

# **Undergraduate Curriculum Forum**

## **AGENDA**

Adanti Student Center, Room 301A

Thursday, November 11, 2011

- I. Call to order
- II. Announcements
- III. Approval of UCF minutes of October 13, 2011
- IV. Standing Committee Reports
  - 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
- V. Old Business
  - a. Approval of the PRAC by-laws
- VI. New Business
- VII. Adjournment

**Undergraduate Curriculum Forum**  
**MINUTES**

Adanti Student Center, Room 301A

Thursday, October 27, 2011

Present: M. Hartog, K. McGill, G. Kowalczyk, R. Zipoli, D. Weiss, M. Bay, D. Taylor, L. Bower, J. Fullmer, J. Cooper, C. Hannah, B. Nakamura, T. Radice, C. Simoneau, J. Hong, C. Dellinger-Pate, R. Bassett, M. Davidson, P. Sessler Branden, M. Vancour, S. Bernard, M. Enjalran, J. Tait, G. Adams, E. Keenan, S. Michalek, S. Latorre, J. Mielczarski, S. Graves, S. Clerc, D. Bentley-Drobish, K. Lacey

Absent: M. Narumanchi, B. Phelan, M. Das, L. Lancor, M. Generali, S. Grubacic, M. McClain, E. West, J. Liu, R. Kustin, J. Irving, K. Gatzke, J. O'hara, P. Kahlbaugh, D. Smith, J. Terpstra, T. Lin, C. O'Sullivan, M. Rothbard, M. Shea, P. Beals, K. Laing, S. Keller, J. Mills, J. Thorson

- I. The meeting was called to order at 9:39 a.m.
  - Quorum (50% + 1) was reached at 9:48 a.m.
  
- II. Announcements
  - a. Marty Hartog: (1) the ballot for Senate special elections includes two seats: one for WACC open for EDU and one for the new Teaching and Learning Technologies Committee; (2) The Senate announced the availability of Faculty Creative Activity Travel Funds. Be sure to use the accounting string provided: FUND **115 ORG 289002** ACCOUNT [choose one: **732100** (in-State), **732105** (out-of-State) or **732110** (International)] PROGRAM **460000**.
  
- III. Approval of UCF minutes of October 13, 2011
  - a. Minutes of October 13<sup>th</sup> approved unanimously
  
- IV. Standing Committee Reports
  - a. NPIC
    - i. Discussion of 10/20 meeting
      1. Special Topics Courses:
        - 1) ART 398 Art of Revolution
        - 2) GEO 298 South Africa Field Study
        - 3) HIS 398 The American Presidency
        - 4) MAT 298 Topics in Statistics
        - 5) MGT 498 Green Management
        - 6) PHI 398 Virtue Ethics
        - 7) SOC 298 Medical Sociology
      2. New form proposing revisions to departmental minors presented.  
**Motion** to accept the new form, *Minor Revision Proposal*, approved unanimously
    - ii. Minutes of 10/20 accepted
  - b. NMC
    - i. Discussion of 10/20 meeting
      1. **Motion** to approve the following new and revised courses:  
New Course Proposals
        - 1) GEO 105 Critical Thinking: Food Systems – A GeographyRevised Course Proposals
        - 2) COM 322 Interviewing
        - 3) COM 335 Advertising and Promotional Design
        - 4) COM 340 Communication and Product Information

- 5) COM 372 Electronic Filmmaking
- 6) COM 377 Video Directing
- 7) COM 385 Documentary Production
- 8) COM 402 Advertising and Promotion for the Internet
- 9) COM 410 Crisis and Communication
- 10) COM 430 Communication Strategies in the Corporation
- 11) COM 468 Special Effects in Video
- 12) COM 472 Advertising and Promotional Campaign
- 13) COM 481 Applied Perspectives in Interpersonal Communication
- 14) COM 487 Advanced Organizational Communication
- 15) COM 490 Practicum in Organization Communication
- 16) COM 492 Practicum in Video Production
- 17) COM 493 Practicum in Advertising and Promotion
- 18) MKT 350 Product and Market Planning (LEP proposed Tier 2 CD)
- 19) MKT 425 Marketing Research (LEP proposed Tier 3 CD)

