Undergraduate Curriculum Forum
AGENDA
Adanti Student Center, Room 301A
Thursday, December 13, 2012

I. Call to order

II. Announcements

III. Approval of UCF minutes of November 29, 2012

IV. Standing Committee Reports
   a. NPIC – New Programs and Innovations Committee
   b. NMC – Notifications Management Committee
   c. WACC – Writing Across the Curriculum Committee
   d. PRAC – Program Review and Assessment Committee
   e. UWIC – University Wide Impact Committee
   f. LEPC – Liberal Education Committee

V. Old Business
   a. Motion to approve the TAP.

VI. New Business

VI. Adjournment
Undergraduate Curriculum Forum
MINUTES
Adanti Student Center, Room 301A
Thursday, November 29, 2012


I. The meeting was called to order at 9:35 a.m.
   ▪ Quorum (50% + 1) was reached at 9:40 a.m.

II. Announcements
   a. UCF meeting on Thurs., Dec. 13th will begin at 8:45am (until 10am) and bagels will be provided – bring your own coffee.
   b. The Women’s Studies Program and Anthropology Department sponsor Dr. J. Kehaulani who will present, “Sovereignty, Land, and Nationhood in Hawaii: Legal Construction of Hawaiian Indigeneity,” today from 1:50-3:05pm in EN C112
   c. Three LEPC motions not addressed but in the minutes from the LEPC meetings that need to be decided on at the Dec. 13th meeting.

III. Approval of UCF minutes of October 25, 2012
   a. Motion to approve minutes of October 25th
      Motion approved unanimously.

IV. Standing Committee Reports
   a. NPIC
      i. Discussion of 10/18 and 11/15 meetings
         1. Reviewed Special Topics Courses:
            1) ENG 398 Adolescent Literature
            2) LIT 498 Russian Fairytales
         ii. Discussion of NPICs review of minor programs and cognates as presented in the catalog, especially in terms of the number of credits required for completion of each. Motions will be presented at the Dec. 13th UCF meeting.
         iii. Minutes of the 10/18 and 11/15 meetings received
   b. NMC
      i. Discussion of 11/1 and 11/15 meeting
         1. Motion to approve the following proposals from 11/1 meeting:
            1) New Course Proposals
               ▪ SPA 220 Medical Spanish (LEP)
               ▪ IDS 316 Justice for All? Perspectives from Law and Literature (LEP)
            2) Revised Course Proposal
               ▪ ENG 309 Rhetorical Strategies in Writing and Communication (LEP)
               ▪ BIO 100 General Zoology (LEP)
3) Program Proposals
   - BA/BS English
Motion approved unanimously

2. Motion to approve the following proposals from 11/15 meeting:
   1) New Course Proposals
      - SPA 330 Indigenous Cultures of Latin America
      - JUD 200 Jewish Stories (LEP)
      - JUD 210 Jewish American Literature (LEP)
   2) Program Proposals
      - BA Spanish
      - BS Spanish
      - Minor revision in Mathematics
Motion approved unanimously
[Note: Revised Course Proposal: BIO 110, BIO 111 and BIO 120 (LEP) – tabled until next NMC meeting when nursing can be present]
i. Minutes of the 11/1 and 11/15 meetings received

b. WACC
i. Discussion of 11/1 meeting (no quorum) and 11/15 meetings
   1. Motion to accept the following W-course proposals:
      1) GEO 311 (P. Sakalowsky)
      2) PHI 296 (C. Harry)
      3) PSY 462 (J. Irwin)
      4) PSY 490 (J. Irwin)
      5) SOC 490 (C. Meyerhoffer)
Motion approved unanimously
ii. Astrid Eich-Krohm, Co-Director of WACC Program, announced that currently 160 writing intensive courses offered per semester with only a few departments underrepresented in this count. However, there are not many W-courses under the LEP. Co-Directors will offer one-on-one, 30 minute sections to discuss with W-Course instructors, the methods for transitioning their courses to LEP, Tier 2. They are soliciting ideas for workshops to support faculty.
iii. Minutes of the 11/1 and 11/15 meetings received

c. PRAC
i. Discussion of 11/1 and 11/15 meetings
   1. Motion: PRAC recommends conditional approval for the Liberal Studies Program (LBS) [Note: there is no administrative support for this program despite the fact that it serves over 500 majors]
      Motion approved unanimously
ii. Minutes of the 11/1 and 11/15 meetings received

