Undergraduate Curriculum Forum
AGENDA
Adanti Student Center 301
Thursday, December 8, 2016

I. Call to order

II. Announcements

III. Approval of UCF minutes of November 17, 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
   e. LEPC – Liberal Education Program Committee
   f. Ad hoc Transfer Committee
   g. Special Topics courses – PCH 498 – Public Health Practice

V. TAP Transfer Degrees under review – http://www.ct.edu/initiatives/tap#pathways
   • approved by TAP FIRC - Exercise Science – UCF approval pending
     recommendation from SCSU EXS
   • upcoming to TAP FIRC – Early Childhood Training Certificate (ECTC),
     Theatre, Arts

VI. Unfinished business
   Elizabeth Kalbfleisch – Director of Writing Center and WAC – update and
   continuation of discussion on university writing program

VII. New Business

VIII. Adjournment
SPRING 2017 Meeting Dates

UCF Meeting Dates
January 26
February 9
February 23
March 9
March 30
April 13
April 27
May 4 (if needed)

Standing Committee Meeting Dates
January 19
February 2
February 16
March 2
March 23
April 6
April 20
I. Call to order

Called to order at 9:35 am. A quorum (50% + 1) was reached at 9:35 am

II. Announcements

- Liz Keenan serving as acting UCF chair, with Deb Weiss away at a conference.
- Keenan said at 12:30 today two scholars speaking in ASC 301 on topic of Critical Patriotism. Dr. Rebecca Harvey, MFT, was lead on grant to bring these scholars to campus.
- Reminder about continuing Social Justice Week activities.

III. Approval of UCF minutes of November 3, 2016

A. Minutes approved

IV. Standing Committee Reports

A. NMC – Notifications Management Committee
   1. Motion to approve Revised Course Proposals
      PHI 408 – Phenomenology and Existentialism
      PHI 420 – American Philosophy
      PHI 425 - Metaphysics
      PHI 430 – Selected Philosophical Classics
      PHI 480 – 20th Century Analytic Philosophy
   
   2. Motion to approve New Course Proposals
      MAT 100P – Introductory and Intermediate Algebra
      MAT 112 – Algebra for Business and the Sciences
      MDS 441 – Content Development for Social Media
3. **Motion to approve Revised Course Proposals**
   MAT 100 – Intermediate Algebra
   MAT 122 – Precalculus

4. **Motion to approve Revised Program Proposals**
   BS Comprehensive Special Education

5. **Motion to approve Expedited Proposal for Minor Changes to Multiple Courses**
   Mathematics

Minutes of November 10, 2016 were received

B. **LEPC – LEP Committee**

   No motions

   a. Edits to LEP Document—including a page-by-page review proceeded, with suggested edits provided by UCF Chair Deb Weiss. Edits are updating of language and to reflect changes approved by the UCF since the last revision.
   b. Plan to continue edits at the remaining committee meeting and then present package to UCF later.
   c. LEPC Chair congratulated Dr. Karen Cummings of PHY, on her appointment to LEP co-director for assessment.

   Interim Associate Provost Ilene Crawford thanked all applicants for the position. She said it was a strong pool of candidates and selection was a difficult decision.

   Liz Keenan thanked the provost’s office and all who applied.

Minutes of November 10, 2016 were received

C. **UWIC – University Wide Impact Committee**

   a. Committee discussed revisions to the New Program Proposal form and Instructions. Will be completed and voted on in next meeting
   b. Discussion of charge to explore exceptions to the current rule that no more than 9 credits of graduate coursework can be applied to an undergraduate degree.

Minutes of November 10, 2016 were received

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

   Old Business
PRAC Calendar
  a. Discussed the calendar further; not finalized yet
New Business:
Revisions to PRAC By-laws
  b. Began to discuss how to revise the by-laws to include in the list of PRAC responsibilities that PRAC will accept reports from the Office of Assessment and Planning each semester listing the LEP classes that have submitted artifacts for assessment. Committee plans to vote on December 1, 2016
  c. Discussion of the Philosophy Department’s follow up report from their PRAC report from December 2015. PRAC met with Armen Marsoobian, Chair of the Philosophy Department. Comments will be included in the minutes of our Dec 1 meeting, when we will also vote on the report.