Revised Program Proposals

1. BA in Psychology/Concentration: General
  2. BS in Psychology/Concentration: Research
  3. BA in Psychology/Concentration: Mental Health
2. **Motion** approved unanimously
- ii. Minutes of 10/20 received
- c. WACC
- i. Discussion of 10/20 meeting
    1. **Motion** to approve the following W-Course Proposals:
      - 1) COM 233 Relational Development (D. Robinson)
      2. **Motion** approved unanimously
  - ii. Minutes of 10/20 received
- d. PRAC
- i. Discussion of 10/20 meeting
    1. Reviewed self-study report from History.
    2. **Motion:** PRAC recommends continuing approval for the History Department.
    3. **Motion** passed unanimously.
  - ii. Minutes of 10/20 received
- e. UWIC
- i. Discussion of 10/20 meeting
    1. **Motion** to approve the following courses:
      - 1) PCH 201 Wellness (T2 MB)
      - 2) EXS 212 Lifetime Physical Activity (T2 MB)
      - 3) ENG 201 Creative Writing (T2 CD)
    2. **Motion** approved unanimously.
  - ii. Minutes of 10/20 received
- f. LEPC
- i. Discussion of 10/5, 10/12 and 10/19 meetings
 

**Motion** to approve the creation of Affinity Groups (AG) for the Tier 2 Areas of Knowledge (Area). The AGs shall be open to all interested faculty members. In accordance with the LEP document (p. 12), the goal of the AGs is to ensure continuous assessment and improvement of the courses in the Tier 2 Areas. The AGs shall convene regularly in order to:

- Share and review information regarding the curricula and pedagogies in the Areas of Knowledge.
- Determine at least one annual action item that would strengthen student success.

#### *Coordinators*

Each AG shall be chaired by a Coordinator to be selected by the Group for a one year term with a limit of three consecutive terms. The Coordinator shall have either had a Tier 2 course in the relevant Area approved or submitted as a proposal. It is recommended that Coordinators receive appropriate reassigned time. The Coordinator shall facilitate faculty activities in each Tier 2 Area of Knowledge as required by the LEP Document and other university policies. These activities include, but are not limited to:

- Convening and chairing AG meetings as needed
- Working with the LEP Director in handling transfer and other student issues
- Communicating with those who teach in the Area
- Facilitating the sharing of syllabi and other instructional materials
- Serving in an advisory capacity to UWIC

#### *Consultants*

Consultants are self-selected members of the AGs who have expertise in their Area and are familiar with the LEP course approval process. Consultants should be capable of assisting faculty members in creating or adapting courses in their Areas. The Coordinator and the LEP Director shall match interested faculty with Consultants. AG Coordinators may also serve as Consultants.

1. **Motion** approved unanimously.
2. **Motion** to approve the following new language in the LEP Tier 2 Proposal Form:

For Box C in the Tier 2 LEP course proposal form:

Each Tier 2 course must assign at least one primary influential (non-textbook) expository source. Please indicate below how this source makes an influential argument about a major idea in the field.

For the Box C Explanation:

The Liberal Education Program's intellectual foundations goal of studying "influential arguments about major ideas" is achieved by incorporating one or more primary (non-textbook) expository sources into all Tier 2 courses. A primary expository source is usually a text, but there may be exceptions. If you anticipate others will teach this course, attach a brief annotated bibliography of alternative sources.

3. **Motion** approved with three abstentions.
  4. **Motion** to approve revised LEP Tier 2 Proposal Form.
  5. **Motion** approved unanimously.
- ii. Minutes of 10/5, 10/12 and 10/19 received

#### V. Old Business

- a. NPIC by-laws approval. **Motion** to approve the revised NPIC by-laws. **Motion** approved unanimously.
- b. PRAC by-laws approval. **Motion TABLED.**
- c. **Note:** adjust the physical structure of the by-laws to be consistent with the UCF by-laws.

