

# **Undergraduate Curriculum Forum**

## **AGENDA**

Adanti Student Center, Room 301A

Thursday, May 5, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of April 21, 2011
- IV. Standing committees Reports
  - a. NPIC
  - b. NMC
  - c. PRAC
  - d. UWIC
  - e. WACC
  - f. LEPC
- V. Old Business
  - a. Discuss the upcoming Senate Referendum to Recall the LEP

# Undergraduate Curriculum Forum

## MINUTES

Adanti Student Center, Room 301A

Thursday, April 21, 2011

**Present:** M. Hartog, K. McGill, M. Das, S. Grace, G. Kowalczyk, S. Felsenfeld, S. Kopaczewski, L. Lancor, K. McNamara, L. Bower, M. McClain, J. Fullmer, J. Rumrill, M. Fede, C. Hannah, B. Nakamura, T. Radice, J. Liu, C. Simoneau, J. Fields, J. Irving, K. Lacey, M. Vancour, H. Lockwood, K. Cummings, D. Smith, G. Adams, E. Keenan, S. Latorre, T. Lin, K. Barnett, S. Graves, M. Shea, B. Glynn, P. Beals, L. Lancor, A. Reynaga, N. Moniello, S. Keller, J. Mills

**Absent:** M. Narumanchi, B. Phelan, S. Grubacic, E. West, C. Dellinger-Pate, E. Kramer, R. Kustin, J. Irving, J. O'hara, K. Marsland, J. Tait, T. Abdulaziz, W. Elwood, J. Mielczarski, K. Burke, G. Cochenet, D. Bentley-Drobish

### Guest:

- I. The meeting was called to order at 9:39 a.m.
  - Quorum (50% + 1) was reached at 9:46 a.m.
  
- II. Announcements
  - a. Tonight in MO 103 the Chemistry Club will present *Global Warming Exposed* with Art Horne.
  - b. There will be a special meeting next Wednesday regarding the referendum to recall LEP.
  - c. SCSU is looking for four faculty members to serve on the Search Committee for our new university president.
  - d. University-wide committee elections coming out soon and LEPC and WACC need new members. LEPC meets Wednesdays from 3:25pm-4:45 p.m. WACC needs four members (one from Library Sciences and one from EDU) and two at-large positions.
  - e. Transfer students with 30 credits or less will work with Academic Advisement and Polly Beals.
  - f. Three advisement sessions for faculty and staff for LEP – Monday (4/25) and Friday (4/29) from 1p.m. to 2p.m. in EN A 120 and Tuesday (4/26) from 11 a.m. to 12 p.m. EN C 112.
  - g. Today open session with Wendy Cheng from 1 p.m. to 2 p.m. in the ASC Theater.
  
- III. Approval of UCF minutes of April 7, 2011
  - a. Minutes of March 7<sup>th</sup> approved unanimously
  
- IV. Standing Committee Reports
  - a. NPIC
    - i. Discussion of 4/14 meeting
      1. Special Topics Courses:
        - 1) NUR 498 Palliative and End-of-Life Care Colloquium
        - 2) SPA 398 Musical Cultures of the Caribbean
      2. New forms for new and revised minors program reviewed
    - ii. Minutes of 4/14 accepted

