

Undergraduate Curriculum Forum

AGENDA

Adanti Student Center, Room 301A

Thursday, Sept. 16, 2009

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of May 20, 2010 and Sept. 2, 2010
- IV. Standing committees Reports
 - a. NPIC
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
 - f. LEPC
- V. New Business
 - a. Open discussion of new business issues that need to be addressed by UCF.

Undergraduate Curriculum Forum

Minutes

Adanti Student Center, Room 301A

Thursday, May 20, 2010

Present: D. Weiss, K. McGill, B. Phelan, R. Vaters-Carr, M. Das, L. Carlson, R. Glinka, I. Antonios, M. Generali, S. Grubacic, L. Bower, M. McClain, J. Fullmer, D. Marino, B. Nakumara, C. Simoneau, J. Hong, M. Hartog, C. Dellinger-Pate, J. Strawn, R. Cain, K. Gatzke, K. Marsland, J. Tait, G. Adams, E. Keenan, S. Latorre, E. Larkin, T. Lin, J. Mielczarski, G. Cochenet, S. Graves, M. Shea, S. Clerc, N. Moniello, D. Bentley-Drobish, N. Cassidy, K. Rondinone

Absent: M. Narumanchi, S. Felsenfeld, E. West, G. Bogel, G. Brady, R. Kustin, J. Irving, K. Cummings, J. O'hara, D. Smith, J. Tait, M. Kiarie, W. Elwood, K. Barnett, A. Marsoobian, P. Beals, B. Kalk

- I. The meeting was called to order at 9:35am.
- II. Announcements
 - The UCF would like to thank D. Weiss for an outstanding job as chair of UCF and the body thanks her for all of her work.
 - T. Lin and S. Graves announced the screening of the film 'Baracka' Thursday June 17th in EN A-120 from 2:04pm.
 - The quorum was reached at 9:55am.
- III. Approval of UCF minutes of April 15, 2010 and April 29, 2010
 - All approved minutes for May 13th
- IV. Standing committee reports (minutes and committee motions)
 - One committee met since the previous UCF meeting.
 - a. NPIC
 - **Motion:**
NPIC moved that UCF approve the new minor in Film Studies.
 - The motion was unanimously approved.
 - b. NMC
 - c. PRAC
 - d. UWIC
 - e. WACC
- V. Old Business – UCF Constitution
 - **Motion:** C. Simoneau made a motion to approve the UCF constitution with its revisions. P. Kahlbaugh seconded the motion.
 - The motion was unanimously approved.
- VI. New Business – Flow of Proposals
 - Discussion ensued about the flow of proposals paperwork. Details included a clarification of 'pocket approval,' and how to address W-courses that are part of the LEP.
 - **Motion:** to approve the Flow of Proposals.
 - K. Marsland made the motion. D. Carroll seconded the motion.
 - The motion was unanimously approved.
- VII. Adjournment – the meeting was adjourned at 10:50am.

These minutes are respectfully submitted by Kathleen Rondinone

Undergraduate Curriculum Forum

Minutes

Adanti Student Center, Room 301A

Thursday, Sept. 2, 2010

Present: M. Hartog, K. McGill, M. Das, G. Kowalczyk, S. Felsenfeld, D. Weiss (Ex-Officio), S. Kopaczewski, M. Bay, S. Grubacic, N. Marano, L. Bower, M. McClain, M. Fede, C. Hannah, E. West, B. Nakamura, T. Radice, C. Simoneau, J. Hong, C. Dellinger-Pate, R. Kustin, J. Irving, J. Strawn, M. Vancour, H. Lockwood, K. Cummings, S. Creamer, K. Marsland, P. Kahlbaugh, D. Smith, G. Adams, S. Latorre, E. Larkin, J. McGinn, K. Barnett, G. Cochenet, S. Graves, A. Marsoobian, M. Shea, P. Beals, L. Lancor, S. Clerc, D. Bentley-Drobish, Chuck Klatt

Absent: M. Narumanchi, B. Phelan, I. Antonios, L. Foss, J. Fullmer, G. Bogel, G. Brady, J. Tait, M. Kiarie, E. Keenan, W. Elwood, J. Mielczarski, K. Laing,

The meeting was called to order at 9:35 am.

II. M. Hartog welcomed back all members for the new academic year and asked new members and alternates to introduce themselves, including the department they represent.

III. Announcements

- M. Hartog announced that a new secretary was needed to replace Kath Rondinone whose term as an at-large member had expired. He thanked Kath for a job well done.
- M. Shea announced that AAUP will host an open meeting Tuesday, 1/7/10, from 11:30 am – 1:00 pm in the Adanti Student Center Theater

IV. The minutes for the 5/20/10 meeting were reviewed for content and will be submitted for approval at the next meeting when attendance to the meeting is recorded.