VI. New Business

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), S. Bernard, M. Bay, J. Hong, G. Kowalczyk, K. McGill, D. Smith, J. Thorson

**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>
ECO 398	Law and Economics	Spring 2012	1
PSC 398	Alexander Hamilton	Spring 2012	0

**Description of logged courses with full titles**

ECO 398 – Law and Economics

This course applies economic theory and tools to the problem of evaluating the consequences, efficiency and institutional settings of legal rules.

PSC 398 – Alexander Hamilton

Examination of Alexander Hamilton’s thought, policy prescriptions, and their relevance to American government today.

B. NPIC began a discussion of the emerging/transitioning role of minor programs, both departmental and interdisciplinary. A motion will be forthcoming to begin a system of tracking students who intend to complete a minor so that we might also know what institutional support is required.

Meeting adjourned at 10:50 a.m.

Respectfully submitted by: Gregory Adams

**Undergraduate Curriculum Forum  
Notification Management Committee Minutes  
November 3, 2011**

**Present:** Cindy Simoneau (Chair), Laura Bower, Erin Larkin, Sobeira Latorre, Jingjing Liu, Sophia Myers (UCF Secretary)

**Absent:** Jen Cooper, Margaret Das, Sean Grace, Corey Hannah, Nuncia Moniello, Derek Taylor, Elizabeth Rodriquez-Reyes

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

NMC did not have a quorum and the members who attended agreed to review the agenda items and advance the following motions for electronic approval.

**Meeting adjourned at 10:50am**

**Electronic voters:** C. Simoneau (Chair), L. Bower, E. Larkin, S. Latorre, J. Liu, J. Cooper, M. Das, C. Hannah, N. Moniello, D. Taylor, E. Rodriquez-Reyes

**New Course Proposals**

SPA 459 – Latin American Theater and Performance

**Motion to approve:**

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

**Motion passed: 8-0-2**

WMS 150 – Women, Community, Technology

**Motion to approve:**

**Motion: S. Latorre; J. Liu**

**Motion passed: 8-0-2**

CHE 435 – Inorganic Chemistry I

**Motion to approve:**

**Motion: J. Liu; E. Larkin**

**Motion passed: 8-0-2**

CHE 436 – Inorganic Chemistry Lab

**Motion to approve:**

**Motion: E. Larkin; C. Simoneau**

**Motion passed: 8-0-2**

REC 441 – Design and Administration of Therapeutic Recreation Services

**Motion to approve: TABLED**

**Motion:**

**Motion passed:**

**Revised Course Proposals**

CHE 120 – General Chemistry I

**Motion to approve:**

**Motion: C. Simoneau; L. Bower**

**Motion passed: 8-0-2**

CHE 121 – General Chemistry II

**Motion to approve:**

**Motion: L. Bower; E. Larkin**

**Motion passed: 8-0-2**

CHE 125 – The Principles and Applications of General, Organic, and Biochemistry

**Motion to approve:**

**Motion: S. Latorre; C. Simoneau**

**Motion passed: 7-0-3**

SOC 235 – Environmental Sociology

**Motion to approve: TABLED**

**Motion:**

**Motion passed:**

REC 391 – Interventions and Facilitation Techniques in Therapeutic Recreation

**Motion to approve:**

**Motion: C. Simoneau, L. Bower**

**Motion passed: 8-0-2**

REC 431 – Current Practices in Therapeutic Recreation

**Motion to approve:**

**Motion: E. Larkin; J. Liu**

**Motion passed: 8-0-2**

### **Revised Program Proposals**

BA/BS Chemistry; Concentration: All

**Motion to approve:**

**Motion: J. Liu; L. Bower**

**Motion passed: 8-0-2**

BS Recreation and Leisure Studies; Concentration: Therapeutic Recreation

**Motion to approve: TABLED**

**Motion:**

**Motion passed:**

PRAC Minutes  
November 3, 2011

Present: Patricia Kahlbaugh, Marybeth Fede, Matt Enjalran, Maryann Davidson, Cindy O'Sullivan, Charlie Dellinger-Pate, Richard Zipoli, Tom Radice, Tricia Lin

Guests: Dean Sampson, Dr. Kim and Dr. Brown

Meeting conducted by Patty Kahlbaugh.

PRAC met with representatives of the Department of Information & Library Science to review their self-study.