- b. NMC
    - i. Discussion of 4/14 meeting
      - 1. Motion to accept the following new/revised courses and revised program proposals:
        - New Course Proposals
        - 1) EXS 158 Athletic Training Professional Practice
        - 2) EXS 283 Clinical Anatomy and Kinesiology
        - 3) EXS 328 Orthopedic Appliances and Advanced Taping Techniques
        - Revised Course Proposals
        - 4) PCH 270 Stress Management
        - 5) REC 120 Leadership Development
        - 6) REC 220 Inclusive Recreation
        - 7) REC 320 Recreation and Park Programs
        - 8) REC 420 Organization and Administration of Leisure
        - 9) REC 470 Senior Research Methods
        - 10) PHY 230 Physics for Scientists & Engineers I
        - 11) SOC 203 Social Organizations \*\*
        - 12) SOC 216 Men's Studies \*\*
        - 13) SOC 251 Sociology of Religion \*\*
        - 14) SOC 265 Self and Society \*\*
        - Revised Program Proposals
        - 15) BS Business Administration/Concentration MIS
        - 16) BS/BA/BS with Certification - Sociology
      - 2. Motion approved unanimously [\*\* submitted to UWIC as LEP offerings]
    - ii. Minutes of 4/14 received
- c. PRAC
  - i. Discussion of 4/14 meeting
    - 1. Met with Public Health to discuss requirements for expedited review of their assessment due 4/20/11.
  - ii. Minutes of 4/14 received
- d. UWIC
  - i. Discussion of 4/14 meeting
    - 1. Met with Exercise Science to discuss their Tier 2 proposal – EXS 212 Lifetime Physical Activity
  - ii. Minutes of 4/14 received
- e. WACC
  - i. Discussion of 4/14 meeting
    - 1. Writing contest winners announced
    - 2. Motion to approve the following W-Courses:
      - 1) ENG 463 20<sup>th</sup> Century American Novel (J. Mock); HIS 350 Colonial America (M. McDaniel); SOC 315 Sociology of Gender (A. Eich-Krohm); COM 333 Video Script Writing (T. Peterson)
    - 3. Motion approved unanimously
  - ii. Minutes of 4/14 received
- f. LEPC
  - i. Discussion of 3/30 and 4/6 meeting
    - 1. New LEP Advisement Guide will be made available at advisement workshops for faculty and staff

2. **Motion:** In the spirit of the desire for flexibility during the transition period, the LEP director in consultation with the LEPC will negotiate “side letters” with departments that have transitioned AUR courses into Tier 2 of the LEP. These side letters would allow flexibility during the transition period so that students can take such courses without the Tier 1 prerequisites specified in the LEP document for a period of two years (until Spring 2013). This is done with the understanding that the department will be working on course revisions so that by the end of the two-year period, either a new course will be proposed that will serve as the major requirement or a new course will be proposed to replace the AUR course as the Tier 2 LEP course.
  3. **Discussion:**
    - 1) Issue with students not graduating in four years
    - 2) Scheduling is working for freshman with additional freshman-only designated sections of courses, like MAT 107 and CHE 120.
  4. Question called (E. Keenan) with second (C. Simoneau) and **motion approved unanimously.**
- ii. Minutes 3/30 and 4/6 received

## V. Old Business

- a. Todd Rofuth, Senate Technology Committee Chair, met with UCF to discuss technology issues.
  - i. We received a note from Wendy Cheng regarding upcoming improvements.
    1. Email space will be enhanced.
    2. IT Office is understaffed.
    3. Full-time faculty not allowed to forward email to an external source.
    4. Education is our primary function so we need technology to make education possible.
    5. Arguing for higher quality replacement computers to be able to teach effectively or permit faculty to purchase their own systems to meet their teaching needs. Todd believes we’ll be transitioning back to desktops when we see virtual desktops in the classrooms.
    6. SCSU receiving proposals for a new course management system to replace VISTA. The replacement will be rolled out spring 2012 or fall 2012.
    7. Communication with Library Services and students regarding library technology is not occurring. Process to print and default settings not clear to students, which results in students’ frustration.
    8. There are printing issues in the computer labs, too. Students are not receiving assistance in a customer-friendly manner.
    9. Potential threat to the system as faculty need to go outside of the university to find technology to meet their pedagogy.
    10. Policy changes are needed and recognition that current policies are inconsistently implemented across faculty.
    11. IT staff appealing to faculty to “buttress their petitions for change” due to a lack of responsiveness to staff requests. Example, two-week advanced notice requirement, which is unrealistic for most faculty to meet their teaching responsibilities.
  - ii. UCF needs to create a plan to address these and other changes.

