

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Sept. 1, 2011

- I. Call to order
- II. Introduction of new members and alternates
- III. Announcements
- IV. Approval of UCF minutes of May 19, 2011
- V. Introduction of Standing committees
 - a. NPIC – New Programs and Innovations Committee
 - b. NMC – Notifications Management Committee
 - c. WACC – Writing Across the Curriculum Committee
 - d. PRAC – Program Review and Assessment Committee
 - e. UWIC – University Wide Impact Committee
 - f. LEPC – Liberal Education Committee
- VI. Selection of Standing committees by representatives and alternates
- VII. New Business
 - a. Set the agenda for the Fall 2011 semester.
- VIII. Adjournment

Undergraduate Curriculum Forum

Minutes

Adanti Student Center, Room 301A
Thursday May 19, 2011

Present: M. Hartog, K. McGill, M. Das, G. Kowalczyk, S. Felsenfeld, M. Bay, L. Lancor, L. Bower, M. Diamantis, M. McClain, M. Fede, C. Hannah, B. Nakamura, C. Simoneau, C. Dellinger-Pate, K. Gatzke, H. Lockwood, K. Cummings, P. Kahlbaugh, D. Smith, G. Adams, E. Keenan, S. Latorre, T. Lin, J. Mielczarski, K. Barnett, K. Burke, G. Cochenet, M. Shea, P. Beals, L. Lancor, S. Clerc, K. Laing, S. Keller, J. Mills,

Guest: A. Marsoobian

Absent: M. Narumanchi, B. Phelan, K. McNamara, S. Grubacic, J. Fullmer, E. West, J. Liu, J. Hong, E. Kramer, R. Kustin, J. Irving, J. Strawn, M. Vancour, J. O'hara, J. Tait, . Abdulaziz, W. Elwood, S. Graves, B. Glynn, D. Bentley-Drobish

- I. The meeting was called to order at 8:55am.
- II. Announcements – No Announcements
- III. Approval of UCF minutes of May 5, 2011
Minutes approved unanimously with attendance edits necessary
- IV. Standing Committee Reports
 - a. NPIC
 - i. Discussion of 5/12 meeting minutes
 1. Notification of 2 Special Topic Sections
 - a. IDS 298 PAcE Scholar's Seminar Fall 2011
 - b. IDS 298 PAcE Scholar's Seminar
 - ii. Minutes of 5/12 received
 - b. NMC
 - i. C. Simoneau thanked committee for their hard work and gave special thanks to those committee members who will be leaving NMC: Julie Rumrill (Earth Science), Shana Kopaczewski (Communications), and Karen Barnett (UCF At-Large, Nursing).
 - ii. Committee met twice to finish up courses for the semester.
 - iii. Discussion of May 5th Meeting:
Motion to accept the following new/revised courses proposals:
New Course Proposals
 1. REC 357 – Legal Issues in Recreation and SportsRevised Course Proposals
 2. ANT 201 – The Global Community **
 3. ANT 321 – Indians of North America **

4. ENG 119 – ELL College Composition
5. ENG 201 – Introduction to Creative Writing
6. HIS 353 – Roots of Modern America, 1828-1865
7. REC 210 – Methods and Materials
8. REC 241 – Introduction to Outdoor Recreation
(*Proposals submitted to UWIC for LEP approval)

Proposals Tabled-for clarification

9. ENG 428 – Victorian Novel ILS Major IS Minor

Motion approved unanimously

Minutes of 5/5 received

iv. Discussion of May 17th Meeting:

Motion to accept the following new courses/revised programs:

New Course Proposals

1. SOC 267 – Sociology of Sports
2. COM 274 – Experimental Media Production

Revised Program Proposals

- a. BS; Recreation and Leisure Studies/Concentration: Sports Management
- b. BS; Recreation and Leisure Studies/Concentration: Community Recreation and Youth Development

Discussion: NMC approved SOC267 before receiving a memo from EXS that they have concerns about the course. This has caused some problems. C. Simoneau recommends that UCF address the process related to departmental notifications. There have been several instances where NMC has not received notifications from departments that have concerns about certain course proposals. Other issues to consider: what happens if a department is notified and doesn't respond? What if a department is notified and objects to the course proposal? Such a situation occurred with SOC267.

Based on the concerns expressed, including the information that SOC267 did not go thru their DCC, there was a motion to table the course. SOC267 was tabled based on vote (12-11-2).

Motion approved unanimously to approve all other courses approved by NMC.