University-Wide Impact Committee  
Minutes 11/3/11

**Present**

P. Beals, JWA. Fullmer, E. Keenan, H. Lockwood, A. Marsoobian, M. McClain, J. Mielczarski, J. Mills, B. Nakamura, W. O'Brien, D. Weiss.

**Absent**

K. Gatzke, L. Lancor, K. Laing, J. O'Hara, T. Regan, A. Reynaga, M. Shea, W. Yu

**I. Call to Order**

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

**II. Old Business**

Discussion of UWIC by-laws (tabled)

**III. New Business**

- **LEP Courses Proposals**

MKT 425 Marketing Research (Tier 3)

Motion to approve by D. Weiss, seconded J. Mills

Motion passed 9-0-1

The standing committee next entered into a discussion on the revised course proposal for MKT 350 Product & Market Planning (T2 CD). During the discussion the standing committee referred the following question to the LEPC:

Can a Tier 2 course be approved if it has a non-LEP pre-requisite requirement?

**IV. Adjournment**

The meeting adjourned at 10:55 am.

Minutes prepared by Byron Nakamura

Southern Connecticut State University  
Writing Across the Curriculum Committee  
Minutes  
November 3, 2011

WACC did not meet.

Minutes  
Liberal Education Program Committee Meeting  
Wednesday, October 26, 2011  
3:25 – 4:45pm, Math Conference Room - EN D122

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Present: John DaPonte, Joe Fields, Wendy Hardenberg, Nicole Henderson, Elliott Horch, Rich Kustin, Wes O'Brien (recording), Elsie O'kobi Jim Tait, Deb Weiss (chairperson)

**Announcements**

Tier 2 Technical Fluency and Critical Thinking "pre-steering" committees are being formed.

Deb informed the committee of her discussions with Armen and Winnie confirming that committees would be constituted of one member for each participating department in accordance with the language in the LEP document.

Discussion followed regarding whether or not other interested non-voting faculty members should be encouraged to attend steering committee meetings, particularly in the case of departments with a "heavy investment" in the area. Wes suggested that faculty perception would be more positive overall if those attending the steering committee meetings were kept as consistent as possible, and Nicole suggested that some have felt uncomfortable in the INQ committee meetings when single departments had a particularly strong presence. Joe suggested that limiting attendees to one member per participating department could result in more sustainable representation.

John expressed concern at the lack of Tier 2 Creative Drive offerings and was told that one had just been passed by UWIC and another was in the pipeline. He asked if it would be possible for Kim Laing to update Banner so Creative Drive courses recently passed could be located by interested freshmen. Deb will contact Kim to investigate.

Jim reported that he met with Exercise Science to discuss advisement. EXS indicated that because their students required certification in both Health Education and Exercise Science there was no room in the program for free electives. As things currently stand, if EXS students want to graduate in 4 years they have to take courses outside the regular semester. EXS has requested a more flexible plan to accommodate their students. Jim suggested that they meet with the other certification programs to draft a proposal that would consistently accommodate all programs in similar positions.

Deb pointed out that this discussion is on the agenda (listed as "exemption") based on a similar request from nursing. John pointed out that the idea of an exemption is consistent with assurances made by LEPC last spring.

**Revised Tier 2 Form (with new language from last's weeks motion on primary expository text)**

Tier 2 form passed unanimously and will (hopefully) be presented to UCF tomorrow.

**Failing INQ or CT courses and moving on to Tier 2.**

The concern is the difficulty students who fail INQ or CT in their 1<sup>st</sup> semester face finding 5 classes for which to register. Failing INQ presents a greater problem than failing CT because INQ is a pre-requisite for ENG 112.

While there are generally elective classes that at-risk students can take to fill a 15 credit load if they insist on doing so, at-risk students are nonetheless well-advised to take 12 credits.

### **Tier 2 courses in students' first semester**

Discussion moved to the policy of allowing some students to take T2 courses before they complete their competencies. The concern was raised that if students who fail their competency courses are prohibited from moving on to T2, is there justification for allowing those who have not completed their competencies to do so. It was observed that justification exists—the language in the LEP document indicates clearly that students who do “not successfully complete...may not move on.”