V. Introduction of standing committees

Chairs of the standing committees presented the work their committees do in order to inform new and old representatives the nature of the committee's work.

- 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.

The standing committees selected the following chairs:

- a. NPIC – Gregory Adams, Sociology
- b. NMC – Co-Chairs: Cindy Simoneau, Journalism and Karen Barnett, Nursing
- c. UWIC – Mike Shea, English
- d. PRAC – Patty Kahlbaugh, Psychology

Michele Vancour, Public Health, volunteered to be the UCF Secretary

VII. New Business

Polly Beals, LEP Director, presented the Fall 2010 timeline for approval of LEP courses. This will enable students to register for Tier 1 courses taken in the Fall 2011 semester.

- i. School Curriculum committees will meet and forward proposed courses, especially those courses satisfying the Tier 1 Critical Thinking (CT) and Technological Fluency (TF), to the UCF no later than October 1, 2010.
- ii. NMC and UWIC will act jointly to simultaneously consider and approve new CT and TF courses. They will forward their results to the UCF general meeting no later than November 1, 2010.
- iii. UCF shall approve CT and TL courses recommended by NMC and UWIC no later than November 15, 2010.
- iv. Associate Vice President Kennedy will approve UCF-recommended CT and TF courses no later than December 1, 2010.

VIII. The meeting adjourned at 10:50 am.

These minutes are respectfully submitted by M. Hartog.

New Programs and Innovations Committee Minutes September 9, 2010

Called to order at 9:40am

Present: G. Adams (Chair), M. Bay, G. Cochenet, J. Hong, G. Kowalczyk

I. New Business

A. Notification of 10 special topic sections were presented and logged.

<u>Course #</u>	<u>Course Title</u>	<u>Semester</u>	<u>Times taught</u>
COM 498	Com in Event Planning	Spring 2011	2
ENG 398	Exploring Young Adult Lit	Spring 2011	0
ENG 298	Lyrics as Literature	Spring 2011	0
HIS 298	Ancient Military History	Spring 2011	0
MDS 298	Contemporary Media Debates	Spring 2011	1
NUR 498	Palliative & End of Life Care	Spring 2011	0
PHI 398	Ethical Individualism	Spring 2011	1
SWK 398	Child Welfare Practice	Spring 2011	0
SWK 398	Mental Health and Addictions	Spring 2011	0
SWK 398	Social Work with Elders	Spring 2011	0

Description of logged courses

COM 498 – Communication Processes in Event Planning

Examination and application of communication, management, and leadership skills needed through all phases of the event planning process, from conception through evaluation. Emphasis on creating, organizing, promoting, implementing, and evaluating an actual event. Requires participation in event activities outside of class.

ENG 298 – Lyrics as Literature: Folk Singer-Songwriter Traditions

Working within the closely related genres of folk, folk-rock, and the singer-songwriter movement, this course will investigate the song as a musical and literary art form. Course content will include a study of the poetic elements of lyrics, song structure, musical elements, and how songwriters use these tools for artistic effect. The course will also consider influential artists, their inspirations and work, and the historical and social contexts that led to these musical movements.

ENG 398 – Exploring Young Adult Literature

This special topics course will examine young adult literature (YAL) as a genre that resists easy definition but that requires special scrutiny in the changing atmosphere of literacy in our times. This course will involve extensive reading of YAL, including both common class texts and student selected texts, in order to establish understanding of generic characteristics, common archetypes and themes, rhetorical elements, and varying acceptance of YAL.

HIS 298 – Ancient Military History

Survey of the history of warfare in the Mediterranean from Sumer 3100 BCE to fourth century CE Rome. Emphasis will be on warfare and society, the development of military technology, battlefield dynamics, and the impact of war as a catalyst of social and political change.

MDS 298 – Contemporary Media Debates

This course will explore contemporary media debates that affect media consumers, media educators, media producers, media organizations and media policy makers.

NUR 498 – Adv Special Topics in Health Care: Palliative and End-of-Life Care Colloquium

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.

PHI 398 – Ethical Individualism

Individualism is explored through the reading and discussion of proponents and critics. Proponents include classics from Aristotle, Emerson, Nietzsche, and Mill, and contemporary works from Rand, Norton, and Williams. Critics include Plato, Hegel, Marx, Dewey, and Taylor.

