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


- Meeting was called to order at 3:33 p.m.
- Minutes of 3/28/12 meeting were approved.
- Announcements
  - Polly spoke about the Board of Regents Transfer Articulation Policy and how it affects the LEP
  - BoR competencies are in line with LEP competencies, but we need to think about which of the 15 remaining credits we would want junior year transfers to take
  - ConnSCU committees will work on this over the summer (Polly and Armen’s names have been floated)
- Old Business
  - Update of LEP document (see attached LEP document and resolution regarding the process to amend the LEP document)
    - The document provides a procedure for non-major restructuring, but does not define “major”
    - Add initial “whereas” statement to resolution
      1. “Whereas the LEP Document requires/implies/suggests that major restructuring be effected only by way of __________;”
    - There may be a danger of people suddenly trying to add more competencies/categories that failed previously—which body has the authority to do that? Referendum procedure or LEPC/UCF?
    - Basic structure is competencies, areas of knowledge & experience, and discussions of values (Tiers 1, 2, & 3); changing a Tier 2 category should not require a faculty referendum (unlike going back to discipline-based, which would be major)
      1. Add bullet point that specifies structure of program to resolution (three tiers, categories in each, key elements/purposes in each of those)
      2. Need to be careful of being too specific—structure only
    - Any overreaching change could be blocked at a number of levels—important to trust our colleagues
    - Keep list of minor changes for examples for UCF meeting, but leave it out of the resolution; replace with list of major changes as noted above
    - Add after Flexibility: “The fundamental structural integrity of the tiered system.” OR “The fundamental structure of the program, including 1) three Tiers, as currently defined in the LEP Document, i.e. Foundations, Explorations, and Connections; 2) the category structure of each Tier, i.e. Competencies, Areas of Knowledge & Experience, and Discussions of Values; OR Categories in Tier 1 primarily based on Competencies, categories in Tier 2 primarily based on Areas of Knowledge & Experience, and categories in Tier 3 primarily based on Discussions of Values; 3) clearly defined purposes and key elements.”
    - Wording to be crafted prior to next meeting

Meeting adjourned at 4:47 p.m.
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
   A. Robert's Rules of Order, latest edition, shall govern proceedings of LEPC.
   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
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.