

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, April 7, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of Mar. 17, 2011
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- V. Old Business
 - a. Approval of UCF By-Laws
- VI. New Business
 - a. LEPC motions (see LEPC minutes)

Undergraduate Curriculum Forum

MINUTES

Adanti Student Center, Room 301A

Thursday, March 17, 2011

Present: M. Hartog, K. McGill, R. Vaters-Carr, S. Grace, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, M. Bay, L. Lancor, K. McNamara, L. Bower, M. McClain, J. Fullmer, C. Hannah, E. West, T. Radice, J. Liu, C. Simoneau, C. Dellinger-Pate, S. Pattison, K. Lacey, M. Vancour, S. Bernard, K. Gatzke, H. Lockwood, P. Kahlbaugh, D. Smith, E. Keenan, S. Latorre, T. Lin, J. Mielczarski, K. Barnet, K. Burke, G. Cochenet, S. Graves, M. Shea, B. Glynn, P. Beals, S. Clerc, K. Laing, D. Bentley-Drobish, A. Todaro, S. Keller, J. Mills,

Absent: M. Narumanchi, S. Grubacic, J. Hong, E. Kramer, J. Irving, K. Cummings, J. O'hara, J. Tait, T. Abdulaziz, G. Adams, W. Elwood,

Guest: A. Marsoobian

- I. The meeting was called to order at 9:41 a.m.
 - Quorum (50% + 1) was reached at 9:41 a.m.
- II. Announcements
 - a. Tricia Lin:
 - i. Women's Appreciation Day: Embracing Cultures on March 30th from 10am-3pm; Judith Rozie-Battle will speak from 1-3 pm.
 - ii. The "Z" Experience: An Evening of Spoken Word Music on March 31st from 5-7:30pm (part of 64 Days of Nonviolence)
 - b. Marty Hartog: Legislature needs more information on faculty research, including sponsored student research. Patricia Kahlbaugh suggested that Jerry Hauselt be contacted for list of IRB approved projects involving students.
 - c. Kim Laing: April 15th is the deadline to apply for fall 2011, spring 2012 and summer 2012. Degree audits being sent on April 1st.
 - d. Marty Hartog: provide feedback to the Senate Technology Committee Minutes to Marty for sharing with Todd Rofuth.
- III. Approval of UCF minutes of March 3, 2011
 - a. Minutes of March 3rd approved unanimously
- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 3/10 meeting
 1. Special Topics Courses:
 - 1) PHI 398 Nature of the Universe
 - 2) COM 498 Current Issues in Advertising and Promotions
 2. New form for minors program revisions
 - ii. Minutes of 3/10 accepted

- b. NMC
 - i. Discussion of 3/10 meeting
 - 1. Motion to accept the following new/revised courses and revised program proposals:
 - 1) Social Science Secondary Education Requirement Changes in Geography, Political Science, Economics BA and Sociology for the 2011-2013 Undergraduate Catalog
 - New Course Proposals
 - 2) ENG 218 The American Experience and Literature **
 - 3) ENG 427 Victorian Poetry
 - Revised Course Proposals
 - 4) ANT 205 Prehistoric Archaeology**
 - 5) PCH 201 Wellness**
 - 6) PCH 275 Public Health Education
 - 7) PCH 350 Women’s Health Consciousness
 - 8) PCH 356 Maternal and Child Health Services
 - 9) REC 100 Introduction to Recreation and Leisure
 - 10) REC 400 Internship II
 - 11) REC 480 Philosophy of Recreation and Leisure
 - Revised Program Proposals
 - 12) BA Chemistry
 - 13) BS Chemistry
 - 14) BS Chemistry; Concentration: Biochemistry
 - 15) BS Chemistry with certification
 - 16) BS Nursing
 - 2. Motion approved unanimously [** submitted to UWIC as LEP offerings]
 - ii. Minutes of 3/10 received
- c. PRAC
 - i. Discussion of 3/10 meeting
 - 1. Reviewed Economics (BS) and Finance assessment and provided an extension until May 2011.
 - ii. Minutes of 3/10 received
- d. UWIC
 - i. Discussion of 3/10 meeting
 - 1. Motion: Whereas 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.
 - 2. Motion approved unanimously
 - 3. Reviewed UWIC by-laws
 - ii. Minutes of 3/10 received
- e. WACC
 - i. Discussion of 3/10 meeting