## VI. New Business

- a. Petition calling for referendum to recall LEP implementation. Special meeting next Wednesday to see if the Senate needs to take action.

- b. LEP petition: Faculty Senate – Request for a faculty referendum on the LEP – *We the undersigned faculty believe that the current proposed LEP is not in the spirit of the original approved program change for the All University Requirements at SCSU. Specifically, we have concerns about the impact on our students in regards to their academic pursuits. The current LEP proposal will adversely impact a) transfer students in their ability to transfer seamlessly as required by State of Connecticut law, b) enrolled students in their ability to complete major requirements within a reasonable period of time to graduate, and c) given current economic restraints impede the University from offering enough and timely courses to fulfill the new requirements. We, the undersigned faculty of SCSU, respectfully petition for a new referendum on stopping the current plan of implementation of the LEP into the undergraduate curriculum effective immediately.*
- c. Mike asked UCF members to consider that most LEP issues are being addressed by LEPC, but graduation timelines and increased caps on W and other courses are not LEPC issues.

Meeting adjourned at 10:51 a.m.

These minutes are respectfully submitted by Michele Vancour.

NPIC met electronically this week.

Present: G. Adams (Chair), G. Cochenet 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>
RUS 398	Advanced Russian	Fall 2011	0
COM 298	Experimental Video Production	Fall 2011	1

**Description of logged courses with full titles**

COM 298 – Experimental Video Production

The course explores video as an experimental art form, integrating theory and practice. Through screenings and discussions students will study the history of the medium while working on individual, short-form production projects.

RUS 298 – Advanced Russian

Students will continue speaking, reading, and writing at a more advanced level. The subjects of study will be advanced topics in grammar and professional Russian, targeted toward learning vocabulary and grammatical structures in areas of professional interest. Materials included in the course include literary, scholarly, and journalistic texts, films, and television.

Meeting adjourned on Friday, April 29.

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum  
Notification Management Committee Minutes  
April 28, 2011**