The committee agreed that these are two very different situations, and that the current policy should be continued at least for the time being.

The continuing discussion raised the following issues:

- Should the policy be permanent because of ongoing scheduling issues?
- Should the policy be renewed for one year?
- Should the policy be renewed for the duration of the transition period?
- Should there be a “filter” to allow only those perceived as ready to move on to T2 courses before completing competencies?

John pointed out that the issue is closely tied to the ability of World Language to provide more Spanish sections.

John made the motion that we “approve extending students the opportunity to take one Tier 2 course during their first semester for an additional year and to ask the administration for necessary resources to allow World Language to offer additional SPA I courses.”

Elliot expressed concern regarding making the rules overly complicated, which would, in turn, complicate advisement. He suggested that students unable to complete INQ, CT and ENG 112 by the end of their sophomore year should be blocked from taking any more courses.

Deb asked that John consider dropping the language component of his motion because it may cloud the primary issue. John was willing to do so, but feels the language issue must be made salient enough to be part of the discussion.

Meeting adjourned at 4:45

Liberal Education Program Committee Meeting  
Wednesday, November 2, 2011  
3:25 – 4:45pm, Math Conference Room - EN D122  
**Meeting Minutes**

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Present: Polly Beals, John DaPonte, Joe Fields, Wendy Hardenberg, Nicole Henderson, Elliott Horch, Liz Keenan, Kim Laing, Armen Marsoobian, Wes O'Brien (recording), Elsie Okobi, Jim Tait, Deb Weiss (chairperson)

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Minutes of 10/26/11 approved with minor change.

**Continued discussion on the motion regarding first semester T2 courses and World Language SPA I offerings:**

The motion under discussion: *Approve extending students the opportunity to take one Tier 2 course during their first semester for an additional year, and ask the administration for necessary resources to allow World Language to offer additional SPA I courses.*

Polly began the discussion by requesting that the motion be divided—that the World Language component be considered separately. She provided some historical background to the T2 exemption, which emerged as a result of the petition campaign last spring and was one of 6 elements that the petitioners requested to facilitate timely graduation. She suggested that the question should be whether or not to make the opportunity permanent. Polly argued in favor of making it permanent because some feel that the year-to-year approach is an impediment to advising.

Jim offered, and John accepted, a friendly amendment to separate motion into two parts.

Revised motion: *Move to approve for an additional year extending students the opportunity to take one Tier 2 course during their first semester.*

Discussion included the following:

Kim suggested scheduling difficulties are sometimes created by departments scheduling labs that overlap scheduling time slots.

Joe argued for the reasonableness in allowing T2 courses in 1<sup>st</sup> semester and suggested a “presumption of innocence” with regard to being able to handle the material.

John said there was a need go slowly and to take another look before making the practice permanent.

Kim suggested that ENG 112 placement would be an appropriate measure regarding ability

Nicole suggested that a one-year extension would provide the chance to take a look at unforeseen consequences, to continue gathering data regarding failure rate (among other things) to determine the impact.

Polly suggested that there could be a strong reaction from Economics and/or the School of Business as well as Nursing if the motion is not made permanent because of advisement patterns.

John felt that a one year extension would not impact those patterns in any significant way.

Elliot spoke in favor of motion as is. He wants there to be some kind of gatekeeping function and therefore feels that we need more information before the practice becomes permanent.

Deb reminded the committee that there is some exigency to get something to UCF so departments can know how to proceed in the advisement process. She called for a vote.

The motion passed unanimously.

**The committee turned to discussion of the second part of the motion—i.e., to request resources from the administration for World Language to enable them to offer more Spanish I sections.**

After some discussion, Deb expressed concern about moving forward on the motion until we have more input from World Language. Parts of the discussion suggested that the scheduling problems may indeed not be a result of an unsupportive administration and might be addressed in other ways.

John asked and received permission to postpone/table his motion regarding requesting resources from the administration to support more World Language sections pending a visit from the Department. The consensus was that more than one member should attend.

#### **Key element checklist for Tier 2 courses (Wendy)**

A brief discussion of the Tier 2 Checklist prepared and presented by Wendy included the understanding that all other T2 areas would adopt this format. It would be used by UWIC as well as serve as an aid for faculty creating courses.

