Undergraduate Curriculum Forum
AGENDA
Adanti Student Center 301
Thursday, September 28, 2017

I. Call to order

II. Announcements

III. Approval of UCF minutes of September 14, 2017

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   b. WACC – Writing Across the Curriculum Committee
   c. UWIC – University Wide Impact Committee
   d. Ad hoc Assessment Committee
   e. LEPC – Liberal Education Program Committee
   f. Special Topics courses
      1. PSY 398: Human and Non-Human Animal Communication
      2. PSY 398: Social Psychology of Stereotypes
      3. MGT 498: Mindful Leadership

V. TAP Transfer Pathways under review – http://www.ct.edu/initiatives/tap#pathways

VI. Updates from LEP co-directors

VII. Unfinished business -- none

VIII. New Business
   a. Motions from Steering Committee. The SC has unanimously approved the following motions:
      i. Per commitment of the previous administration of Provost Selase Williams, the cap on class size for writing classes (W classes) is to be reduced to its original cap of no more than 20 students per class. The temporary increase in W class size to 23 was agreed upon by the UCF, however has not been returned to the original size as promised. The following plan is proposed to phase in this change: Decrease the maximum class size for W classes by one student each year until the 20-student maximum has been reached as follows:
         1. Spring 2018 – 22
         2. Fall 2018 – 21
         3. Fall 2019 - 20
ii. Follow the LEP Charter recommendations: Tier 1: Foundations, “In order to focus effectively on providing students with fundamental academic competencies, Tier 1 courses are generally capped at 20 students.”

b. Guest – Provost Robert Prezant

IX. Adjournment
I. Call to order
   Called to order at 9:35 am. A quorum (50% + 1) was reached at 9:35 am

II. Announcements

III. Approval of UCF minutes of August 31, 2017
    Corrections on TAP enrollment and attendance were noted.
    Meghan Barboza was marked as absent, however was present.
    Marty Hartog was marked as absent, however, since the Math Department had not
    yet held elections, he was not officially the UCF Representative at that time;
    therefore, his name should be removed from the absent list.

    Minutes approved unanimously with corrections

IV. Standing Committee Reports
    A. NMC – Notifications Management Committee
       1. Motion to approve Revised Course Proposals

          NUR 344 Gerontological Nursing
          NUR 352 Adult Health

          Motion approved unanimously

          Discussion: NMC along with UWIC will be discussing School Curriculum
          Committees (SCC) and looking at the bylaws around SCC roles and frequency of
meetings. Currently they may not hold regular meeting if there is nothing on the agenda but it can cause a backlog for NMC if they are holding approval of courses until the program is approved by the SCC. This could unintentionally allow for pocket approvals of courses. Some early suggestions may be to meet on UCF week (UWIC will develop process).

Questions from UCF: do we need SCCs?
Response: departments have expertise so it makes sense for them to look at courses but a closer look of programs is helpful by schools. SCC are also used for graduate courses. However, the UCF can revisit this issue to explore whether or not we still feel the need for this level of review.

Minutes of September 7, 2017 were received.

B. WACC
Electronic discussion about changing bylaws to become a subcommittee of UCF rather than a university-wide elected committee. The rationale is that the work can begin early in September like other subcommittees rather than wait until after the election process. It is currently a 9-member committee but in recent years, it has been difficult to obtain the required number through University-wide elections).

David Pettigrew asked about the relationship between the Writing Center and WACC and it was noted that the Director of the Writing Center is an ex-officio member of the committee and participates in the meetings.

Minutes of September 7, 2017 were received.

C. UWIC

Motion to approve:

Social Media Minor (Clarifications received)

Motion approved unanimously

UWIC has been charged with exploring the issue of credit-heavy majors in regards to the electives that are contained in these programs. Many majors have courses that are incorporated into the LEP. This means that when students change their majors, they often have to repeat LEP requirements.

Discussion from UCF members:
• There are already waivers for electives for education, nursing and now computer science; perhaps this can be utilized.

• Given that it is typical for general education programs to comprise about 1/3 of a student’s credit requirements, it is unclear why the 45 LEP credits wouldn’t leave enough room for the major requirements. However, it was pointed out that a number of majors are comprised of 4 credit courses taken in the LEP, resulting in these students having 48 credits in their LEP requirements plus an additional 12-28 required credits of free electives. In some cases, cognates are required as well. The combination of these factors results in not enough available credits for some majors.

• It is important to have opportunities in LEP vs restricted because it could assist students in learning about a program that they might not have experienced or be familiar with as they consider programs of study.

• Currently about 60% of programs restrict 2 LEP courses.