Minutes of November 10, 2016 were received

E. WACC – Writing Across the Curriculum Committee
   No motions
   
   Discussion: detailed discussion of the WAC Proposal that committee hopes to present to UCF in the beginning of the Spring Semester.

Minutes of November 10, 2016 were received

F. Ad Hoc Transfer Committee
   Discussion of Appendix A in the LEP Charter: Transfer Students
   a. Liz Keenan met with Dr. Terricita Sass and Dr. Terri Bennett and Dr. Deb Weiss on 11-9-16 to get feedback on draft revision ideas.
   b. Discussed feedback on draft ideas for LEP Appendix A revisions. Seeking to develop policy that is clearly and simply stated and able to be implemented through coding in Banner and in the transfer banks.
   c. Noted the continued need for resources to update the transfer banks and implement LEP revision decisions.
   d. After discussion, revised several parts of the Appendix.
   e. Will examine a range of transfer transcripts to test out the potential changes at next meeting on 12-1-16.

Minutes of November 10, 2016 were received

V. TAP Faculty Implementation Review Committee
   The most current versions of the Pathways can be found at: http://www.ct.edu/initiatives/tap#pathways. Advantage to the current website versus posting on SCSU website is the timeliness of any updates.
   No new motion or minutes
VI. **Old Business**
   a. Elizabeth Kalbfleisch – Director of Writing Center and WAC – update and continuation of discussion on university writing program – Due to conflict Liz did not report.

VII. **New Business**
   a. Reminder about migration of Blackboard to new server after Dec. 28.
   b. Cindy Schofield, Head of Technical Services, Lead for Library Automation Implementation Project Presentation - Library automation system; all campuses in the CSUS are part of this project that will go live on January 9th.

VIII. **Adjournment**
   The meeting was adjourned at 10:33 am.

Respectfully Submitted
Notifications Management Committee
December 1, 2016
MINUTES

Present: Meredith Sinclair (Co-Chair); Braxton Carrigan (Co-Chair); MaryJo Archambault, Cathy Berei, Jeremy Chandler, David Chevan, Russell Engel, Michael Fisher, Rich Glinka, Marty Hartog, Md Shafaeat Hossain, Jen Ruggiero, Sang Yoon, Ebonee Brown, Jessica Powell

Absent: Steven Hoffler, Sophia Myers (UCF secretary)

Call to Order: 9:35am

New Course Proposals

CSC 229 – Object-Oriented Programming
Motion to approve: (B. Carrigan, 2nd J. Chandler)
Vote: 15-0-0

CSC 235 – Web and Database Development
Motion to approve: (B. Carrigan, 2nd M. Archambault)
Vote: 15-0-0

CSC 265 – Computer Networking and Security I
Motion to approve: (B. Carrigan, 2nd M. Fisher)
Vote: 15-0-0

Revised Course Proposals

ANT 224 – Children, Language and Socialization
Motion to approve: (J. Chandler, 2nd R. Engel)
Vote: 15-0-0

CSC 152 – Computer Programming I
CSC 152 – CSI: Programming Fundamentals
CSC 207 – Computer Systems
CSC 212 – Data Structures
CSC 212 – CS2: Data Structures
CSC 321 – Algorithm Design and Analysis
CSC 330 – Software Design and Development
CSC 334 – Human-Computer Interaction
CSC 335 – Database Management Systems Design
CSC 335 – Database Systems
CSC 341 – Digital Imaging
CSC 425 – Operating Systems
CSC 431 – Computer Graphics
CSC 443 – Fundamentals of Internet Programming
CSC 443 – Internet Programming
CSC 453 – Information Security
CSC 463 – Development of Distributed and E-Commerce
CSC 476 – Fundamentals of Data Warehousing
CSC 477 – Fundamentals of Data Mining
CSC 481 – Artificial Intelligence
Motion to approve: (B. Carrigan, 2nd M. Archambault)
Vote: 15-0-0
CSC 465 – Communications and Networks
   Motion to approve pending clarification on catalog description: (B. Carrigan, 2nd M. Archambault)
   Vote: 15-0-0

