Liberal Education Program Committee Meeting  
Wednesday, March 14, 2012  
3:25 – 4:45pm – ASC 308

Meeting Minutes

Present: Kim Laing, Deb Weiss (chair), Armen Marsoobian, Rich Kustin, Polly Beals, Wes O’Brien, Elliott Horch, John DaPonte, Elsie Okobi, Wendy Hardenberg (recording), Jim Tait, Joe Fields

- Meeting was called to order at 3:34 p.m.
- Minutes of 3/7/12 meeting were approved.
- Announcements
  - Polly reported on the process behind the revised transfer articulation policy that will go before the Board of Regents. Eight of the Faculty Advisory Committee’s ten recommendations were adopted.

- Old Business
  - *Continuation of discussion on allowing one Tier 2 course in first semester of freshman year
    - Deb has acquired data on the grades earned by freshmen last semester that will require manipulation in order to be useful. Joe and Jim will take a look at the data.
    - The document only states that students “should” take Tier 1 before Tier 2, and it also gives the LEP director the authority to grant exceptions.
    - Polly reminded the committee that putting first-year students in Tier 2 courses in the first year of the LEP was part of the compromise in Spring 2011 with faculty members who were unhappy with the LEP.
    - World Languages and Math 102 were operating non-standard time lab sections in Fall 2011, which has now been fixed, so that may result in more scheduling flexibility.
    - Most entering students have already decided on a major and denying them the opportunity to start could have an impact on retention. Originally, introductions to the majors were not supposed to be in the LEP, so that may be the real issue at stake, although technically if a student is counting a course for his/her major, then for them that course is not a Tier 2 course. Is the document explicit about Tier 2 courses and introductions to the majors?
    - It was suggested that Departments could do whatever works best for them—either offer separate tracks for majors and the LEP or fully convert basic major courses into Tier 2 courses.
    - Our best students also deserve some consideration—perhaps we could develop criteria by which they could advance to Tier 2 early.
    - In any case, the LEP document will have to be modified to reflect whatever we decide.
    - Dean Fredeen has stated that she feels the “no Tier 2 in first semester” should be removed.
    - We could also address the issue by identifying a certain pool of Tier 2 courses that would be appropriate to first semester students instead of trying to identify first semester students appropriate to Tier 2 courses.

- Meeting adjourned at 4:47 p.m.

Respectfully submitted,

~Wendy Hardenberg
By-Laws Liberal Education Program Committee (LEPC)  
Southern Connecticut State University  
(approved LEPC 3-7-12)

The Liberal Education Program Committee (LEPC), as a standing committee of the Undergraduate Curriculum Forum (UCF), has the following responsibilities:

- Create a smooth transition from the University Requirements (UR) to the Liberal Education Program (LEP), working with faculty in proposing new LEP courses and revising existing courses to meet the LEP guidelines,
- Develop and revise as needed, guidelines for course approval (to be approved by UCF),
- Help UCF interpret the various LEP goals, purposes and key elements during the course approval process and program implementation,
- Oversee the development of the LEP,
- Respond to problems and issues that arise with the implementation of the LEP,
- Ensure that LEP review and assessment are carried out in an effective and timely manner, and
- Propose program changes based on the ongoing review of the LEP and input from faculty.
- Revise the LEP document to reflect UCF-approved program changes

I. Membership in Voting Units and Terms of Appointments

A. Regular members (hereafter referred to as “Members”) of the LEPC are elected via a process determined by the Undergraduate Curriculum Forum in compliance with Faculty Senate Resolution F-06-02 as outlined below.

B. The Liberal Education Program Committee shall be comprised of nine voting Members, with one from each school and the remainder at-large. There shall be no more than one voting Member per department. LEPC Members are elected for a term of three years.

C. LEPC Members shall not be required to have previous LEP teaching experience in order to serve on the committee.

D. The committee shall include the following non-voting ex-officio members: UWIC Chairperson, LEP director, Honors College Director, LINKS Director, FYE Director, Writing Program Director, representative from library (selected by that body), and representative from Registrar’s Office (selected by that body).