• LEP director (Terri Bennett) reported that a student worker is working with her office to compile a list of all programs that have LEP restrictions; this information will be shared with the UCF when it is completed.

• A point in favor of retaining the elective requirement is that some students report that having a choice in selecting their courses makes their education more meaningful to them

Minutes of September 7, 2017 were received.

D. Ad Hoc Assessment Committee
Discussion: The ad hoc committee will complete their discussions with the final six affinity groups this semester.

Other topics for the fall:
1. How many credits does the committee chairperson of PRAC need? The PRAC bylaws stipulate that 3.0 cr be given. Consider how many hours of work per week the chairperson does, also consider how many hours per week should be done for 1.0 cr. Confirm that 3.0 cr corresponds to approximately 10 hours per week.

2. How can faculty reassigned time for program review be used most effectively?
Discussion from UCF: Teaching is more than 10 hours. Currently the contract outlines 135 hours per 3 credit load (non-teaching load) – is it worth considering that for PRAC. What is adequate or fair number of hours? Some faculty feel they do at least 12 hours per week and credits have been reduced to 2 and it is an unreasonable amount of time given the scope of the work.

Minutes of September 7, 2017 were received
E. LEPC – LEP Committee

Discussion:

1. Election of co-chairs – Mike Shea and Helen Marx
2. Need for new members through university election
3. Discussion with Terri Bennett that will guide work over next year – some key areas are clarity over LEP changes approved last year. Consistency with cognates on LEP “double-dipping.”
4. LEPC webpage is needed.

Minutes of September 7, 2017 received. At the request of the committee, there are needed revisions and will be resubmitted.

F. Special Topics:

1. WLL 398, Intermediate Arabic II;
2. PSC 398, The Politics of Inequality;
3. ITA 498, Italian Neorealism

UCF Chair has logged these courses.

V. TAP Faculty Implementation Review Committee

The most current versions of the Pathways can be found at: http://www.ct.edu/initiatives/tap#pathways.

No new pathways for review

VI. Updates from LEP Co-Directors

Terri Bennett – Discussed faculty and student misconceptions about 6 of 7 courses and WLL. Parents calling deans, etc. Need to look at communication for all faculty and students. Student news was incorrect and will be corrected.

LEPC website has been deferred until completion of the update to the University website; however, it is much needed to avoid confusion.

Goal to have faculty brochure ready prior to October when advising starts. Students that started this fall do not need worry about it as they will have the approved LEP options automatically.
Students prior to Fall 2017 need to be targeted to be sure they know about the changes to the LEP. Terri is suggesting that each department have a process to review all of these students.

Terri will send a reminder email to chairs and UCF. Students that want to take advantage of the new options will need to change their catalog term per department policy and request the change through department chairs.

Deb W. also asked for an update on transfer students and other approved changes:
1. Study abroad is a manual process completed by Terri and Erin Heidkamp (international studies) to map into Tier 2.
2. Honors 495 needs to be included in the Tier 3 grid.
3. The policies voted in last year regarding transfer students will need administrative support for implementation.

VII. Unfinished business – none

VIII. New Business – priorities for AY 2017-2018

Suggestions and Updates:
1. Provost will attend UCF on 9/28 10:20 to 10:50. Members were encouraged to think about questions they would like to raise.
2. Inquiry/critical thinking and W courses – enrollment went up to 23 from 20 a number of years ago – was supposed to be temporary solution but no efforts to return to 20 students are in place. It is particularly concerning in relation to student retention. Previous motion should be reintroduced.
3. Request Education Technology and IT come to UCF to get update on tech plan.
4. Discuss of teacher certification and the migration of the programs to school of education – there will need to be clarity for departments and need for changes in Degree Works.
5. Online teaching and efforts to see if LEP could be online. Deb W. commented that there is thorough report on online teaching. Administration has accepted report and recommendations. But now the question is how it will be rolled? Will need to invite administration to UCF to discuss.
6. Concern about student writing at all levels. Request to consider pilot proposal by David Pettigrew from UCF, WACC and writing center. Writing Center Director (Liz Kalbfleisch) will also be talking to WACC and coordinating with Nicole Henderson in First Year Experience (especially in the INQ courses).
IX. **Adjournment**  
The meeting was adjourned at 10:40 am.