PSC 497 – Political Science Internship
   Motion to REJECT: (M. Fisher, 2nd B. Carrigan)
   Vote: 15-0-0

Revised Program Proposals
BA Art History
   Motion to TABLE: (R. Glinka, 2nd M. Fisher)
   Vote: 15-0-0

BS Biology_CONC_7-12 Secondary Ed
   Motion to approve: (M. Fisher, 2nd R. Engel)
   Vote: 15-0-0

BS Business Administration_CONC_Accounting
   Motion to approve: (R. Engel, 2nd B. Carrigan)
   Vote: 15-0-0

BS CSC_CONC_Information Systems
   Motion to approve: (J. Chandler, 2nd M. Archambault)
   Vote: 15-0-0

BS CSC_CONC_Computer Science(General)
   Motion to approve: (M. Archambault, 2nd D. Chevan)
   Vote: 15-0-0

BS Physics 7-12
   Motion to approve: (J. Ruggiero, 2nd M. Archambault)
   Vote: 15-0-0

I. Adjournment

** Classified as LEP courses
WACC Meeting
12-01-2016

Present: Claire Novosad (chair), Elena Schmitt, Sarah Wojiski, Matt Miller, Maria Diamantis

Guest: Elizabeth Kalbfleisch

The committee (and guest) had an in depth discussion of the WAC proposal that is in development

The committee approved the proposal by C. Sagar for SWK 321 Human Behavior and Social Environment II 5-0-0

Respectfully submitted to the UCF,
Claire Novosad
UWIC December 1, 2016

In attendance: S Bernard (co-chair), K. Stiver (co-chair), M Barboza, D Fairchild, J Gagliardi, H Harper, M Knell, S. Latorre, J Mielczarski, T Ryder, M Savelli

I. Call to order ~9:40

II. Old Business

a. Motion to accept the revise New Program Proposal form and directions.
   
   D Fairchild motion, T Ryder second. Motion passed 10-0-0

b. Motion to allow programs to have an exemption from the 9-credit restriction on graduate courses applied to undergraduate degrees. Exemptions would be based on the needs of a particular program, with clear justification of why this is necessary for the program, and would require UCF approval during the program proposal or revision process.

   M Barboza motion, M Savelli second. Motion passed 11-0-0

c. Announcement that we have tabled the discussion of further LEP reductions/differentiation of the BA and BS LEP requirements, based on feedback from department chairs (very mixed reception).

III. Meeting adjourned 10:50

Minutes submitted by K. Stiver
SUMMARY OF CHANGES TO NEW PROGRAM PROPOSAL FORM:

1) There are several minor wording changes to the required materials portion of the form to clarify what is being requested.
   • Clarification of aim of “evaluating students” to specific that what is desired is some idea of program assessment
   • Matching language to what is on the BOR paperwork (e.g. (objectives/outcomes))
   • Slight expansion of additional resources clarification

2) Addition of a request for a 4-year curricular map for students. This is to encourage transparency in program development, and we ask that programs include in the planning pre-requisites to required courses, and consideration of the “start point” for the average, not the extraordinary, student who may be completing the program.

3) We have also developed more extensive directions for the form, with specific reference to associated sections of the BOR form that may be helpful in preparation.
Directions: Please fill out the following and submit along with:

1) UCF Signature Sheet
2) New Program Summary Form
3) Additional materials as described in Directions for Preparing a New Program Proposal

A) WHAT IS THE RATIONALE FOR PROPOSING THIS PROGRAM?

B) WHAT ARE THE LEARNING OBJECTIVES/OUTCOMES FOR THIS PROGRAM?

C) WHAT IS THE PLAN FOR OVERALL PROGRAM ASSESSMENT, AND ASSESSMENT OF HOW STUDENTS MEET THE LEARNING OBJECTIVES FOR THE PROGRAM?

