Undergraduate Curriculum Forum
AGENDA
Adanti Student Center 301
Thursday, October 20, 2016

I. Call to order

II. Announcements – University Library Committee – UCF Liaison needed

III. Approval of UCF minutes of October 6, 2016

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   b. WACC – Writing Across the Curriculum Committee
   c. UWIC – University Wide Impact Committee
   d. PRAC – Program Review and Assessment Committee – defer motion to New Business
   e. LEPC – Liberal Education Program Committee – defer motion to New Business
   f. Ad hoc Transfer Committee
   g. Special Topics courses

V. TAP Transfer Degrees under review – http://www.ct.edu/initiatives/tap#pathways
   None

VI. Unfinished business – update on LEP Director position

VII. New Business
   a. Review of program review statement (in packet)
   b. Elizabeth Kalbfleisch – Director of Writing Center and WAC – brief update
   c. Outline of LEP assessment
   d. Creation of Ad hoc Assessment Committee

VIII. Adjournment
Memo

To: SCSU Faculty

From: Deborah Weiss, Chairperson, Undergraduate Curriculum Forum

Re: Changes to Department Program Review

Date: October 7, 2016

Given financial exigency, last year, an agreement was reached between the Undergraduate Curriculum Forum (UCF) and the Provost’s Office in which the program review process would be suspended for a period of two years. Currently, programs submit a report and undergo a review process by the UCF Program Review and Assessment Committee (PRAC) once in a seven-year period. In the six years leading up to writing the report and representing the department for the PRAC review, Department Assessment Coordinators fulfill a broad role, spearheading the department’s gathering and analyzing of data, deciding on corrective action based upon the data, and appropriately revising program goals based upon outcomes. For their role, the Coordinators are compensated with one credit per academic year. In addition, per the PRAC Guidelines, the PRAC Chairperson receives three credits per semester for fulfilling the roles of that position. Therefore, the suspension of Program Review for two years will save a significant number of credits for the University. Departments are encouraged to work with the Office for Assessment and Planning to continue their data gathering as appropriate during this time period, and those departments/programs with external accreditation will continue their regularly scheduled activities.

This action results in several outcomes:

1) The department program review process will no longer be on the current seven-year cycle. Given the time-intensive nature of reviewing the documents and meeting with department representatives, PRAC is only able to review a fixed number of documents in an academic year. PRAC will look for efficiencies in terms of speeding up the reviews once the process is resumed, however departments should expect a revision in the due dates of their reviews.

2) Departments are encouraged, although not required, to continue on their assessment trajectories. It is recognized that in many cases, assessment will not be continued at the same level, given the inability to compensate the Assessment Coordinators for this time-intensive task.

3) PRAC will meet during the fall 2016 semester to tie up reviews for programs that are working on revisions to their reports as well as provide its input to assist the Liberal Education Program Committee (LEPC) in its development of a comprehensive approach for LEP assessment. Starting in the spring of 2017, PRAC will not meet until AY 2018-2019.

4) Programs that are required to complete additional state or national reviews to comply with accreditation should discuss resources that might be necessary for completing these tasks with their Deans.
I. Call to order  
Called to order at 9:38 am. A quorum (50% + 1) was reached 9:38 am

II. Announcements  
a. Russell Engle shared that the School of Business with their Business Advisory Council are jointly hosting a leadership workshop “Leading In-Defining a New Brand of Women’s Leadership” on October 20, 2016 – flyer distributed
b. Jeremy Chandler – announced the Art Exhibit on campus through October 28th

III. Approval of UCF minutes of 9/22/16

A. Minutes approved with minor corrections  
   1. Change department name to Recreation, Tourism and Sports Management
   2. Remove italics on faculty comment to President Bertolino

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

      CHE 301 – Preparation of Scientific Documents for Chemistry

      EDU 322 – Family, School, and Community Partnerships

   Motion approved unanimously

   Minutes of September 29, 2016 were received

B. WACC – Writing Across the Curriculum Committee

   No Motions
**Discussion:** The meeting on 9/29/16 was attended by the Writing Center/WAC director, Elizabeth Kalbfleisch, and the group had an in depth discussion of upcoming WAC faculty meetings (which are designed for faculty to provide input on the new WAC proposal for the university), the WAC website, and how to go about revamping the Writing Contest.

Minutes of September 29, 2016 received

**C. UWIC – University Wide Impact Committee**  
**Discussion:** Continued discussion on whether BS and BA programs could/should have different LEP requirements. The group is also considering additional information needed when considering new program proposals (ongoing discussion).

Minutes of September 29, 2016 were received

**D. PRAC – Program Review and Assessment Committee**

Discussion:
Addendum to minutes of September 15, 2016 – Rebecca Silady was elected chair. The group met with Wes O’Brien for history of LEP. The committee also began the discussion around the LEP Assessment – what areas should be included and who should collect the data.