Respectfully Submitted:

Cheryl Resha
Present: Meredith Sinclair (Co-Chair); MaryJo Archambault, Jeremy Chandler, Russell Engel, Michael Fisher, Rich Glinka, Marty Hartog, Md Shafaeat Hossain, Mike Skinner, Sang Yoon, Ebonee Brown, Jamie Aschenbach, Dushmantha Jayawickreme, Mehdi Hossain, William Flores, Kyle O’Brien, Sophia Myers (UCF secretary)

Absent: Braxton Carrigan (Co-Chair), David Chevan, Jeff Webb

Call to Order: 9:35am

New Course Proposals
ACL 200 – Civic Leadership in American Society
ACL 230 – Creative Problem Solving
ACL 390 – American Studies and Civic Leadership Symposium
ACL 490 – American Studies Civic Leadership Capstone
ACL 497 – Internship
  Motion to TABLE: (M. Sinclair, 2nd M. Fisher)
  Vote: 16-0-0

BIO 236 – Cell Biology
  Motion to Approve: (M. Fisher, 2nd M. Archambault)
  Vote: 16-0-0

NUR 250 – Health Care Has a Narrative
  Motion to Approve: (M. Hartog, 2nd M. Archambault)
  Vote: 16-0-0

Revised Course Proposals
ANT 442 – Advanced Forensic Anthropology
  Motion to Approve: (M. Archambault, 2nd M. Fisher)
  Vote: 16-0-0

IDS 110 – Experiencing the Arts
  Motion to Approve: (M. Archambault, 2nd R. Engel)
  Vote: 15-0-1

MIS 365 – Systems Thinking for MIS
MIS 370 – Business Information Systems
MGT 240 – Legal Environment of Business
MGT 300 – Management and Organization
MGT 301 – Entrepreneurship/Sm Bus Dev
MGT 335 – Business Law
MGT 345 – Real Estate Law
MGT 405 – Employment Law
MGT 412 – Diagnosing Management Problems
MGT 430 – Mgt of Multinational Corps
MGT 450 – Business Policy and Strategy
MGT 460 – International Business
    Motion to Approve: (R. Engel, 2nd M. Hossain)
    Vote: 16-0-0

Revised Program Proposals
BA Biology
BS Biology
BS Biology_CONC_7-12
    Motion to Approve: (M. Archambault, 2nd M. Fisher)
    Vote: 16-0-0

BS IMS
    Motion to TABLE: (M. Sinclair, 2nd M. Skinner)
    Vote: 16-0-0

BSN Nursing #1
BSN Nursing #2
    Motion to Approve: (M. Archambault, 2nd R. Glinka)
    Vote: 16-0-0

BS Business Administration_CONC_ECO&FIN
BS Business Administration_CONC_ACC
BS Business Administration_MKT
    Motion to TABLE: (M. Sinclair, 2nd K. O’Brien)
    Vote: 16-0-0

Departmental Minor Proposal
Computer Science MINOR
    Motion to Approve: (M. Fisher, 2nd Md. Hossain)
    Vote: 16-0-0

I. Adjournment

** Classified as LEP courses
We met electronically this week.

Participating: Claire Novosad (chair), Marie McDonald, Matt Miller, and Robert Forbus

1. We held an electronic vote on the proposal:
   ACL 390W American Studies & Civic Leadership (ACL)

   We unanimously decided to return the proposal to Charles Baraw for revisions (4:0:0)

2. We also voted on a motion that was made by Robert Forbus, and seconded by Claire Novosad:

   “I make a motion to petition the Faculty Senate for a revision to the all-university committees list which would, first, dissolve WACC as a stand-alone committee and, second, create a new subcommittee of the University Curriculum Forum to which WACC’s former responsibilities would be assigned.”

   This motion was unanimously passed (4:0:0).

Respectfully submitted to the UCF,
Claire Novosad
In attendance: M Barboza (co-chair), K Stiver (co-chair), C Berei, D Fairchild, K Gatzke, A Gidden, S Hoffler, C Meyerhoffer, T Ryder, M Savelli, R Schlemmer, V Williams, A Zhitomi

I. Call to order ~9:40

II. Old Business:

   a. Exercise Science 3+2 Athletic Training program proposal. Approve (T Ryder motion, D Fairchild motion, R Schlemmer second, motion passed 12-0-0).

III. New Business:

   a. PHI Science, Values, and Society minor. Approve pending minor revisions (M Savelli motion, T Ryder second, motion passed 11-0-1).
   b. Discussion of the need to come up with/standardize SCC bylaws. This process and discussion will continue in the next meeting.
   c. Discussion of the plan to explore the possibility of the BS/BA distinction, and specifically discussing required free elective credits. We came up with a plan for further information gathering, and this process and discussion will continue in the next meeting.

