Members present: L. Lancor (chair), T. Bennett, J. DaPonte, J. Fields, R. Kustin, D. Levine, A. Marsoobian, J. Rauschenbach, D. Weiss
Ex-officio Members present: N. Henderson, K. Laing, M. Shea, W. Yu
Guests: K. Yalof (Academic Affairs), J. Tait

1. Call to Order
   • Meeting convened at 3:31 p.m.

2. Visit from Kathy Yalof to discuss Undergraduate Catalog concerns
   • Issues: The “university requirement” language in the catalog needs to be changed to “liberal education program requirement”. For example, some courses have prerequisites such as “university English requirement” or “Social Science B”.

   • Deadlines: Nov. 16—first proof must be ready for the typesetter; January 10—the second proof is sent to the typesetter. Changes made after the second proof is finalized will be posted on the web at http://www.southernct.edu/undergraduatecatalogupdates/.

   • The LEPC recommends that L. Lancor send a memo to all department chairs in which the chairs are asked to carefully scrutinize the language for their program, paying careful attention to language that mentions the current university requirements. Some specific items to consider are:
     o Change the words “university requirement” to “liberal education program requirement”
     o Course prerequisites that refer to the current all-university requirements
     o Course descriptions that refer to the university requirements
     o Curriculum maps that refer to specific university requirements (consider removing for the 2-year period covered by this catalog)
     o The number of free electives specified for a program

     Departments should be reminded that the LEP document specifies that a student cannot take more than one course from the same department to satisfy the Tier 2 requirements. Departments should also make the language clear so that current students (who are not familiar with LEP) as well as new students will understand the language.

     In order to expedite the process so that the deadlines given above can be met, the LEPC also recommends to UCF that the UCF chair be empowered to authorize “simple” changes
(such as language replacements that do not substantively change a program) and to make
the decision as to whether a more substantive change (prerequisite change, course
description changes that affect course content, program requirements, etc.) requires a
program revision that needs to be brought before the UCF body. The changes would go
from the UCF Chair directly to Kathy Yalof.

Recommended places to further publicize and discuss the issues in catalog changes: Chair’s
Council, Dean’s Council

3. Status of AUR to LEP transition table
   • M. Hartog and L. Lancor have been calling all departments to find out if they are
     transitioning during the period, are they converting the course to LEP at the end of the
     transition period. Until the table is populated with more courses, flexibility might be
     required when implementing the requirement that students take no more than one Tier
     2 course from a given department.

4. Adjournment

   • The meeting adjourned at 5:02.

Respectfully submitted by T. Bennett. These minutes have not been approved.