1. Writing contest winners will not be announced at Honors Convocation
2. Increase in caps from 20-23 approved
3. Need each department to offer at least one W course – need non-major W-course offerings for all students (i.e. W-courses at the 100-200 level, and among Tier II courses)
4. Motion to approve the following W-Courses:
 - 1) COM 258 Cinematic Technique (D. Taylor) and SPA 300 Spanish Composition (R. Cardone)
5. Motion approved unanimously
- ii. Discussion among UCF on attrition in W-courses and students waiting to get into majors-only W-courses.
- iii. Minutes of 3/10 received

f. LEPC

- i. Discussion of 2/23 and 3/2 meeting
 1. Concerns on departments adding restrictions to Tier I and Tier II courses.
 2. Revised FAQs on website
 3. Banner implementation of LEP (suggestion: matriculated under LEP – for fall 2011 new students)
 4. Deans meeting with department chairs to determine non-Tier courses that first semester freshman can take as their fifth course.
 5. Most departments will need program revisions made to UCF for LEP.
 6. Degree evaluations for LEP are needed from all departments.
- ii. Minutes 2/23 and 3/2 received
- iii. Discussion among UCF on LEP: Conflicts among departments over Tier I offerings will be handled by LEP Director, CT and TF coordinators, department chairs and deans

V. Old Business

- a. Review of UCF revised bylaws (handout on *Guiding Principles* distributed)
 - i. **Original Motion** by Ken McGill, second Mike Shea: To approve Part I section B 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. **Friendly amendment** made to the **Motion** by Ken McGill: “In the case that both a primary member and an alternate are appointed to the same standing committee, only the primary member shall be accorded voting rights on that committee unless the primary member is absent from a meeting of that standing committee, in which case the alternate member shall be accorded voting rights.”

Discussion points included:

 1. Whether this would discourage alternate participation in standing committees.
 2. Why would a department want both on the same standing committee.
 3. Do we make room for exceptions? (e.g., when faculty have leaves in the middle of the semester but have a UCF assignment);
 4. Whether we need a better explanation of what it means to be an Alternate.
 5. Does a department with two members on a standing committee deserve two votes because of the amount of work they do?
 6. Do we need a procedures document to support the by-laws?

7. Eric West shared geography's plight in fulfilling the alternate's responsibilities to UCF due to the small, 3-person department and expectations.
 8. The context for the motion is that Senate Rules Committee is concerned that some subcommittees have several representatives from the same department.
- ii. No abstentions to calling the question. **Motion:** Nineteen votes in favor and thirteen against (three abstentions) – Motion approved.

b. Office of Information Technology (OIT) Support on Campus - *tabled*

Meeting adjourned at 10:49 a.m.

These minutes are respectfully submitted by Michele Vancour.

NPIC did not meet this week.

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
March 31, 2011**

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

Absent: Laura Bower, Scott Creamer, Sean Grace, Kim Laing, Erin Larkin

Meeting called to order at 9:35am

New Course Proposals

ENG 466 – Herman Melville’s Moby Dick

Motion to approve:

Motion: S. Latorre; J. Rumrill

Motion passed: 9-0-0

Revised Course Proposals

CSC 204 – Web Technology **

Motion to approve:

Motion: S. Kopaczewski; C. Hannah

Motion passed: 8-0-1

ESC 201 – Historical Geology **

Motion to approve:

Motion: S. Latorre; S. Kopaczewski

Motion passed: 9-0-0

PSY 431 – Tests and Measurements

Motion to approve:

Motion: M. Das; S. Latorre

Motion passed: 9-0-0

Revised Program Proposals

BS Business Administration; Concentration: Business Economics

Motion to approve:

Motion: M. Das; C. Hannah

Motion passed: 9-0-0

Business Administration; Concentration: Management Information Systems

Motion to approve:

Motion: TABLED

Motion passed:

BS/BA Earth Science; Concentration: ALL

Motion to approve:

Motion: S. Kopaczewski; C. Hannah

Motion passed: 9-0-0

JST Minor Program

Motion to approve:

Motion: M. Das; C. Hannah

Motion passed: 9-0-0

PCH Minor – Health in Society

PCH Minor – Health Service Administration

Motion to approve:

Motion: S. Latorre; M. Das

Motion passed: 9-0-0

PCH Minor - Wellness

Motion to approve:

Motion: C. Hannah; S. Kopaczewski

Motion passed: 9-0-0

BS Social Work

Motion to approve:

Motion: S. Kopaczewski; C. Hannah

Motion passed: 9-0-0

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

CSC 204 – Web Technology **

ESC 201 – Historical Geology **

TABLED Program Proposals

Business Administration; Concentration: Management Information Systems

Meeting adjourned at 10:30am

PRAC minutes for March 31, 2011

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

Not Present: Marybeth Fede, Scott Graves

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

The department of World Languages and Literature submitted a self-study report to PRAC March 23, 2011. PRAC reviewed this report and exchanged comments prior to the March 31st meeting via *myscsu groups*. The March 31st meeting began with discussion about the report. Committee members agreed on the exemplary nature of the report, specifically in terms of the careful reflection and evaluation the department provided of their program. The department approached a number of standards in creative and useful ways, particularly standards 1, 16 and 17. Dr. Elena Schmitt joined the meeting at approximately 10:20 and a general discussion of the review ensued. A few suggestions were made and received for the next review cycle. PRAC members asked a few targeted questions about the process (e.g., timeline, workload, etc.). PRAC commends the work represented in this program review and suggests that other departments refer to this work for useful ideas and strategies. There was unanimous agreement among PRAC members that all standards were met. PRAC recommends continuing approval of the World Languages and Literature department.

PRAC plans on meeting with department representatives from Public Health on 4/14/11 in a preliminary meeting to assist the department in developing their expedited review.

Meeting was adjourned at 10:50.

Minutes respectfully submitted by Patricia Kahlbaugh

Program Review and Assessment Committee (PRAC)

University Curriculum Forum

Undergraduate Program Review Report: World Languages and Literatures – School of Arts and Sciences

March 31, 2011

The World Languages and Literatures Department in the School of Arts and Sciences submitted a self-study report to UCF – PRAC on March 23, 2011. PRAC met March 31, 2011 to discuss the program review and to meet with Dr. Elena Schmitt, the department chairperson. During this meeting, PRAC arrived at full consensus that this program review was exemplary, showing full engagement with the assessment process. Several standards were handled in unique and interesting ways, and can serve as models for other departments.

The self-study, prepared by Luisa Piemontese, assessment coordinator for the department with the assistance and support of Elena Schmitt, covered Standards 1-17 of the Academic Program Review document. PRAC reviewed all submitted materials. All standards were met and PRAC recommends **continuing approval** of the program. PRAC's summary report is submitted to UCF for the April 7, 2011 meeting.

PRAC commends the hard work done by the World Languages and Literatures Department and appreciates their thoughtful engagement in the process. The following are some specific observations of Standards 1-17:

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

Met

The mission is articulate and clearly supports key concepts from the University's mission statement and strategic plan. The unique identity and mission of this department is well represented in this standard.

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

Met

The World Languages and Literatures Department identifies five goals linked to specific student outcomes. For example, the department aims to "engage students in the study of modern and classical languages, literatures, cultures, and applied linguistics" so that "students can function multi-lingually and multi-culturally with a critical awareness of self and others." The format is somewhat unique and other assessment coordinators may benefit from referring to it as they approach their own program review. One suggestion for future, though, is that these could have even greater alignment.

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

Met

The World Languages and Literatures Department identifies specific expected student outcomes and ways these are measured, both directly and indirectly. The department has gates at different points of the curriculum. This system is advantageous providing information about student outcomes at different points in the program. The program's assessment is focused on oral and written proficiency. PRAC recommends for future reviews that methods for measuring all the student learning outcomes identified. For example, cultural knowledge is one of the department's goals, but does not have a specific method of measurement.

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

Met

The department has actively used data about student learning to improve its programs, for example, the development of computer based assessment tools such as the Test Fabrik and STAMP and how these have informed programmatic changes is described.

Standard 5a: Evidence of quality instruction

Met

Examples of assignments, tests, assessment rubrics and student results are provided, as well as summaries of student evaluations, peer evaluations of part time instructors, professional development activities and faculty scholarship.

Standard 5b: Evidence of Teaching effectiveness

Met

The World Languages and Literatures Department present results from STAMP and ACTFL test results as evidence of teaching effectiveness, focusing on the fulfillment of four overarching goals.