E. The Chairperson of the LEPC shall be elected by the committee Members during the first meeting of the academic year.
F. The LEPC Chairperson may serve up to three consecutive terms.

G. Alternates shall take the place of LEPC Members who 1) resign from the committee, or 2) are unable to serve due to reasons such as prolonged illness, sabbatical or other types of leave. In the case of a resignation, the alternate shall serve for the remainder of the academic year, at which time the position shall be opened for election for the remaining number of years in the Member’s position. In the case of temporary leave from the committee, the alternate shall serve until such time as the committee Member is able to return to the LEPC.

H. Under such circumstances, an appropriate alternate (school-specific or at-large) shall be expeditiously appointed by the UCF Steering Committee in consultation with the LEPC.

I. Absenteeism:
   - Members shall inform the Chairperson of any anticipated absences from meetings.
   - Membership in the committee shall be terminated by the LEPC for any Member who misses more than 3 meetings in a semester without just cause (subject to appeal to the Steering Committee).
   - If membership is terminated, an alternate shall fill the position for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the Member’s position.

J. Elections:
   - Each spring, three new Members shall be elected to three-year terms with terms beginning in the fall.
   - Elections for the LEPC shall be conducted during the regularly-scheduled spring university-wide elections administered by the Faculty Senate.
     - At this time, elections shall also be held to fill positions that have become vacant prior to the completion of a term. The term(s) of the newly elected Member(s) shall be for the remaining number of year(s) in the original term(s).
   - Interested faculty shall declare their candidacy for either a school-specific or an at-large position, but not both.
   - For the school-specific positions, only faculty within that school shall vote.
   - Members shall be allowed to run for consecutive terms.
   - Alternates who have replaced a Member during a given year shall be allowed to run for election as a Member.
If any of the positions remain unfilled at the end of the election, a special election shall be held in the fall to fill these positions. If any positions still remain unfilled after the special election, an appropriate Member(s) (school-specific or at-large) shall be expeditiously appointed to serve by the UCF Steering Committee in consultation with the LEPC. This Member shall serve until the next regularly-scheduled election at which time the position shall be opened for election for the remaining number of year(s) in the original term(s).

II. Meeting Schedule
   A. LEPC shall meet at least monthly during the academic year.
   B. At the discretion of the Chairperson, a meeting may be conducted via electronic means when a face-to-face meeting is not necessary and there is no objection to the proceedings.

III. Quorum
   A. Fifty percent, plus one, of all voting LEPC Members constitutes a quorum.
   B. The Chairperson of the LEPC shall determine whether a quorum is present before voting takes place.

IV. Rules of Order
   B. When the by-laws deviate from Robert’s rules, the by-laws shall prevail.

V. Voting
   A. Upon the request of any Member, voting on any substantive motion shall be by secret ballot. The Chairperson shall appoint tellers to conduct the ballots.
   B. No absentee ballots or proxies shall be permitted for LEPC business.
   C. When a meeting is conducted via electronic means, the Chairperson shall set a deadline for receiving votes on motions put forth.

VI. Order of Business
   A. The order of business at regular meetings of LEPC shall be:
      i. Meeting called to order
      ii. Announcements
      iii. Approval of minutes of previous meeting
      iv. Old Business
      v. New Business
      vi. Adjournment

Approved LEPC – 3/7/12
B. Any Member of the committee shall have the right to request consideration of additional items for the agenda by submitting the request in writing to the Chairperson.

VII. Rules of Procedure

The following rules shall govern the normal business of LEPC:

A. The agenda, insofar as possible, shall be delivered electronically to LEPC Members at least two days prior to the meeting at which it is to be presented.

B. Any major policy statement or document developed by LEPC and approved by the UCF shall be reproduced in its final form and archived on the UCF web site.

C. Approved minutes shall be made available to the entire university through the UCF web site.

D. The latest version of the by-laws shall be published in their entirety on the UCF web site.

VIII. Amending By-Laws

A. When considering a by-laws change or amendment, LEPC Members shall be notified in writing at least one week in advance of the meeting.

B. Two-thirds of the voting Members of the LEPC shall approve any changes or amendments to these by-laws.