SWK 398 – Children and Families in Child Welfare: A practice Perspective

Social workers directly and/or indirectly work to strengthen families and also work with a variety of children and families in crises, dysfunctions and problems. This course helps students gain an understanding of basic child welfare policies, for an historical, theoretical and practice perspective. Special emphasis is given to the influence of poverty and racism on the effectiveness of service delivery.

SWK 398 – Community Mental Health and Substance Abuse

This course will explore innovative community care approaches as well as emerging trends for working with persons with severe and prolonged mental disorder and substance abuse/addictions in the field of community mental health. This course will emphasize social work intervention using psychosocial rehabilitation community mental health. This course will emphasize social work intervention using psychosocial rehabilitation approaches for individuals and families seeking services from public mental health agencies, emphasizing evidence-based best practices, and client centered, recovery oriented approaches.

SWK 398 – Gerontological Social Work Practice with Elders and Families

This course provides a foundation for gerontological social work practice. This course will provide students with a theoretical understanding of growing older, including concepts related to social theories of aging, the biological and physiological context of aging, health status, social context of aging, including family and social supports, racial/ethnic aging and social context of aging, including social and health care policies. Specific skills of intervention with elders will be reviewed.

B. NPIC discussed its strategy for formalizing the procedure for proposing new minors and for publishing instructions for new minor proposals.

II. Old Business

None

Meeting adjourned at 10:50am.

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum
Notification Management Committee Minutes
September 10, 2010**

In attendance: Cindy Simoneau (Co-chair), Karen Barnett (Co-chair), Laura Bower, Scott Creamer, Margaret Das, Sean Grace, Corey Hannah, Shana Kopaczewski, Kim Laing, Erin Larkin, Sobeira Latorre, Nuncia Moniello, Sophia Myers (UCF Secretary).

Guest: Gayle Bessenoff (A&S SCC), Marty Hartog (UCF Chair)

Meeting called to order at 9:40 a.m.

Discussion:

School Curriculum Committee (SCC) Chairs were invited and Gayle Bessenoff of A&S attended. A discussion of SCC process of proposals ensued

LEP process of proposals reviewed and ideas of how to streamline proposals discussed including planned joint meetings with UWIC.

Marty also discussed status of posting all proposals online.

Meeting adjourned at 10:50 a.m.

WAC Committee Meeting September 9, 2010

Attending: K. Lacey (Chair), S. Ellis (ex-officio), D. Petroski, A. Eich-Krohmer, T. Ferrucci (ex-officio), D. Smith, S. Corbett (ex-officio)

Electronic proposal recommendations: K. Marsland, N. Marano

Up-Date and Welcome from new chair K. Lacey:

- 1) N. Marano cannot make the meetings this semester, committee agreed that she can send her recommendations via email
- 2) We have one new member Karen Burke from the Media Studies Department
- 3) WAC has to call for a special election this fall two fill two more seats on the committee: one at large and one from the school of business
- 4) Problem: the bylaws do not state what to do when no one volunteers to join the committee, options:
 - a. Appointments by the Dean?
 - b. UCF members?
 - c. Will be thought about and discussed further
- 5) Assessment Grant submitted by D. Carroll was approved and will move forward with implementing the project. All WAC members have to complete the IRB Tutorial
- 6) Undergraduate Student Writing Fellows Program was submitted, S. Ellis will contact D. Carroll for an up-date
- 7) Discussion about W-Courses and the implementation of W-courses in accordance with the new LEP:
 - i. Idea of a three year "re-approval" of faculty teaching W-courses
 - ii. Faculty specific versus Course specific approvals?
 - iii. How can we implement quality control when someone submitted a certain amount of proposals so that these faculty members do not have to submit for new courses?
 - iv. Should we develop "W-fellows" who only submit syllabus of new courses to ensure that they follow the guidelines?
 - v. All actions have to take into consideration that WACC will not be viewed as the "W-police"

Report by Interim Director of WAC – S. Ellis:

- 1) New workshops fall 2010
 - a. D. Carroll organizes first one: How to Develop Short Writing Assignments: 09-29 English Common Room
 - b. Steven Corbett organizes the second one: Tips for Handling the Paper Grading Load, scheduled end of October
 - c. Ideas for last workshop: Panel from faculty teaching W-courses to talk about strategies how to develop
- 2) Scott is re-organizing the WAC office and in the process of hiring a student worker

Report by T. Ferrucci Director of the Writing Center:

- 1) A total of 777 students used the services of the Writing Center out of which 17% took W-courses during the academic year 2009-2010. Tom will keep us updated as the semester moves forward
- 2) Tom is shifting resources to maximize support in the fall and reduce support in the spring as the fall semester is more demanding

