Liberal Education Program Committee  
Thursday, September 6, 2018—ASC 308  
Meeting Minutes

Present: Jim Aselta, Wendy Hardenberg (recording), Joan Kreiger, Barbara Cook (co-chair), Cindy Simoneau, Terri Bennett, Mike Shea (co-chair), Rob Page (via speaker phone), Helen Marx

1. CALL TO ORDER: 9:52 a.m.
2. ELECTION OF CHAIR - Barbara and Mike are nominated a co-chairs - elected unanimously
3. ELECTION OF SECRETARY - Wendy nominated secretary - elected unanimously
4. ANNOUNCEMENTS
   A. LEP Director Update: 
      Karen and Terri are both renewed as LEP Directors 
      Terri will provide her summary of activities from 2017-18 and her proposed goals for her next term. 
      a. LEP grid is now part of the catalog instead of a standalone object and will be updated on a regular basis on the LEP website. (needs to be updated on UCF site as well)
      b. LEP website: 
         i. Terri and Karen are the administrators of the website and will continuously update as needed
         ii. Departments need to look revise their websites to link LEP-specific info to the LEP website and catalog
      c. LEP advising document needs to be reviewed and updated every semester
      d. New Tier 3 policy (need to be at least registered for remaining Tier 1 classes) is now delayed until Fall 2019 to prevent legacy advising issues (should make sure language is in Degree Eval as well)
      e. Statistics on new transfer student LEP advisement Summer/Fall 2018:
         i. 780 new full-time transfer students and a few hundred part-time advised over the summer (260 students came during the last few weeks right up to the end)
         ii. Note: the application deadline was August 18th and registration deadline was August 24th
         iii. We need data on how many of these students actually fully register due to lack of course availability
iv. It is difficult to ensure a 90% fill rate while also bringing students in so late in August to register.

v. Possibly future agenda item will be to discuss how to address August admission transfer students and possible inability to fill their academic schedule

f. LAS or TAP degree students:
   i. Terri is continuing as TAP implementation coordinator
   ii. TAP "framework 30" now programmed into degree eval
   iii. Terri started tracking how many students come in with LAS or TAP degrees (100 LAS students and 35 TAP students this fall)
   iv. Consider extending LAS agreement to NVCC and Norwalk
   v. Need to determine policy and procedure: Does LEPC need to vote before UCF?

g. LEP Director goals: webpage, intake advising, NVCC and Norwalk LAS degrees, development of Prior Learning Assessments for non-traditional students

h. LEP advising guide was distributed to all new faculty

B. Other announcements
   i. Two vacancies on the LEP committee, either 2 elections or 1 election and 1 appointment

5. BUSINESS
   a. Old Business
      Major restrictions: The committee is developing a survey for the purpose of better understanding departments’ and programs’ LEP restrictions. The LEPC seeks to better understand why departments and programs have determined to restrict specific courses in the LEP; to understand why they would have, or would not have listed them as cognates; and to understand why they would not have listed them in the major. An additional purpose will be to determine impact of changing the policy regarding major restrictions.

      The survey will initially be sent to Department Chairs only. Since it is imperative to have close to a 100% participation rate, the LEPC will seek the support of the Provost in encouraging departments to complete the survey.

      Timeline:
1. Work on the draft of the survey at the next LEPC meeting on 9/20/18
2. Complete survey by 10/4 meeting
3. Deliver to chairs by Monday 10/9

6. ADJOURNMENT: 10:52 a.m.