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

Absent: Scott Creamer, Sean Grace, Nuncia Moniello

**Meeting called to order at 9:35am**

**New Course Proposals**

ARB 200 – Arabic III \*\*

**Motion to approve:**

**Motion: L. Bower; M. Das**

**Motion passed: 9-0-1**

COM 274 – Experimental Media Production

**Motion to approve: TABLED**

**Motion:**

**Motion passed:**

PSC 210 – American Political Experience \*\*

**Motion to approve:**

**Motion: C. Hannah; S. Kopaczewski**

**Motion passed: 9-0-1**

PSC 230 – War \*\*

**Motion to approve:**

**Motion: K. Barnett; C. Hannah**

**Motion passed: 9-0-1**

**Revised Course Proposals**

CSC 101 – Introduction to Computers and Applications \*\*

**Motion to approve:**

**Motion: K. Laing; K. Barnett**

**Motion passed: 11-0-0**

REC 301 – Internship I

REC 390 – Grant Writing

REC 401 – Practicum II

**Motion to approve:**

**Motion: M. Das; C. Hannah**

**Motion passed: 10-0-1**

PHY 231 – Physics for Scientists & Engineers II

PHY 309 – Modern Physics

**Motion to approve:**

**Motion: S. Kopaczewski; J. Rumrill**

**Motion passed: 10-0-1**

SWK 200 – Introduction to Social Work

**Motion to approve:**

**Motion: C. Hannah; M. Das**

**Motion passed: 9-0-1**

PCH 440 – Food Hygiene

PCH 441 – Water Supply and Waste-Water Treatment

PCH 446 – Environmental Hazards

**Motion to approve:**

**Motion: S. Kopaczewski; C. Hannah**

**Motion passed: 9-0-1**

### **Revised Program Proposals**

BS ; Athletic Training

**Motion to approve:**

**Motion: S. Kopaczewski; S. Latorre**

**Motion passed: 9-0-1**

BS; Business Administration/Concentration: Business Economics

**Motion to approve:**

**Motion: L. Bower; S. Latorre**

**Motion passed: 10-0-1**

BS; Public Health

**Motion to approve:**

**Motion: S. Kopaczewski; M. Das**

**Motion passed: 9-0-1**

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

ARB 200 – Arabic III \*\*

CSC 101 – Introduction to Computers and Applications \*\*

PSC 210 – American Political Experience \*\*

PSC 230 – War \*\*

### **Proposals Tabled**

COM 274 – Experimental Media Production

**Meeting adjourned at 10:40am**

PRAC minutes for April 28, 2011

Attendance: Sue Clerc, Marybeth Fede, Susan Felsenfeld, Patricia Kahlbaugh, and Tom Radice,

Not Present: Karen Cummings, Charlie Dellinger-Pater, Tricia Lin, and Scott Graves

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

PRAC reviewed the expedited program review submitted by Public Health. Public Health submitted materials to CEPH (the Council on Education for Public Health) in 2009 and the Board of Councilors of CEPH acted to accredit the Public Health Program at SCSU for a seven-year term. The Public Health program submits annual reports to that agency and has been seen as acting in compliance with various recommendations made by CEPH (e.g., deleting references to undergraduate and graduate generalist programs from all publications).

PRAC met with Dr. Michele Vancour April 14<sup>th</sup> for a preliminary meeting about their scheduled expedited review. Dr. Vancour completed the PRAC cover sheet for expedited reviews, which refers PRAC members to the document submitted to CEPH for information conforming to Southern's academic program review. In addition, Public Health provided an overview of the strengths and weaknesses of their program according to standard 16 of Southern's academic program review .

PRAC voted unanimously to grant Public Health **Continuing Approval**. We ask that UCF accept PRAC's recommendation regarding continuing approval for the Public Health program.

Remaining business for PRAC is 1) to review Economics and Finance (BS) revisions, 2) amend the PRAC checklist (now posted on the UCF website) with respect to the wording in standard 10 and 11, and 3) revisit the expedited review checklist with the possibility of adding standard 16 and standard 17 as required entries.

Meeting was adjourned at 10:50.

Minutes respectfully submitted by Patricia Kahlbaugh

University-Wide Impact Committee  
Minutes 4/28/11

**Present**

J.W.A. Fullmer, K. Gatzke, B. Glynn, L. Lancor, A. Marsoobian, J. Mills, B. Nakamura, W. O'Brien, M. Shea

**Absent**

P. Beals, C. Klatt, N. Henderson, E. Keenan, J. O'Hara, J. Irving, H. Lockwood, M. McClain, J. Mielczarski, T. Regan, A. Reynaga, J. Tait, W. Yu.

Special Guests: Imad Antonios from Computer 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**

**LEP Course Proposals**

CSC 104 (T1 TF) Web Technology

Motion to approve with minor revision:

Motion passed: 7-0-1.

ESC 201 (T2 NW II) Historical Geology

Motion to approve:

Motion passed: 8-0-0

PCH 201 (T2 MB) Wellness

Motion to approve: **TABLED**

**IV. Adjournment**

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

Writing Across the Curriculum Committee

April 28, 2011

Meeting Minutes

Present: K. Lacey (Chair), S. Ellis (ex-officio), K. Burke, D. Smith, D. S. Corbett (ex-officio), E. Schmitt, D. Petroski, M. Hartog (Guest), T. Ferrucci (ex-officio)

Electronic Votes; K. Marsland

1. Call to order
2. WACC has drafted a resolution to keep Writing Intensive course caps at 20. Discussion of the purpose of resolution and data that support returning the cap to 20. Motion to UCF to submit the resolution as stated below to Dr. Williams will be made to UCF at the May 5<sup>th</sup> meeting.