D) PLEASE ATTACH A CURRICULAR MAP (4-YEAR – SEE DIRECTIONS) FOR STUDENTS COMPLETING THIS PROGRAM. THIS PLAN MUST INCLUDE ALL POTENTIALLY NECESSARY PRE-REQUISITES AND COGNATE COURSES FOR BOTH THE EXPECTED LEP AND MAJOR COURSE REQUIREMENTS FOR STUDENTS IN THIS PROGRAM.

E) PLEASE SPECIFY IF THERE ARE ANY ADDITIONAL REQUIREMENTS BEYOND THE STATED CURRICULAR REQUIREMENTS FOR THIS PROGRAM.

F) ARE THERE RESOURCES NEEDED FOR THIS PROGRAM THAT ARE NOT ACCOUNTED FOR IN THE TEXT ABOVE? PLEASE ELABORATE.
1) Complete the UCF Signature Sheet
   • Indicate the Program and associated Department(s)
   • Primary Contact Person and their contact information
   • Votes and signatures from the Department of the proposer.
   • Please include revised proposal dates as needed.

2) Complete the New Program Summary Form
   • Check the completions list.
   • Note any affected departments. The submitting department must notify the chair(s) of these departments, and you must provide proof of notification (email/memo) along with your proposal. Although acknowledgement is not required, it should also be included with the submission when possible.
   • Please list all required courses. Here, we expect only the final required course even if it is part of a sequence of pre-requisites, but please note that we require listing of the full sequence as part of a curricular map for the Required Materials form.
   • Please note the associated Department(s), list any specializations (if applicable), and provide the Catalog Description for the New Program.

3) Complete and attach the remaining Required Materials.
   • You are not expected to have completed the entirety of the BOR “Application for New Program Approval” form at the time of submission to UCF. However, as certain portions will aid in your proposal preparation (Section 2, Section 3; see below), we recommend completion of some sections as you prepare your UCF New Program Proposal. You may opt to submit the partially competed form along with your New Program Proposal. Please complete:
     • QUESTION A: Rationale.
       • Please reference the relevant portion of the BOR Form: The first two portions of Section 2: Program Planning Assessment (Alignment of program with Institutional Mission, Role and Scope; Addressing Identified Needs).
       • Please outline why this program is needed. Specifically (answer as many as apply):
         ▪ How does it serve the needs of our students?
         ▪ How does it address the needs of the CT communities/society?
         ▪ Who is the population that will be served by this program?
         ▪ What are the potential career outcomes for this program?
         ▪ How many majors are expected?
         ▪ What proportion of students do you expect to be recruited from current departmental majors?
         ▪ Of the remaining proportion, where do you see them coming from?
• **QUESTION B: Objectives/Outcomes**
  - Please reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Learning Outcomes).
  - Please outline the intended learning outcomes for students completing this program.

• **QUESTION C: Program/Learning Outcome Assessment**
  - Please reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Learning Outcomes).
  - Please briefly outline any current plans to assess the program and student learning with regard to the larger learning objectives of the program.

• **QUESTION D: Advising plan and full required courses pathway**
  - Please outline a curricular map for a student entering your program.
  - This pathway must take into account any pre-requisites to required LEP, Cognate, or Major courses
  - The plan should take a “average” student perspective.
    - You must outline course pre-requisites, even if it is possible that higher performing students may place directly into them.
    - You should not have expectations for specifically prepared students as the “typical” entering student (e.g. plans that they enter with AP course waivers) without clear and detailed justification supporting this expectation.
    - The default plan should consider a pathway to graduation in 4 years (8 regular term semesters), with exception for 4+1 and 3+2 undergraduate/graduate programs.
    - We advise against plans that necessitate students completing required coursework outside of the regular school terms. That is, students should not be expected to take winter or summer term courses in order to complete their degree in 4 years.

• **QUESTION E: Additional Requirements**
  - Please note any requirements for graduation beyond those outlined in the required course list, and in the advising pathway.
  - If your program requires more than 120 credits for completion, include a brief rationale to explain why this is necessary.