d. UWIC
i. Discussion of 11/1 and 11/15 meetings
   1. Motion to approve the following LEP courses from 11/1 meeting:
      1) PHI 222 Creative Process (T2 Creative Drive)
      2) ANT 211 Writing Culture: The Art of Ethnographic Writing (T2 Creative Drive)
      3) IDS 316 Justice for All? Perspectives from Law and Literature (T3)
      Motion approved unanimously
   2. Motion to approve the following LEP courses from 11/15 meeting:
      1) JRN 101 The Media: Freedom and Power (T2 American Experience)
      2) BIO 100 General Biology (T2 Natural World)
Motion approved unanimously

ii. Transfer and Articulation Policy (TAP): Deb Weiss reviewed the proposed revisions, previously distributed for UCF review, and noted clarifications within biology related to lab time, specifications around placement in mathematics, and details in the learning outcome table, specifically around the critical thinking area moving particulars to particular assessment rubrics.

1. Motion: to ratify the TAP framework, competencies and learning outcomes
   Motion tabled for Dec. 13th UCF meeting.
2. Original ratification process agreement stipulated that each campus would have input, but there is an inclination for the BOR to limit action beyond the steering committee at this point. Discussion of BOR’s aforementioned speculated attempt to control curriculum in a way that necessitates action on the part of the union and an increased interest of the Provosts/Deans at universities and colleges respectively. D. Weiss believes that the assessment rubrics will be useful and SCSU has received support from Provost to move forward.
3. Discussion of incoming students readiness for SCSU. There are changes being made as early as K-8 and high school. H. Lockwood added that the data doesn’t support that students coming to SCSU are not well prepared. Concern over students taking three courses at community colleges that will transfer into SCSU as one course. How do we prevent this being an issue?
4. Funding/resource issue addressed. Recommendation to conditionally tie ratification to funding and resources needed to complete this process. Resources have been requested from BOR, especially for community colleges where changes are expected to be more significant. Discussion refocused to motion on the table for voting at the next meeting.
5. UCF Members need to check the UCF website for materials from TAP, including documents needed for the Dec. 13th meeting.

iii. Minutes of the 11/1 and 11/15 meetings received

e. LEPC

i. Discussion of 10/31 and 11/14 and 11/28 meetings
   1. Motion: Replace “Students may take no more than one Tier 2 course from a particular department” with “Students may take no more than two Tier 2 courses from a particular department.” (Rationale: SCSU native students are finding there are not enough courses to choose from after they assess those departments in which courses have been completed; and transfer students are finding too many classes are becoming electives as a result of this policy; and there is a philosophical rationale around the belief that multiple departments can meet the learning outcomes established around LEP); Question called (Liz Keenan) and seconded (C. Simonneau)
   Motion approved with one abstention

ii. Minutes of the 10/31 and 11/14 and 11/28 meetings received

Meeting adjourned at 10:45 a.m.

These minutes are respectfully submitted by Michele Vancour.
Called to order at 9:35 a.m.
Present: G. Adams (Chair), S. Barnard, R. Cardone, J. Critzer, H. Dostal, Y. Gebremariam, Y. Choi, M. Skinner

I. New Business

   A. One Special Topics Course, FIN 298, was reviewed and returned with instructions for resubmission.

   B. NPIC reviewed the current catalog language pertaining to definitions of cognates and of minor programs.

       a. Cognates: By way of completing cognates, students may currently find that they are within three to nine credits of completing a minor. Some departmental minors allow students to apply credits from their cognate courses to a minor in that area. To clarify that cognates reinforce majors but may also fulfill minor requirements, as well as to allow for needed flexibility in revising cognate requirements, NPIC Moves the following changes to the catalog definition of “Cognate”.

           Current Definition:

           - The “Cognate” is a supplement of 12-15 credits in one or several related discipline, outside of one’s major or minor (emphasis added) field, planned with departmental advisement.

           Proposed Definition:

           - The “Cognate” is a supplement of credits in a related discipline (or disciplines) outside of one’s major field, planned with departmental advisement.

       b. Minors: NPIC has received clarification from LEPC, the UCF Chair and Provost Kennedy that Minor Programs may use LEP courses to satisfy minor requirements at the discretion of the program. Additionally, the committee noted that the definition needs to reflect interdisciplinary minors that draw on courses in more than one discipline, as well as departmental minors that do the same. Therefore, NPIC moves to replace the existing catalog definition of an academic “minor” to include clarifying language. The Senate Academic Policy Committee has been notified.

           Current Definition:

           - The “Minor” is a planned sequence of 18 credits in one discipline, outside of one’s major, with options available under departmental advisement.

           Proposed Definition:

           - The “Minor” is a planned sequence of 18 credits, earned in addition to one’s major requirements, with options available under departmental or minor program advisement. Courses used to satisfy the Liberal Education Program may be used as courses in the minor.