Issues Regarding Submitting Proposal Process:

- 1) W-proposal submission electronically? There are problems with the UCF email account and responsibilities of checking it and up-loading to the WAC committee group site so that all members can access them.
- 2) Committee agrees to start to work with electronic copies

Review of Proposals:

Course: PHI 490

Faculty: H. Lockwood

Recommendation: Approve with recommendations

Committee Vote: (6-0-0)

Course: SOC 490

Faculty: D. Emmelman

Recommendation: Approve with clarification

Committee Vote: (6-0-0)

Course: CHE 260

Faculty: A. Coca

Recommendation: Approve pending clarification to K. Lacey by 9/14/2010

Committee Vote: (6-0-0)

Course: ENG 217

Faculty: A. Salerno

Recommendation: Revise and Resubmit

Committee Vote: (6-0-0)

Course: ENG 217 (Comedy) ENG 217 (Religion)

Faculty: S. Reimer

Recommendation: Revise and Resubmit

Committee Vote: (5-0-0)

Course: ENG 217

Faculty: E. Kosta

Recommendation: Revise and Resubmit

Committee Vote: (5-0-0)

Course: ENG 217

Faculty: T. Pepper

Recommendation: Approve pending clarification to K. Lacey by 9/14/2010

Committee Vote: (5-0-0)

Course: PHIL 100

Faculty: Krancberg

Recommendation: Revise and Resubmit

Committee Vote: (5-0-0)

Motion to UCF to approve the following writing intensive sections:

Course: PHI 490

Faculty: H. Lockwood

Course: SOC 490

Faculty: D. Emmelman

Course: ENG 217

Faculty: T. Pepper

Respectfully Submitted,

Astrid Eich-Krohms/WACC Secretary

PRAC minutes for September 9, 2010

Attendance: Susan Clerc, Karen Cummings, Sanja Grubacic, Tom Radice, Charlie Dellinger-Pate, Susan Felsenfeld, Marybeth Fede, Patricia Kahlbaugh

Not Present: Scott Graves, Jane McGinn

The committee met to discuss the revised self-study report submitted by the Political Science department. The self-study report was prepared by the Assessment Coordinator, Dr. John Critzer. This self-study was a revision of standards 1-3 originally reviewed by PRAC at the end of Spring 2009 and the beginning of Fall 2009 semesters. In the Fall 2009 meeting, Political Science was given conditional approval of standards 1-3 and had an additional 11 months to make revisions. At the September 9, 2010 meeting, each member of PRAC reviewed and reported on revised standards 1-3 and after discussion, a recommendation was made that **all three standards had been met**. Dr. John Critzer came to our meeting at 10:30 and PRAC members were able to provide feedback to him as the department moves forward in its self-study process. Some specific recommendations were: to make some edits in the document before it is posted, to be cognizant of the mission when addressing other standards, particularly those dedicated to curriculum and to student involvement, to revisit standard 3 in the coming semesters to see if student outcomes listed and the assessment plan outlined need refining. A suggestion was made that the department meet again with PRAC Fall 2011 to give an informal report on the department's experience as it moves into the assessment phase and to ask for any additional guidance, if necessary.

The marketing department's revised self-study was distributed to PRAC members. We will meet September 23, 2010 to go over the revisions and to meet with representatives from that department.

PRAC members were handed a schedule for PRAC for 2010-2011, and a list of PRAC members.

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: Political Science – School of Arts and Sciences

September 16, 2010

The Political Science Department in the School of Arts and Sciences submitted a revised self-study report to UCF – PRAC on September 1, 2010. The revised self-study covered Standards 1-3 of the Academic Program Review document. PRAC reviewed all submitted materials and met with Dr. John Critzer, the Department's assessment coordinator for discussion of the self-study report on September 9, 2010. Small editorial revisions were agreed upon to be made before the report is posted on the UCF website.

PRAC commends the work done by the Political Science Department and has made the following evaluation of Standards 1-3:

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

Met

The mission of the Political Science department is aligned with the University's mission of excellence, access, diversity, social justice and service for the public good. *"The political science department seeks to have its undergraduate majors become active citizens and professionals by acquiring a sound knowledge of the discipline, developing analytic and problems solving abilities to understand and respond to the rapid economic, political, social and cultural changes occurring at the beginning of a new century"*

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

Met

The Political Science Department identified 4 program goals for students particular to the field of study. Some examples of these are to demonstrate a comprehensive knowledge of the scientific study of politics and to demonstrate a comprehensive knowledge of key statistical tools used in that scientific study.