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

Met

The World Languages and Literatures Department provides evidence of curriculum, course rotation, and efforts to expand and/or update curriculum to meet needs of particular professions (e.g., nursing and business).

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

Met

Standard 7: The department has an appropriate number of qualified faculty, students, and staff

Met

Faculty represent diverse backgrounds and expertise, and share in many departmental functions. Information on staffing and students is provided. Although viable (standard 7a: program viability), there are key areas in the program that suffer from a "significant shortage of full-time members."

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

Met

Advisement processes are described.

Standard 8a: Undergraduate Program Direction

Met

Duties of the faculty section coordinators (by languages) are provided in detail.

Standard 9: The department offers an appropriate number of courses and sections to meet the needs of students.

Statistical data concerning admissions, graduations, courses offered and cancelled, and other relevant statistics are provided and analyzed

Met

The World Languages and Literature Department provides detailed information about enrollment and graduation trends by language.

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

Met

Through faculty scholarship, professional development, student organizations, and student scholarship, the department demonstrates a climate of curiosity and achievement. The level at which students engage in scholarly activities is commendable.

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

Met

Faculty CVs are provided, as well as examples of faculty and student scholarship.

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

Met

The library report, provided by Jackie Toce, is thorough and provides a clear picture of library resources allocated to the World Languages and Literatures Department.

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

Met

Dr. Jian Wu provides evidence of facilities and non-print resources, which support different language programs.

Standard 14: Periodic Review and Evaluation

Met

The World Languages and Literatures Department reviews feedback from students and faculty, and recognizes the need for better strategies to obtain information from alumni. One faculty concern is that some languages with lower enrollment patterns may not be supported by the university in the future.

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

Met

The World Languages and Literatures Department has engaged in a variety of outreach and community service notably the study abroad program, working with school systems in Greater New Haven area, internships and creation and donation of learning materials (e.g., creation of original children's books in Spanish, etc.).

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

Met

The World Languages and Literatures Department provides a careful review each standard and identified the strengths and weaknesses uncovered. In so doing, PRAC felt that this department “made the most of the assessment process.” This approach was very well-received by the committee and could serve as a model for other programs.

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

Met

The vision and action plan for the future captures each the strengths and weaknesses brought to light by their self-study.

Summary

PRAC appreciates the work that Dr. Luisa Piemontese, the department assessment coordinator, and Dr. Elena Schmitt, the department chairperson, and all the faculty in this department, have done in the preparation and presentation of this self-study report. PRAC has evaluated standards 1-17 as “met,” and recommends to the University Curriculum Forum that **Continuing Approval** be given. In doing so, UCF understands that Standard 1-17 have been met.

University-Wide Impact Committee
Minutes 3/31/11

Present

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

Absent

C. Klatt, N. Henderson, J. O'Hara, H. Lockwood, A. Marsoobian, W. O'Brien, J. Tait, W. Yu.

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 voted to **approve** the following courses:

HIS 150 Critical Thinking through Historical Biography (T1, CT) (11-0-0)

ANT 205 Prehistorical Archaeology (T2, TP) (11-0-1)

ENG 218 American Experience and Literature (T2 AE) (9-0-3)
w/conditional approval

The standing committee voted to **disapprove** EXS 212 (T2 MB) (12-0-0)

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

WACC Meeting Minutes

March 31, 2011

In attendance: T. Ferrucci (ex-officio), K. Burke, S. Ellis (ex-officio), S. Corbett (ex-officio), K. Lacey (Chair), M. Diamantis, D. Vasquez-Levy, D. Smith

1. Call to order 9:45 a.m

2. Proposals:

Course: ENG 217: The Outsider in Literature and Culture

Faculty: Sean Allan

Committee Recommendation: Approve

Committee Vote: 5-0-0

ENG 217: Masculinity in American Literature and Culture

Faculty: Sean Allan

Committee Recommendation: Approve

Committee Vote: 5-0-0

3. Writing Contest – First round review of papers and selection of finalists. Winners will be determined at the next WACC meeting scheduled for April 14th.