• **QUESTION F: Additional Resources**
  - Please reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Program Administration; Faculty; Special Resources) to help identify additional resources.
  - Please outline resources needed. You may choose to flag certain resources as being essential for the program to run, but it is not required.
PRAC Minutes  
December 1, 2016

Present: Costel Calin, Jesse Gleason, Charlie Dillinger-Pate, Tricia Lin, Anthony Richardson, Rebecca Silady (chair), and Jeff Webb

Absent: Marybeth Fede, and Yan Liu,

Meeting began at 9:42am

Old Business

1. Discussion of Philosophy Department’s update to their PRAC report from December 2015:

   The Philosophy Department has made significant progress in formulating an assessment plan. They have developed a rubric to assess the second of their five education objectives, with plans for the development of a rubric to assess the first education objective.

   We discussed how the Philosophy Department’s education objectives three, four, and five would be assessed. Several ideas were suggested and we encourage the Philosophy Department to work on implementing assessment of those objectives as well.

   We discussed some of the problematic issues that may occur as departments assess both their program and their majors’ cumulative learning throughout the program as well as the learning objectives met in specific courses. Specifically, PRAC deliberated over what happens when a program of study also contains a significant amount of non-majors in its courses. On the one hand, a program is responsible for assessing the effectiveness of the program as majors move sequentially through a core curriculum and a capstone course. On the other hand, the program is only as strong as the courses they teach and measuring a course’s effectiveness would contain the assessment of non-majors as well. PRAC sees this as an issue to be discussed in more depth and breadth as we consider assessing LEP courses as well.

   PRAC recommends continuing approval of Philosophy (5 in favor, 0 opposed).

2. The PRAC Calendar for 2018-2025 was completed and will be posted on the UCF website.

3. Voted on motion to revise PRAC By-Laws (7 in favor, 0 opposed):
   a. Responsibility B was modified to include “program” and “program directors” in addition to departments.
b. Responsibility F was added: “Work with the LEP Co-Director for Assessment and Planning to assist in the design and implementation of LEP assessment.”

Meeting adjourned 10:55am
By-Laws
Program Review and Assessment Committee (PRAC)
Southern Connecticut State University
(Approved by UCF 12/01/2011)

Program Review and Assessment Committee (PRAC) is a sub-committee of the Undergraduate Curriculum Forum (UCF) with the following responsibilities:

A. Define and apply UCF assessment standards and procedures in support of departments undergoing academic program assessment.

B. Evaluate program review reports prepared by departments or program directors, meet with department or program representative(s) and present findings in reports to UCF.

C. Report to the UCF membership on the progress of the assessment process.

D. Periodically review and revise as needed, the standards for department program review.

E. Provide assistance to departments and individuals in conducting program reviews.

F. Work with the LEP Co-Director for Assessment and Planning to assist in the design and implementation of LEP assessment.

I. PRAC Membership and Terms of Appointments
   A. PRAC membership shall be determined during the first UCF meeting of the academic year according to the UCF constitution guidelines.

   B. The PRAC standing committee shall elect the chair of the committee at the last meeting of the academic year for the upcoming academic year. In the event that no consensus for chair is reached at that time or that the elected chair is no longer eligible or able to serve, a new chair shall be elected at the first UCF meeting of the new academic year.

   C. The Chair of PRAC shall receive 3 credits of reassigned time per semester.

II. Meeting Schedule
   A. PRAC shall meet at least monthly during the academic year.

III. Quorum
   A. More than fifty percent of all PRAC members constitutes a quorum.
B. The Chair of the PRAC shall determine whether a quorum is present before voting takes place.

IV. Rules of Order
A. Proceeding of PRAC shall be governed by the PRAC By-laws.
B. In the case of conflict, the Chair will determine the resolution procedure.

V. Voting
A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The Chair shall appoint tellers to conduct the ballots.
B. If the quorum is met, no absentee ballots or proxies shall be permitted for PRAC business.
C. If the quorum is not met; absent PRAC members will be given a timely opportunity to cast their votes electronically.
D. If the quorum is met, a simple majority carries the vote.

VI. Order of Business
A. The order of business at regular PRAC meetings shall be:
   1. Meeting called to order
   2. Announcements
   3. Old Business
   4. New Business
   5. 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 Chair.