Minutes of September 29, 2016 were received

**E. LEPC – Liberal Education Program Committee**

Discussion:
LEPC Chair Position was restored, in part, due to the extensive advocacy by Deb Weiss. Posting should be issued soon.

The LEPC committee is also discussing the assessment of LEP courses and plans to meet with PRAC on October 13, 2016.

Concerned about LEP, TAP pathway courses and Multistate Collaborative Commitment - have assessments going on but how are they connected and have one master plan of assessment. Continued discussion with administration about LEP assessment as well as need to talk with affinity groups, such as FYE.

The group also discussed looking at the university document to be sure it is in alignment with how LEP is actually being delivered.
Question from membership (Heidi Lockwood) about the assessment of the pathways with TAP. Response from UCF: Several years ago, the LEP learning outcomes were aligned with the TAP learning outcomes. By assessing the LEP, the TAP learning outcomes will be assessed.

Minutes from September 29, 2016 were received

F. Ad Hoc Transfer Committee

Discussion:
The committee shared university plans to conduct a current survey for transfer students. The university is seeking input from the committee and two members will be working with Michael Ben-Avie to develop survey questions.

Beginning review of LAS from Manchester Community College to work on transfer agreement.

Minutes from September 29, 2016 were received

G. Special Topics Courses

1. French 298 - French for the Medical Professions
2. MDS 398 - Movie Men: Wars and Westerns
3. ART 398 cross-listed with HIS 398 - The Class they Don’t Want You to Take: Conspiracy Theories
4. PSY 398W - The mysteries and science of sleep
5. PSY 398 - Atypical Childhood Development

UCF Chair has logged these courses

V. TAP Transfer Degrees

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

a. Business (4 different pathways)
b. Foreign Language (4 different languages)

Motion to approve Pathways:

Motion approve unanimously. It will go back to system-wide TAP taskforce and then on to BoR.

VI. Old Business

A. Update on LEP Director Position – has been reinstated after numerous discussions. Reached an agreement with administration with Interim Provost
Durnin. Terri Bennett will become Co-Director and will also continue as Transfer Coordinator and work with new LEP Co-Director.

B. The call will go out soon for Co-Director: it will be posted for this year as 12 credits for fall and spring in order to allow some flexibility of the 12 credits since we are already mid-semester. Next year the position will be 12 credits for the year. It will be a two-year position. Terry Bennet will keep LEP for transfer students but remainder of responsibilities of position as outlined in the LEP Charter will be under the new LEP Co-Director.

C. The new LEP Co-Director will be take the lead on LEP assessment.

D. Questions from UCF membership on position:

Q: Any discussion about the Critical Thinking Coordinator position and appropriate re-assign time.
A: Not at this time and current fiscal climate

Q: How did we get here?
A: The job proposal went out last spring with 6 credits per semester (instead of 9) and increased responsibilities. No one applied for the position. Consultation with the UCF Chair should have taken place at that time to discuss further steps, however that did not take happen and some responsibilities were subsumed under a newly-created position of Transfer Coordinator which left the remainder of the LEP Director responsibilities not filled.

Q: Where is PRAC now that program review suspended for a period of time?
A: Each department gave up the 1 credit per academic year for assessment coordinators within each department for the two years. Departments are encouraged, but not required to continue with their collection of data. UCF Chair will circulate document with details.

Comments:
UCF membership offered a public thank you to Deb Weiss for her advocacy and time.
It is critical that someone apply for this position not only after the advocacy to have it restored but it is important for our students.

Open discussion:
Dean of Arts and Science has stated in a number of different settings that he would like the LEP program to be housed in A&S and not a university program. The LEP has been designed as a university program; there should not be ‘ownership’ by any one school. Although most of the faculty who teach in the
LEP are housed in A&S, the program is common to all students in the university and was designed as a university-wide program.

UCF believes the ownership of assessment resides with the UCF. Faculty are in charge of assessment, including decisions on rubrics and collaboration with affinity groups. A discussion took place regarding what to do when faculty do not participate in assessment.

VII. New Business
A. Kim Laing – Presented an overview of the tools in University Advising Renewal and Revitalization Initiative. See attached Power Point highlighting Degree Works (including Student Education Planner), Transfer Evaluation System (TES), and the Student Success Collaborative (a centralized advisement hub).

One note: the system currently does not identify pre-requisites in student planners; however, it will in the future (needs data input).

