Faculty: T. Peterson

Liberal Education Program Committee
Approved Minutes
Wednesday, March 30, 2010

Members present: J. Fields, N. Henderson, L. Lancor (chair), A. Marsoobian, E. Okobi

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

Call to Order: Meeting convened at 1:20 p.m.

Updates (chair and LEPC director)

- Discussed participation in the AAC&U meeting in Providence:
<http://www.aacu.org/meetings/ah11/cfp.cfm>
- Discussed the status of the Degree Evaluation forms that Kim Laing has been working on. An important issue: how do we handle new courses that are added to an LEP area when a program has restrictions on the choices in that area? L. Lancor asked how many departments do we still need to hear from regarding the degree evaluations (especially restriction policies)? K. Laing said that deans have been contacting departments but we do not have information from several.
- N. Henderson has put together a LEP Advisement Guide – this is a guide for faculty and staff who will need to advise incoming students on aspects of the LEP. Members are requested to read it and send any comments to Nicole.
- Faculty/ Staff LEP Advisement Workshops. We have set a date (April 8) for a dry run of the advisement workshop. We will begin holding workshops for staff and orientation faculty about advising for LEP the week of April 18th or later.

Minutes

- Minutes of March 16th meeting were approved unanimously.

New Business

- FAQ #4 has not yet been approved by UCF. We should remove it from the online FAQ for now.
- Discussed the impact of the policy that prevents students from taking Tier II courses during their 1st semester – several departments have concerns about this aspect of LEP.
- P. Beals noted that the deadline for applying for Faculty Development curriculum grants is this coming Monday (April 3rd).

The meeting adjourned at 2:40 PM.

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