Meeting adjourned at 10:35 a.m.

Respectfully submitted by Gregory Adams
Notifications Management Committee
Minutes from December 6, 2012 meeting

Present: Corey Hannah (Co-Chair); Margaret Das (Co-Chair); Cindy Simoneau; Gregory Robbins; Helen Marx; Derek Taylor; Erin Larkin; Troy Rondinone; Jeremy Chandler; Mitchell Bills; Jennifer Ruggiero; Elizabeth Rodriguez-Keyes; Sobeira Latorre; Sophia Myers (UCF secretary)

Guests: Miranda Dunbar (Biology), Lisa Rebeschi (Nursing), Jeffrey Webb (Chemistry)

Call to Order: 9:05 a.m. (Quorum reached at 9:20am)

I. Announcements: none

II. Old Business:

New Course Proposals
EGR 232 – Materials Science and Engineering
   Motion to APPROVE; (Corey Hannah; 2nd Troy Rondinone)
   Vote: 13 – 0 – 0

Revised Course Proposals
** BIO 110 – Human Biology I
** BIO 111 – Human Biology II
** BIO 120 – Basic Microbiology
   Motion to APPROVE the three proposals; (Cindy Simoneau; 2nd Corey Hannah)
   Vote: 11-0-1

III. New Business

New Course Proposals
** JST 204 – Introduction to Holocaust and Genocide Studies
   Motion to APPROVE; (Derek Taylor; 2nd Jennifer Ruggiero)
   Vote: 10 – 0 – 0

** PHY 123 – Critical Thinking and Science for Future Leaders
   Motion to APPROVE; (Cindy Simoneau; 2nd Helen Marx)
   Vote: 8 – 0 – 0

** PSC 150 – Thinking About Politics
   Motion to APPROVE; (Cindy Simoneau; 2nd Erin Larkin)
   Vote: 10 – 0 – 0

** PSY 306 – Understanding Intelligence: A Capstone Seminar
   Motion to APPROVE with clarifications; (Cindy Simoneau; 2nd Elizabeth Rodriguez-Keyes)
   Vote: 10 – 0 – 0

** PHI 242 – Death and the Meaning of Life
   Motion to APPROVE with clarifications; (Cindy Simoneau; 2nd Jennifer Ruggiero)
   Vote: 12– 0 – 1
Revised Course Proposals

PCH 363 – Program Planning
Motion to APPROVE; (Cindy Simoneau; 2nd Helen Marx)
Vote: 10 – 0 – 2

MAT 122 – Precalculus
Motion to APPROVE; (Cindy Simoneau; 2nd Jennifer Ruggiero)
Vote: 12 – 0 – 0

FIN 300 – Corporation Finance
FIN 340 – Capital Markets
Motion to APPROVE the two courses; (Jennifer Ruggiero; 2nd Corey Hannah)
Vote: 13 – 0 – 0

THR 240 – Forms of Drama
Motion to APPROVE; (Cindy Simoneau; 2nd Corey Hannah)
Vote: 13 – 0 – 0

JRN 200 – Basics of Journalism
Motion to APPROVE; (Jennifer Ruggiero; 2nd Sobeira Latorre)
Vote: 13 – 0 – 0

JRN 375 – Courts and Crime
Motion to APPROVE; (Corey Hannah; 2nd Troy Rondinone)
Vote: 12 – 0 – 0

JRN 410 – Television News Documentary II
Motion to APPROVE; (Troy Rondinone; 2nd Derek Taylor)
Vote: 12 – 0 – 0

***JRN 490 – Capstone Seminar in Journalism
Motion to APPROVE; (Derek Taylor; 2nd Elizabeth Rodriguez-Keyes)
Vote: 12 – 0 – 0

Revised Program Proposals

BS Business Administration
Motion to TABLE receive additional material (Cindy Simoneau; 2nd Jennifer Ruggiero)
Vote: 12-0-1

BS Business Administration – Concentration International Business
BS Business Administration – Concentration Management
BS Business Administration – Concentration Management Information Systems
BS Business Administration – Concentration Marketing
Motion to APPROVE the above four RPPs; (Sobeira Latorre; 2nd Derek Taylor)
Vote: 13 – 0 – 0
BS Nursing
Motion to APPROVE; (Cindy Simoneau; 2nd Sobeira Latorre)
Vote: 12 – 0 – 1

BS Finance
Motion to APPROVE; (Jennifer Ruggiero; 2nd Corey Hannah)
Vote: 13 – 0 – 0