The checklist passed unanimously.

The committee briefly considered adopting the template for the other Areas of Knowledge, but decided it would be advisable to bring the checklist to UCF for approval first.

#### **LEP Exemptions Policy**

Because of an assumption of redundancy, Nursing would like their students exempted from the T2 Area of Knowledge “Mind and Body” to make room for other prerequisites.

The resulting question taken up for discussion: Should we allow departments to suggest that because students will take many courses in a certain area, they should have certain requirements waived? Points raised included the following:

Granting appropriate exemptions would lighten students’ burden in programs with heavy credit requirements.

Armen asked if the process would be similar to that of the “old” AUR for which students enjoy a PCH exemption. If we exempt them, do they then have to take the T2 if they leave the program? (Only 10% who begin in NUR finish in NUR.)

Jim reminded the committee of his discussion with EXS and his suggestion of last week for programs with credit challenges to meet to develop a consistent solution applicable to all impacted departments.

Joe asked if perhaps Nursing might identify some 200 level nursing class that would qualify as a T2 course.

Wendy wondered if it has been proposed that credit-heavy majors seek ways to reduce their loads. The comment elicited many wistful sighs, suggesting that such would be a hoped-for though quixotic solution.

Liz: Pointed out that Nursing courses are generally offered at the junior and senior level, thus the science requirements are offered at first and second level. A solution could be to move some of the nursing pre-requisites offered by other departments into the LEP.

Armen informed the committee that PHI has been meeting with NUR to develop Mind and Body End of Life course, which could be a T2 or a T3 course (unclear at this point which would be appropriate).

Polly suggested a procedure through which a department could petition the LEPC with a rationale for exemption, which would be reviewed by the Committee or by LEP the Director who then meets with departments to try to determine possibilities. Following such meetings, the director Polly would report the discussion to LEPC.

Nicole said that the first step is to decide if there should be exemptions at all, reiterating that this may not be a problem created by LEP.

Deb reminded us that time’s winged chariot was at our back and asked that we give the discussion some thought before next week.

Meeting adjourned at 4:48. A splendid time was had by all.

## A Checklist for **American Experience** Courses

The following checklist is designed to ensure that **American Experience** courses meet the necessary criteria:

- Is there an explanation of how the proposed course will meet the required Key Elements of American Experience?

*The Key Elements for American Experience are spelled out below:*

Key Elements for American Experience	Are these components aligned with...		
A. Historical Development	Student Learning Outcomes?	Course Outline?	Methods of Evaluation?
Examining the evolution of American society, culture, and/or politics and interconnections among them.			
B. Diversity in American Experience			
Understanding the roles of many different peoples in creating the American experience including non-majority perspectives.			
C. America's Relationship with the World			
Exploring historical and recent issues concerning America's interactions with the world (e.g., immigration, globalization, etc.).			

Does the explanation indicate that the course:

- has enough scope to provide an adequate foundation to American Experience?
- addresses a number of topics in depth?
- makes an effort to integrate knowledge from a variety of perspectives?
- provides insight to issues of the 21<sup>st</sup> century and/or important issues in students' lives?
- includes problem-based learning appropriate to the topic?
- provides an introduction to the analytical tools of the discipline(s) offering the course?
- addresses the Intellectual Foundations Component?

- includes at least one primary influential (non-textbook) expository source?
- explains how this source makes an influential argument about a major idea in the field?
- addresses the additional Competency requirements below?
  - includes at least one Competency in addition to Critical Thinking and Written Communication? [select from: Creative Thinking, Information Literacy, Interpersonal Effectiveness, Multilingual Communication, Oral Communication, Quantitative Reasoning, or Technological Fluency]
  - explains how the chosen competencies are addressed in the course?
- addresses the Discussion of Values Requirement?
  - includes at least one Discussion of Values? [select from: Aesthetic Sensitivity, Civic Engagement, Environmental Awareness, Ethical Judgment, Human Diversity, or Rational Thought]
  - provides an explanation on how the chosen Discussion(s) of Values will be addressed in the course?