Respectfully Submitted,
Kim Lacey/ Chair WACC

Motion to UCF to approve the following writing intensive sections:

Course: ENG 217: The Outsider in Literature and Culture

Faculty: Sean Allan

ENG 217: Masculinity in American Literature and Culture

Faculty: Sean Allan

Liberal Education Program Committee
Approved Minutes
Wednesday, March 9, 2011

Members present: T. Bennett, J. DaPonte, J. Fields, N. Henderson, L. Lancor, R. Kustin, A. Marsoobian, E. Okobi, W. Yu

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

1. Call to Order

- Meeting convened at 1:19 p.m.

2. Chairperson/Director Update

- For the second meeting in a row, UWIC will have no proposals to consider. The concern is that word needs to be spread that courses (especially in Tier 2) still need to be proposed.
- Creative Drive initiative—there are not enough sections to population this Area of Knowledge from the Art, Music, and Theater departments. Courses could possibly come from English, and other areas should be explored.
- A list of potential electives for undeclared students that has been used in the past by Academic Advisement was circulated. This list was sent to B. Kalk and P. Beals. Polly will be reaching out to department chairs to see what courses would be recommended for freshmen in the major and what courses in their department would be suitable as electives for undeclared majors.
- P. Beals will be meeting with the Art Department to see if they are still planning to offer Art History in Tier 2.
- L. Lancor showed a sample curriculum map for assessing a gen-ed program that was distributed at last Friday's curriculum summit sponsored by Faculty Development. This map might be a good model for creating and assessing outcomes for the LEP as a whole.

3. The minutes of previous meeting (Mar. 2, 2011) were approved. (6-0-2)

4. Business

- Should programs be allowed to restrict the CT/TF course that students take?

Motion: 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. (9-0-0)

Rationale: This resolution is offered in keeping with the letter and spirit of the LEP. In addition, students must take this course in the first semester of their freshman year, these courses are linked with INQ courses, and Critical Thinking is a prerequisite for all Tier 2 courses.

- When are formal Program Revisions necessary?

Motion: 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. (9-0-0)

- Transfer student issues
 - When should transfer students be put into the LEP or the AUR program, starting in Fall 2011? This issue was discussed and guidelines for Academic Advising are being drafted. The guidelines will be revisited at the next meeting.

5. Adjournment

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

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

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

Members present: T. Bennett, J. Fields, N. Henderson, L. Lancor, R. Kustin, A. Marsoobian, E. Okobi, W. Yu

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

6. Call to Order

- Meeting convened at 1:28 p.m.

7. Chairperson/Director Update

- Tier 3 Forms – L. Lancor and T. Bennett will draft a form.
- Degree Evaluation status (K. Laing)—Many have submitted degree evaluation forms, but many are still missing. Kim will review which ones are missing and have M. Hartog contact the chairs of those departments.
- Status of Motions from last week—UCF may not get to these motions until their next meeting because last week's minutes were not yet approved and so are not in this week's UCF packet.
- P. Beals has been working with B. Kalk on recruiting Creative Drive proposals. Question: Can participation in a performance group count as Creative Drive (i.e. university choir, instrumental ensembles, performance in a play)? Perhaps the Creative Drive requirement could be waived when students partake in a performance-related activity for a number of semesters. This item will be put on a future agenda.
- Library Science is working on a faculty workshop proposal on Information Literacy with the goal of helping faculty learn how to embed Information Literacy into a course syllabus for LEP courses as well as the INQ courses.

8. The minutes of previous meeting (Mar. 9, 2011) were approved as presented. (6-0-0)

9. Business

- L. Lancor distributed a proposed new format for Banner degree evaluations that first lists the major requirements and then shows the university requirements (which is the reverse of what is currently displayed in Banner).
- LEP Tier 3 Capstone Requirement –should it be in a major? This item will be put on a future agenda.
- Transfer Students (see Appendix A of LEP doc)
Data on transfers from Fall 2010 was distributed.

The LEPC made the following recommendation to Academic Advising:

During the 2011-2012 academic year, the full LEP requirements apply to all first-time college students. Transfer students with more than 30 credits shall normally be allowed to matriculate under the AUR requirements. Students with less than 30 credits shall be assessed on a case-by-case basis and put into the program that is best for them, keeping in mind that students should be matriculated under the LEP requirements whenever possible if they are coming in at the freshman level (for example, some students transfer in with 9 college credits from high school). The LEP Director will work with Academic Advisement during this process.

10. Adjournment

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

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