BS Journalism
BA Journalism
Motion to APPROVE with clarifications; (Erin Larkin, 2nd Corey Hannah)
Vote: 12-0-0

Departmental Minor Revision Proposal
History
Motion to APPROVE; (Derek Taylor; 2nd Elizabeth Rodriguez-Keyes)
Vote: 12 – 0 – 1

IV. Meeting Adjourned: 10:50 am

** LEP Courses
1. **In attendance:** Astrid Eich-Krohm (Co-Director of the University Writing Across the Curriculum Program), Tom Ferrucci (*ex officio* non-voting), Patrick McBrine (Secretary), Marie McDaniels (on-line participation)

   **Absent:** Karen Burke (chair of WACC), Elena Schmitt, Dorothy Vasquez-Levy, Will Hochman, Sanya Grubacic, Debbie Carroll (non-voting), Steve Corbettt (non-voting)

2. Insufficient attendance for quorum

3. Adjournment at 10:00am

Respectfully submitted by Patrick C. McBrine
PRAC minutes

December 6, 2012

Absent: T. Linn, R. Zipoli

Meeting came to order at 9:45 a.m.

The Committee had a productive meeting with Dr. Daniel Swartz and Dr. Gary Morin of Exercise Science to review the department’s self-study. They gave the Committee valuable information and answered all questions to our satisfaction. PRAC has requested some additional information and Dr. Swartz and Dr. Morin have agreed to supply it by Jan. 11.

EXS contains 3 programs--Athletic Trainer, Human Performance, and Teacher Education--each of which is accredited by at least one external agency. Because they are subject to external accreditation, the department was only required to fulfill the expedited PRAC review rather than create a new self-study covering standards 1-17.

However, as recognized in the Academic Program Review document, the information required by external accrediting agencies and the information required by the university’s review process are not always congruent. As we have with other departments undergoing expedited review, the Committee requested that the assessment coordinators write a brief additional summary using standards 16 and 17 to comment on the strengths and weaknesses/needs of the program with regard to the areas covered in standards 1-15 (e.g. intellectual climate, advisement, library resources, etc.).

The report will also provide the department with a chance to discuss their advisement program, changes to the programs made since the last accreditation report, how they improved test scores, the impact or planning for LEP, and so on.

The Committee suggested using the Liberal Studies report as a model of how to briefly and concisely comment on strengths and weaknesses/needs for each of the 3 programs using standards 1-15 as a foundation.

We have asked the administration to actively respond to departments undergoing review and this document should also help focus their attention on significant areas.

Meeting adjourned 10:50 a.m.
University-Wide Impact Committee  
Minutes 12/06/12

Present

Absent
P. Beals, S. Graves, A. Marsoobian, T. Regan, A. Reynaga, M. Shea

I. Call to Order
The meeting was called to order at 9:38 am.

II. Old Business
No old business.

III. New Business
PHY 123 Critical Thinking and Science for Future Leaders as Tier I Critical Thinking
Motion to Approve
Motion passed 10-0-1

EXS 403 Athletic Training Clinical Practice VI- Capstone as Tier III capstone
Motion to Revise and Resubmit.
Motion Passed 11-0-1

EXS 442 Practicum Seminar in Physical Education as Tier III capstone
Motion to Approve with Minor Revisions.
Motion Passed 12-1-0

JRN 135 Journalism Technology as Tier I Technological Fluency
Motion to Approve.
Motion passed 13-0-0

SPA 220 Medical Spanish as Tier I Multilingual Communication
Motion to Approve.
Motion Passed 13-0-0

CHE 301-445-496 as Tier III capstone
Motion to Revise and Resubmit.
Motion Passed 12-0-1

JST 204 Introduction to Holocaust and Genocide Studies as Tier II Global Awareness
Motion to Approve.
Motion passed 11-0-2

PSY 306 Understanding Intelligence: A Capstone Experience as Tier III capstone
Motion to Approve.
Motion passed 11-0-2

LEP Discussion.
1. UWIC is asking Marty Hartog, UCF Chair, and LEPC to look into the issue of the number of credits (3 and/or 4) for Tier 2 Natural World I and II courses since the affinity group for those areas of knowledge, as well as some chairs and the Dean of Arts and Sciences are wanting to require all NW I&II courses be 4 credits. Two specific concerns, in particular,
are important: 1) UWIC would like to ensure that students can still have some course options of only 3 credits so that incoming transfer students can transfer a 3 credit course to meet one of the NW areas of knowledge, and 2) if all NW courses become 4 credits, then the LEP moves from a 48 to a 50 credit program, which appears to be a major change that would require a faculty referendum. UWIC is referring this issue to the UCF chair and LEPC to discuss and resolve these concerns with relevant constituents.