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

Met

The Political Science Department has articulated a plan for both **direct** and **indirect** methods for assessing student outcomes on the program level. Links between the program goals and student learning outcomes are made. As the department sets this plan into motion, PRAC feels some outcomes and assessments will undergo a natural refinement as challenges are confronted and resolved. Of primary importance to PRAC is that a concrete plan has been articulated and will initiate this process. As a goal, PRAC recommends movement to refinement of learning outcomes and further development of assessment methods. For example, Political Science plans to review student papers for its learning outcome assessments. Perhaps over time, other tools will become apparent, for example, a set of standard questions assessing statistical knowledge and/or core concepts in Political Science.

University-Wide Impact Committee

Minutes 9/9/10

Present

P. Beals, R. Conforti, J. Fullmer, J. Irving, E. Keenan, L. Lancor, H. Lockwood, A. Marsoobian, J. Mielczarski, B. Nakamura, J. O'Hara, M. Shea, J. Strawn, J. Tait, W. Yu.

I. Call to Order

The meeting was called to order at 9:45 am.

II. Old Business

The standing committee reviewed and discussed the BA in Economics program's application letter for UCF representation. The committee agreed that it should be suggested that the letter clarify how shared courses with the ECO course designator between the School of Business degree with an economics concentration is differentiated from those taught in the BA in Economics program, especially when advising students.

The standing committee then voted and passed the BA in Economics program's letter of application for UCF representation with a vote of 11 yeas, 0 nays, 0 abstentions.

III. New Business

Next the standing committee reviewed and discussed the UWIC guidelines with particular attention to how Tier 1 critical thinking courses will be evaluated.

IV. Adjournment

The meeting adjourned at 10:50 am.

Minutes prepared by Byron Nakamura

MINUTES OF THE LIBERAL EDUCATION PROGRAM COMMITTEE

Wednesday, September 1, 2010, 2:30 p.m., EN B121

Members Present: Bennett, DaPonte, Fields, Lancor, Levine, Marsoobian

Ex-officio Members Present: Polly Beals

Visitors: Jim Tait, Mike Shea, Winnie Yu

1. D. Levine made a motion to elect Lisa Lancor as chair of the committee, A. Marsoobian seconded. Motion carried by acclamation.
2. The committee needs a library liaison (ex-officio member). L. Lancor will contact Shirley Cavanagh, the library spokesperson about this issue.
3. We need a temporary replacement for E. Okobi (LEPC representative from the School of Education), who is on sabbatical leave this year. In addition, a special election must be held to fill two positions (representatives from the School of Business and the School of Health and Human Services). M. Hartog (Chair of UCF) will contact the deans of these schools about these positions.

J. Fields moved that we recommend to the UCF that the LEPC will begin operating with the three former members of GETF from last year as voting members of LEPC until such time that vacancies are filled by election (for two of the positions) and a replacement is found for E. Okobi. J. DaPonte seconded, and the motion was approved by unanimous vote (6-0-0).

4. The committee discussed the UWIC guidelines drafted by J. Tait and P. Beals over the summer. The committee felt that after approval by LEPC, these guidelines should first be sent to UWIC for approval, and then UWIC could ask the UCF for approval. The only amendment to the original document was a recommendation to omit items a. and b. under item c) and come back to these ideas when assessment is put in place. These items read:
 - a. Every course must have at least one (preferably more) student work sample to submit for required demonstrations of program-level learning.
 - b. At this stage, courses do not need to incorporate a common assessment toolJ. DaPonte moved that we accept the guidelines as amended, J. Fields seconded, and the five members still present voted in favor (5-0-0).

5. The committee discussed the sunset provision (5-year reapproval process) for LEP courses, also drafted by J. Tait and P. Beals this past summer. After discussion, the amended statement reads as follows:

New and revised LEP courses shall be approved for 5 years and are subject to revalidation through a process to be devised by the LEPC and approved by the UCF.

This provision will be presented to the steering committee of UCF as a recommendation to UWIC. T. Bennett made a motion to accept this as amended, J. DaPonte seconded, and the motion carried (5-0-0). The LEPC will work on the process for revalidating courses this year.

6. The committee discussed whether or not transition (grandfathered) courses should count for the Critical Thinking or Technological Fluency requirement. Some of the

issues discussed include differing enrollment caps for LEP/AUR courses, different purpose and function of LEP/AUR courses, and the possibility of sophomores and juniors in what is intended to be a freshman level course.

The committee also discussed how CT and TF courses should be listed in the course schedule. No decision was reached at this meeting.

The meeting adjourned at 5:30.

Respectfully submitted by T. Bennett. These minutes were approved on 9-8-10.