B. Elizabeth Kalbfleisch – Director of Writing Center and WAC
   Elizabeth provided an update on two key items:
   1. Professional development for tutors for undergraduate, graduate and ESL students is underway and the Writing Center Website is under development and hopefully will be available by the end of semester.
   2. Elizabeth is also convening conversations about writing centers (hoping to get input of at least 25% of faculty and staff). The conversations are two-hour meetings and begin with a short Power Point presentation to ground conversations. The goal is to discuss the future of the writing program, revise the program appropriately with WAC based on feedback from the conversations, and bring the revised proposal to the UCF in the spring.

VIII. Adjournment
The meeting was adjourned at 10:50 am.

Respectfully Submitted:

Cheryl Resha
Present: Meredith Sinclair (Co-Chair); Braxton Carrigan (Co-Chair); MaryJo Archambault, David Chevan, Russell Engel, Michael Fisher, Rich Glinka, Marty Hartog, Md Shafaeat Hossain, Sang Yoon, Sophia Myers (UCF secretary)

Absent: Steven Hoffler, Jen Ruggiero, Cathy Berei, Jeremy Chandler,

Call to Order: 9:35am

Revised Course Proposals
** ANT 222 – Modern Human Variation T2/GA
  Motion to approve: (D. Chevan, 2nd M. Archambault)
  Vote: 10-0-0

BIO 401 – Animal Physiology
  Motion to approve pending clarification: (R. Engel, 2nd M. Fisher)
  Vote: 10-0-0

GEO 360 – Introduction to GIS
  Motion to approve: (B. Carrigan, 2nd M. Archambault)
  Vote: 10-0-0

ENG 496 – Student Teaching Seminar – English
  Motion to approve: (M. Hartog, 2nd R. Engle)
  Vote: 9-0-1

New Course Proposals
** ANT 382- People and Weight T2/M&B
  Motion to approve: (M. Archambault, 2nd R. Engel)
  Vote: 10-0-0

Departmental Minor Proposal
Earth Sciences
  Motion to approve: (D. Chevan, 2nd M. Archambault)
  Vote: 10-0-0

Revised Program Proposals
BS Anthropology
  Motion to approve: (R. Glinka, 2nd B. Carrigan)
  Vote: 10-0-0

BS Nursing
  Motion to approve: (M. Fisher, 2nd M. Archambault)
  Vote: 10-0-0
BS Public Health
Motion to approve **Rejected**: (M. Hartog, 2nd M. Archambault)
Vote: 10-0-0

BS Social Work
Motion to approve: (M. Archambault, 2nd M. Fisher)
Vote: 10-0-0

I. Adjournment

**Classified as LEP courses**
Liberal Education Program Committee
Program Review and Assessment Committee
Joint Meeting Minutes
Thursday, October 13, 2016
9:35-10:50, ASC 326

Present: Cindy Simoneau (LEPC chair), Rebecca Silady (PRAC chair), Mary Pat Lamberti, Polly Beals, Resha Cardone, Jesse Gleason, Costel Calin, Charlie Dellinger-Pate, Nicole Henderson, Jim Tait, Wendy Hardenberg (recording), Rob Page, Mike Shea, Helen Marx, Jeff Webb, Marybeth Fede, Anthony Richardson

Guests: Deb Weiss, Michael Ben-Avie

Call to Order: 9:40 a.m.

Old Business:

1) LEP Director Position
   a. Close to putting co-directors in place (Academic Transfer Coordinator + LEP Director)

2) LEP Assessment
   a. How can we assess the LEP? What do we need to do for TAP? What are we obligated to do for the Multistate Collaborative?
   b. Idea is to have students submit de-identified existing assignments for assessment
      i. Not every affinity group would be assessing every year
      ii. Not every artifact would be assessed every time
      iii. LEP director would write reports and submit to PRAC like all other programs
      iv. Loop would then be closed by looking at ways to improve (LEP Director, LEPC, Affinity Groups)
   v. Some rubrics/assessments already exist, others need to be developed or adapted
   vi. Some resistance from faculty due to academic freedom concerns and fear that “canned” rubric will not adequately show their students’ learning
   vii. Decisions have to be made so that the process can begin, so faculty/affinity groups who choose not to participate may have to forfeit their right to provide input
   viii. Departments would submit appropriate artifacts, but assessment would be done beyond the department level (ideally the scorers would be compensated)
   c. Affinity groups need to be contacted and asked to meet with the purpose of starting this process
   d. PRAC is willing to remain constituted for the express purpose of working on LEP assessment (while the program reviews are on hiatus)
e. Motion: LEPC and PRAC jointly endorse the LEP assessment plan.
   i. Mike Shea motioned, MaryBeth Fede seconded; Passed unanimously
f. Next time PRAC will meet specifically about the rubrics and LEPC will go on to meet with Terry Bennett and discuss editing the Document

Adjournment: 10:49 a.m.
PRAC, Affinity Groups, and LEP Co-Director develop or identify appropriate rubrics with support of Office of Assessment.