Minutes of 5/17 received

c. PRAC

- i. Economics and Finance in BS received “Continuing Approval with Reservation”
 - ii. Minutes of 5/12 received
 - iii. Announcement: Sue Clerc will be chairing PRAC next year
 - iv. P. Kahlbaugh received accolades for her hard work chairing PRAC.
- d. UWIC
 - i. Motion to accept the following revised LEP course proposals:
 - 1. CSC 101 (T1 TF) Introduction to Computers and Applications
 - 2. PSC 210 (T2 AE) American Political Experience, Motion to approve w/minor revisions
 - 3. PSC 230 (T2 GA) War Motion to approve Motion passed w/minor revisions
 - ii. Minutes of 5/12 received and approved (1 abstention)
- e. WACC
 - i. MO to accept two new W-courses: MAT 298, ART 309
 - ii. Minutes of 5/12 received and approved unanimously
- f. LEPC
 - i. Discussed minutes from 4/27 and 5/4
 - ii. L. Lancor reported that most of the LEPC business focused on the referendum. Included in minutes was discussion of the six issues generated by the special meeting with concerned parties about referendum and the provost. At May 11 meeting LEPC responded to each of the points. Minutes were received for all meetings.
 - iii. M. Shea raised concerns about some of the petitioners being invited to attend a special meeting with the Provost and that LEPC membership was not included in the invitation. He pointed out there are proper curricular channels and elected representation to serve the university community.
 - iv. P. Kahlbaugh pointed out that the petitioners/referendum supporters were invited to the meeting with the Provost by Faculty Senate President, S. Cusato and they had no idea who would be at the meeting.
 - v. M. Hartog responded that the UCF must develop a policy/procedure for campus constituencies who have issues related to LEP. There must be a mechanism for concerns to be brought forward. This will be an item to be discussed next semester.
 - vi. P. Beals clarified that the LEP Director works during the summer and LEPC members do not.

V. New Business

- a. Election of UCF Chairperson:

Marty Hartog was unanimously re-elected to a new term of office. Many thanks were offered to Marty for a dedicated job this year, especially regarding the LEP. Motion made, seconded and unanimously approved.

b. U.S. Department of Education's Federal regulations requirements;

M. Hartog introduced the Steering Committee's suggested motion related to the U.S. Department of Education's federal regulations requirement that takes effect July 1, 2011 regarding credit hours and clock hours required for a course.

Discussion ensued. A suggestion was made to include the definition for 1-credit hour as defined in the federal document. Additional discussion ensued which included: the ramifications of the requirement on students, the exclusion of online and hybrid courses (which are not addressed in wording), the unenforceability of the policy, and the concern that adopting such a policy may be hasty.

M. Shea indicated that the policy is for for-profit institutions and it supports us. Some questions arose about the ramifications of not adopting the federal policy. K. McGill said clearly that none existed according to the memo from Secretary of the U.S. Department of Education. Other UCF members have had a related statement in their syllabi for decades and quote the university catalog policy and received no push back from students.

Motion: The federal regulation taking effect on July 1, 2011 states the following about the amount of hours dedicated to work in a course:

Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

UCF recommends that all syllabi include a statement that reflects these guidelines.

Motion passed, no opposition, 3 abstain.

c. Motions related to LEP

In a response to S. Williams request that LEPC review the 6 issues raised at the May 3rd meeting (see LEPC minutes of May 4th), the LEPC has brought forth two motions requiring UCF approval:

Issue #1: *Allow students to take one Tier 2 course in their first semester.*

Motion: During the transition period, students may take one Tier 2 course during the first semester.

Motion approved, 2 opposed, 3 abstain

Issue #5: *Allow students to take two courses in Tier 2 within the same discipline.*

Motion: During the transition period, students shall be allowed to choose one department from which they choose two Tier 2 courses. Beyond the transition period, the UCF and LEPC will need to decide whether this constitutes a substantive change to the LEP document.

Questions were raised about the need or motivation for this proposal, and if it creates issues for Banner implementation. K. Laing responded and said that curricular issue should not be based on what Banner can and can't do but that this motion does create a potential for mis-advisement to students.

Some members expressed concern that by allowing this motion, students can purposely avoid certain disciplines.

L. Lancor commented that the LEPC supports this motion (during the transition period) because until there are enough courses to populate the LEP grid, it may be difficult for students to find courses in Tier 2 with such restrictions in place.

Motion to approve fails: 15-10. Issue will be sent back to LEPC.

Special thanks was made to Sophia Myers.

Meeting adjourned at 10:10 am.

These minutes are respectfully submitted by Lisa Lancor.