2. UWIC is asking LEPC to also look into the caps for all 3 tiers of the LEP, since there were questions raised during the meeting about the caps for the NW BIO lecture courses and for the Tier 3 capstone courses.

**BIO 110 Human Biology I and BIO 111 Human Biology II** as Tier II: Natural World II Life and Environment
Motion to Approve with Minor Revisions.
Motion passed 9-0-4

**BIO 120 Microbiology** as Tier II: Natural World II
Motion to Approve.
Motion Vote 6-0-6.
Committee thought that they did not have enough time to review the course. Robert’s Rules were suspended for this motion. The course will be put on the agenda for the next meeting on January 17, 2013.

UWIC thanks Dr. Mugno for his service as UWIC secretary in Fall, 2012.

**IV. Adjournment**
The meeting adjourned at 10:50 am

Minutes prepared and submitted by Ray Mugno
Liberal Education Program Committee Meeting

Wednesday, November 28, 2012

3:00– 4:45pm – ASC 201

Meeting Minutes

Present: Liz Keenan, Kim Laing, Wendy Hardenberg (recording), Joe Fields, Jim Tait, Deb Weiss (chair), Astrid Eich-Krohm, David Petroski, Elsie Okobi, Mike Shea, Polly Beals

---

- Call to Order: 3:03 p.m.

- Approval of Minutes from 11-14-12: approved unanimously

- Announcements
  
  - Joe told the committee about the Mike Moss memorial concert on Thursday, Nov. 29 at 8:00 p.m. Proceeds will create a scholarship in his name.
  
  - Mike mentioned another memorial event at Spring Glen Church on Monday, Dec. 3 at 7:30. Proceeds will be donated to help victims of Hurricane Sandy.
  
  - Dave talked about his presentation on using immersive gaming in the classroom on December 7 at 12:00.
  
  - Mike urged everyone to go to the President’s dialogue about P&T on Dec. 11 at 1:00 in the ASC Ballroom.

- Committee and Ad Hoc reports

  - Polly - transition courses, Tier 3 courses – to be discussed under old business
  
  - Astrid – update on W/T2 courses – Astrid reported that individual assistance would be made available to faculty members who want to propose Tier 2 courses as W courses. Workshops will be available as well.
    
    - Mike recommended we consider asking for course cap reductions to return to the previous cap levels that had been raised

- Old Business

  - Tier 3 courses – The dire situation of a dearth of Tier 3 courses was discussed in order to brainstorm possible solutions for this situation. Two of these were the utilization of an expedited approval process for Tier 3 courses or the exemption of students who entered in the academic year 2011-2012 from taking Tier 3 courses based on various criteria. Most members seemed to favor creating an expedited process in order to try to get an infusion of Tier 3 courses rather than exempting students from the requirement. After an extended discussion of the various expedited process options, the following motion was made and subsequently approved with 4 votes in favor and 1 abstention:
In order to expedite approval of Tier 3 courses, two procedures will be available:

a. A *current course* may be converted to a Tier 3 course by submitting a Tier 3 course conversion form and the course syllabus to the LEP Director. If the course is currently a part of the major, the degree evaluation form will automatically be revised to move the course from the major to LEP Tier 3.

b. A *new course* may be approved by submitting a Tier 3 expedited course approval form and the course syllabus to the LEP Director. These courses shall utilize a common shell course number.

All Tier 3 expedited courses must go through the usual UCF approval process by September 2016, including any necessary program revisions

- The meeting was adjourned at 4:41 p.m.
LEP Motions for UCF Approval (for December 13, 2012 meeting)

From November 14, 2012 Meeting

Motion 2: Any transfer student who has never been enrolled in INQ 101 through Spring 2013 will have the course waived without credit.

Motion 3: The First-Year Experience requirement will be waived without credit for any transfer student who enters the university with 15 or more transferred credits.

From November 28, 2012 Meeting

Motion – In order to expedite approval of Tier 3 courses, two procedures will be available:

a. A current course may be converted to a Tier 3 course by submitting a Tier 3 course conversion form and the course syllabus to the LEP Director. If the course is currently a part of the major, the degree evaluation form will automatically be revised to move the course from the major to LEP Tier 3.

b. A new course may be approved by submitting a Tier 3 expedited course approval form and the course syllabus to the LEP Director. These courses shall utilize a common shell course number.

All Tier 3 expedited courses must go through the usual UCF approval process by September 2016, including any necessary program revisions.