Resolution from WACC Regarding Maintaining W-Writing Intensive Course Caps at a Maximum of 20:

Whereas this number is derived from extensive research and statements of standards by the primary national organizations responsible for teaching writing,

Whereas in their "Statement of Principles and Standards for the Postsecondary Teaching of Writing," both the Conference on College Composition and Communication and National Council on the Teaching of English assert that "[n]o more than 20 students should be permitted in any writing class. Ideally, classes should be limited to 15",

Whereas these standards are also affirmed and reinforced by the Association of Departments of English and the American Association of University Professors,

Whereas the Writing Across the Curriculum Committee supports these standards, all of which are based upon the extensive research on effective writing instruction,

Be it resolved that the university follow these guidelines and maintain caps for all writing-intensive courses at no more than 20 students.

3. Proposals

Course: THR 415 Dramatic Criticism

Faculty: K. Monroe

Recommendation: Approve

Vote: 6-0-0

4. Old Business: Updated information on W-Contest Winners

<b>Student Winner</b>	<b>Instructor</b>	<b>course</b>
Boucher, Nicole	C. M. Thompson	HIS 320-01W
Golden, Ashley	V. Breslin	ENC 491-02W
Knight, Kendra	S. Jackson	SOC 316W
Nocera, Josh	S. Ellis	ENG 361-01W
Sorenson, Mary	P. Petrie	ENG 362-01W
Takores, Erin	N. Marano	EDU 307-02W

5. Adjournment 10:50 a.m.

Respectfully Submitted,  
K. Lacey/WACC Chairperson

Motion to UCF to approve the following writing intensive sections:

Course: THR 415 Dramatic Criticism

Faculty: K. Monroe

Recommendation: Approve

Vote: 6-0-0

# Liberal Education Program Committee

## Approved Minutes

### Wednesday, April 13, 2011

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

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

1. Call to Order
  - Meeting convened at 1:21 p.m.
  
2. Chairperson/Director Update
  - Change in LEPC meeting location for next 2 weeks:
    - April 20th in MAT Conference Room (Room EN-D 122)
    - April 27th in MAT Conference Room (Room EN-D 122)
  - Update on LEP Advisement Guide (N. Henderson)  
Modifications to the language describing the Tier 3 course were discussed and incorporated into the guide.
  - Advisement Workshops for Faculty & Staff will be scheduled starting next week. P. Beals, N. Henderson, and L. Lancor gave an LEP advising presentation to Academic Advisement and some staff from the Registrar's office and good feedback was received. This presentation will be modified and incorporated into a workshop for faculty and staff advisors. The Academic Deans should be invited to the LEPC so that we can answer their questions about the program and to present the advisement workshop to them.
  
3. Approval of minutes of previous meeting (6-Apr)
  - Under item 4, the language that was voted on by the committee was originally titled "Recommendation to UCF"; this was corrected to read "Motion".
  - The minutes were approved as amended (6-0-3).
  
4. Business
  - What happens if a student doesn't pass CT or INQ?  
The LEP document indicates that CT and INQ requirements must be met before taking Tier 2. Based upon the following discussion, the LEPC is not recommending any change to this requirement.

Discussion of the INQ prerequisite: 8% of students get a D, F, or W in INQ 101. Non-traditional students get a waiver from taking INQ. INQ is a prerequisite for ENG 112, which is a co-requisite for Tier 2, making INQ essentially a prerequisite for Tier 2, except for the 10% of students that place directly into ENG 112.

Discussion of the CT prerequisite: If a student fails CT and passes everything else, there generally are still 5 courses for them to take in the second semester of the freshman year (assuming that there are enough WLL sections available for freshmen). Pedagogically speaking, it is better for students to pass CT before going on. Students can always appeal to the LEP Director in extenuating circumstances. Some students that are struggling in the freshman year might need to be advised to go slower and take only 12 credits instead of 15. INQ professors also serve as advisors for students, so the students will be discussing their options with a faculty advisor throughout the first semester.

Recommendation: We should make sure that INQ and CT instructors are *entering*, not just *giving*, a midterm grade so that other offices on campus can catch at-risk students mid-semester and try some interventions.