IV. Meeting adjourned 10:50

Minutes submitted by K Stiver
Ad Hoc Assessment Committee Minutes
September 21, 2017

Present: Costel Calin, Ray Cotrufo, Karen Cummings, Charlie Dillinger-Pate, Marybeth Fede, Jesse Gleason (chair), Anthony Richardson, Rebecca Silady, and Robert Smith

Absent: Heidi Lockwood & Pat Starvaggi

Meeting began at 9:40am

1. Plan/Topics for remaining meetings:
   - Oct 5: Meeting with two affinity groups
     - Creative Drive (CD)
     - Cultural Expression (CE)
   - Oct 19: Meeting with three affinity groups
     - Glob. Awareness (GA)
     - Time & Place (TP)
     - Conflict & consensus (CCO)
   - Nov 2: Meeting with one affinity group: Written communication (WC)
   - Nov 16: Coming back to key issues; organizing PRAC to get ready for Fall 2018
   - Dec 7 (possible): Finalize key issues

2. Discussion of separation of LEP Assessment from Program Review and Assessment
   a. It has been decided after many years of discussions that LEP assessment would occur separately from program review assessment
   b. According to PRAC program review and assessment document, LEP falls under general education, thus LEP assessment should be treated as another program and submit their review & assessment report through PRAC according to the seven-year cycle
   c. If outcomes and uses of each assessment are different (e.g., for program review or for LEP review), the assessment tool might also be different

3. Discussion of questions RE: revision of “v. 6 Rubric Assessment and Planning Process document”
   a. Should data to be uploaded from Tier I and II include both assessed data and raw data?
   b. Should data be submitted directly to the LEP Assessment Director and then the LEP Assessment Director will send a report to the Office of Planning and Assessment?
   c. How can departments better support instructors’ efforts to collect assessment data?
4. Discussion of whether departments with external accreditation should be permitted to skip all program review except the assessment of LEP courses and would this mean that those departments would not receive reassign time for assessment?

Meeting adjourned 10:50am
Liberal Education Program Committee  
Thursday, Sept. 7, 2017---ASC 308  
9:35-10:50 a.m.  
Minutes

**Present:** David Pettigrew, Resha Cardone, Robert Page, Wendy Hardenberg (recording), Terry Bennett, Mike Shea (co-chair), Barbara Cook, Helen Marx (co-chair), Nicole Henderson, Cindy Simoneau

**CURRENT MEMBERS:**  
**Terms expire 2018:**  
Resha Cardone, WLL (At-large)  
Mike Shea, ENG (At-large), Co-Chair  
David Pettigrew, PHI (A&S)  
**Terms expire 2019:**  
Helen Marx, EDU (EDU), Co-Chair  
Vacancy (HHS)  
Robert Page, MGT (BUS)  
**Terms expire 2020:**  
Barbara Cook, CMD (At-large)  
Vacancy (At-large)  
Vacancy (At-large)  
**Ex-officio:**  
Wendy Hardenberg, LIB  
Nicole Henderson, FYE  
Terese Gemme, HON  
Terri Bennett, LEP Co-Director  
Karen Cummings, LEP Co-Director

1. **CALL TO ORDER:** 9:45 a.m.

2. **ANNOUNCEMENTS**
   
a. None

3. **OLD BUSINESS**

   A. Document Changes:
      1. Updating language requirement to allow sign language.  
         a. Resha will address this  
      2. Updating language requirement to reflect DRC exceptions  
         a. Does this even need to be in the document?  
         b. Helen will talk to Cindy, Deb, and DRC about issues  
         c. Terry has list of DRC replacement courses, but it’s only for very particular disabilities, so it may not be a great idea to put this out there for students to try to use
d. Perhaps just some language about DRC?

3. Wording for FYE and level one writing requirement?
   a. Hold off until initial assessment of ENG and FYE is completed
   b. Need some clarification and communication on this point (some forums are being planned)

4. Review documents for other issues within the document that need language changes?
   a. Need to add language about ENG 119 and 120? And also think about transfer issues?
      i. Terry will check on this
   b. We are not enforcing Critical Thinking as a pre-req to Tier 2
      i. What happens to students who don’t pass Critical Thinking?
      ii. Can we make CT a co-requisite instead? Or make all of Tier 1 a requirement for graduation? (Or is it already?) How big a problem is this in terms of numbers of students? We do have a CT waiver for transfer students, so should our native students get that same benefit at a certain point?
      iii. Terry will think about co-requisite language for CT

5. Action: Request for individuals who would like to take on these tasks to bring to the committee for review.
   a. All these things have been talked about, perhaps not all resolved
   b. Cindy will send further previously identified issues to co-chairs and make sure document available online is the correct one
   c. Mostly thorny issues left
   d. Helen and Barbara will go through one last time with fresh eyes

4. CONTINUING BUSINESS
   a. Course caps
      i. There are Faculty Senate committees working on this
      ii. Agreements were made that need to be brought to the new Provost’s attention
      iii. David will bring information about this to next meeting

5. ADJOURNMENT: 10:50 a.m.