Instructors give students appropriate assignments and provide students with approved rubrics.

Students upload deidentified assignments/artifacts to location created by Office of Assessment.

Each semester Office of Assessment provides PRAC and Provost's Office with a report listing which LEP classes have uploaded artifacts.

On rotating basis (see schedule) assignments are assessed by faculty members who are monetarily compensated. This effort is coordinated by LEP Co-Director with Provost's Office financial support.

Data are collected and compiled by Office of Assessment and provided to the LEP Co-Director.

LEP Co-Director analyzes the data and reports on the data according to the rotating schedule.

PRAC reviews the reports and makes recommendations to the LEP Co-Director and Provost's Office.

LEP Co-Director, LEPC, and Affinity Groups 'close the loop,' recommending revisions based on the PRAC reports.
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<th>Step</th>
<th>Description</th>
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<tr>
<td>1.0</td>
<td>Develop and/or Identify appropriate rubrics</td>
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<td>2.0</td>
<td>Provide Students with appropriate assignments and approved rubrics</td>
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<td>3.0</td>
<td>Upload de-identified assignments/artifacts to location created by Office of Assessment &amp; Planning</td>
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<td>4.0</td>
<td>Each semester, provide PRAC and Provost's Office with a report listing the LEP classes that have uploaded artifacts</td>
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<td>5.0</td>
<td>Assess assignments on a rotating basis, per the schedule published by PRAC.</td>
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<td>6.0</td>
<td>Collect data and compile summary to LEP Co-Director</td>
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<td>6.0</td>
<td>LEP Artifacts Report</td>
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<td>7.0</td>
<td>Analyzes the assessment data and submits a report according to the rotating schedule</td>
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<td>8.0</td>
<td>Reviews Report and Makes Recommendations to LEP Co-Director and Provost's Office</td>
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<td>&quot;Close the loop&quot; Recommending revisions based on the PRAC reports</td>
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<td>10.0</td>
<td>Repeat Assessment Process</td>
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I. Call to order ~9:40

II. Old Business:

   a) Continued specific discussion on the idea of whether different programs
      programs could/should have different LEPs. We are examining whether
      there is some more specific or nuanced method than the BS/BA
      distinction that can serve all. Collecting more general information from
      chairs on how much of a pinch majors are feeling-credit wise.

III. Meeting adjourned 10:50

Minutes submitted by K. Stiver
Ad Hoc Transfer Committee Meeting
Minutes 10-13-16

Present: Heidi Lockwood, Liz Keenan, Wes O’Brien, Carol Stewart, Barbara Cook, Vern Williams
Absent: Kaley Menders, Trish Regan

1. Technology supporting prospective student inquiries.
   a. Discussed differences between Transfer Evaluation System (TES) and Transfer Equivalency Self Service (TESS) within Degree Works.
   b. Will return to this agenda item after further information is obtained re: costs and staff resources to expand SCSU’s utilization of TES.

2. Review of the A.A. and A.S. LAS degrees at Manchester Community College
   a. Continued analysis of requirements

3. Discussion of Appendix A in the LEP Charter: Transfer Students
   a. Noted limitations to prospective students because the current language uses phrases such as “may be waived” which requires the LEP Director to do individual transcript analyses
   b. Began discussion of possible thresholds or categories for clearer decisions regarding how transfer credits would be applied to LEP requirements.
   c. Noted the importance of the capstone course because it reinforces a number of Tier 1 Skills (critical thinking, written communication) and adds a discussion of values to one or more areas of knowledge.
   d. Will continue discussion on 10-27-16.
WACC Meeting Notes 10/13
WACC met electronically. Present: Claire Novosad, Elena Schmitt, Mary Kiare

One proposal, SWK 321 Human Beh. and Social Environment II (submitted by Joan Means) was reviewed and approved.
Votes: 3:0:0
Advising Renewal & Revitalization Technology Tools

Degree Works – Student Education Plans
Transfer Evaluation System
Student Success Collaborative
Degree Works and Student Education Plans (SEP)

Allows students to map out a 4 year plan by clicking-and-dragging requirements from the audit to the semester in which they plan to take it.

Good for students. Good for the university.
Transfer Evaluation System
from College Source

Tool to help administrators and faculty streamline the transfer course articulation process.

Quickly locate course descriptions from other institutions and manage the evaluation process.
Student Success Collaborative (SSC)

- Powerful tool for advising and communicating with students.
- Advising Reports and Notes
- Appointment Scheduling and Advising Campaigns
- Success/Risk Markers
- Snapshot Overview of Students / Advisees
Documentation and Training Schedule

www.southernct.edu/enrollment-management/technology.html

Questions to:

EM@SouthernCT.edu