- UWIC has requested a guiding document for course proposers including:
  - A statement that the Key Elements must be identified in a submitted course outline. UWIC has been seeing some proposals for Tier 2 courses that do not have the key elements in the course outlines. UWIC wants us to produce a document that guides faculty as to how to integrate the key elements into their course outlines.
  - Clarification on what constitutes the Intellectual Foundations requirement for Tier 2 courses. Originally, this was a requirement that was modeled after a “Great Books” course and was embedded into the Tier 2 courses in order to avoid adding an extra course requirement to the LEP. Some questions raised include the following: How do we define “influential primary expository text”? (p. 51, 53 in the LEP document.) Do we interpret this text as being “foundational” in the sense of being a document upon which a field was built? In some disciplines, this is clear. However, some departments feel that it would not be responsible to have students read old, outdated texts in the subject area. Some committee members feel that the text could be used as a starting point for a discussion about how the field has changed in response to “outdated” ideas.  
P. Beals, A. Marsoobian and M. Shea were asked to draft a paragraph describing this requirement, as it was originally intended, for the LEPC to consider at its next meeting.

5. Adjournment: The meeting adjourned at 2:41 p.m.

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

# Liberal Education Program Committee

## Approved Minutes

### Wednesday, April 20, 2011

**Members present:** L. Lancor (Chair), T. Bennett, J. DaPonte, J. Fields, N. Henderson, E. Okobi, W. Yu

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

6. Call to Order

- Meeting convened at 1:19 p.m.

7. Chairperson/Director Update

- Change in LEPC meeting location for next week:
  - April 27th in MAT Conference Room (Room EN-D 122)
- LEPC elections for next year. L. Lancor will communicate the following information to the Senate Elections Committee. The meeting time will be Wednesdays from 3:15-5:00 each week. The current status of the elected members is as follows:
  - 1-year remaining:
    1. John DaPonte (Computer Science—At-large member)
    2. Joseph Fields (Mathematics—representing the School of Arts and Sciences)
    3. Armen Marsoobian (Philosophy—At-large members)
  - 2-years remaining:
    1. Richard Kustin (Marketing—representing the School of Business)
    2. Elsie Okobi (ILS—representing the School of Education)
    3. Deborah Weiss (CMD—representing the School of Health and Human Services)
  - 3-year terms (to be elected this spring): All three positions are for at-large members, excluding faculty from the six departments listed above (since no more than one faculty member from a given department may serve on the LEPC).
- LEP Advisement Workshops for Faculty & Staff
  - Monday, April 25, 1-2pm EN A120
  - Tuesday, April 26, 11-12pm, EN C112
  - Friday, April 29, 1-2pm, EN A 120
- Get the word out: faculty should refer all transfer students with 30 credits or less to Academic Advisement, who will then determine if LEP or AUR is best for the student.

8. Approval of minutes of previous meeting (13-Apr)

The minutes were approved with minor revisions (7-0-0).

9. Business

- State of the LEP Repeal Petition
  - A petition requesting that the Senate conduct a referendum on stopping the current implementation of the LEP has been signed by more than 40 faculty and was sent to Susan Cusato, President of the Senate. Discussion ensued about how we should respond. The administration has been asked to release a unified statement on their position. The Senate will discuss the issue at a special meeting to be held on Wednesday, 4/27. L. Lancor will contact S. Cusato to see whether it would be helpful for the LEPC members to attend the meeting and address the concerns raised in the petition.
- Transfer Students:
  - Students that transfer to SCSU with an associates degree from a community college will get transfer credit on a course-by-course basis, as was done under the AUR system.

- The LEPC may need to consider a policy that for the transition period that if transfer students have an equivalent course to the courses listed in the grid as CT, then they have satisfied that requirement. Eventually, someone will have to review these courses and create a transfer grid for CT. This item will be put on a future agenda.

10. Adjournment: The meeting adjourned at 2:50 p.m.

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