VII. Rules of Procedure
The following rules shall govern the normal business of PRAC.
A. The agenda, insofar as possible, shall be delivered electronically to PRAC 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 PRAC and approved by the UCF shall be reproduced in its final form and archived on the UCF web site.
C. Approved minutes will 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.
E. Following PRAC’s review of the program’s self-study report, there shall be a final summative vote of either continuing approval or conditional approval per the “Academic Program Review” document.

F. In the case where conditional approval has been given and 11-months have elapsed for the program revision process to ensue, following PRAC’s review of the program’s self-study report, there shall be a final summative vote of continuing approval or cannot recommend.

VIII. Amending By-Laws
A. When considering a By-Laws change or amendment, PRAC members must be notified in writing at least one week in advance of the meeting. A two-thirds majority vote in favor of the proposed change will be sufficient to recommend a change or amendment to the By-Laws, as long as a quorum is present.

B. The following documents will guide PRAC members in their deliberations:
   1. Guiding Principles of the UCF
   2. Flow of Proposals
   3. “Academic Program Review” document
### 2015-2016 Review Schedule

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<thead>
<tr>
<th>Month</th>
<th>Topic</th>
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<tbody>
<tr>
<td>September</td>
<td>Open meeting with departments</td>
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<td>October</td>
<td>Open meeting</td>
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<td>November</td>
<td>Philosophy</td>
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<td>December</td>
<td>Honors College</td>
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<td><strong>February</strong></td>
<td><strong>Journalism</strong> (begins second cycle)</td>
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<td>March</td>
<td>Communication Disorders</td>
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<td>April</td>
<td>Biology</td>
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### 2016-2017 Review Schedule

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<th>Month</th>
<th>Topic</th>
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<tr>
<td>September</td>
<td>Discuss LEP Assessment</td>
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<td>October</td>
<td>Discuss LEP &amp; Journalism Revision</td>
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<td>November</td>
<td>Philosophy Report</td>
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<td>December</td>
<td>Vote on Philosophy Report</td>
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<td>February</td>
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<td>March</td>
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### 2017-2018 Review Schedule

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### 2018-2019 Review Schedule

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<tr>
<td>September</td>
<td><strong>Open</strong></td>
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<tr>
<td>October</td>
<td>IDS Update to Cycle 1 Report</td>
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<td>November</td>
<td>Nursing</td>
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<td>December</td>
<td>Psychology</td>
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<td>February</td>
<td>Media Studies</td>
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<td>March</td>
<td>Political Science</td>
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<td>April</td>
<td>Art</td>
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### 2019-2020 Review Schedule

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<tbody>
<tr>
<td>September</td>
<td>Open</td>
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<tr>
<td>October</td>
<td>BA in Economics</td>
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<td>November</td>
<td>Computer Science</td>
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<td>December</td>
<td>Music</td>
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<td>February</td>
<td>Open</td>
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<tr>
<td>March</td>
<td>English</td>
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<td>April</td>
<td>Theatre</td>
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### 2020-2021 Review Schedule

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<td>October</td>
<td>Environmental, Geography, &amp; Marine Sci.</td>
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<td>November</td>
<td>Curriculum &amp; Learning (Education)</td>
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<td>December</td>
<td>World Languages &amp; Literatures</td>
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<td>February</td>
<td>Open</td>
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<td>March</td>
<td>Public Health</td>
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<td>April</td>
<td>History</td>
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### 2021-2022 Review Schedule

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<td>September</td>
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<td>October</td>
<td>School of Business (B.S. in Business Administration, minors in ACC, MIS, MKT, ECO/FIN)</td>
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<td>November</td>
<td>Information and Library Science</td>
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<td>December</td>
<td>Anthropology</td>
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<td>February</td>
<td>Earth Science</td>
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<td>March</td>
<td>Mathematics</td>
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<td>April</td>
<td>Exercise Science</td>
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### 2022-2023 Review Schedule

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<tr>
<td>October</td>
<td>Social Work</td>
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<td>November</td>
<td>Special Education</td>
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<td>December</td>
<td>Communication</td>
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<tr>
<td>February</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>March</td>
<td>Chemistry</td>
</tr>
<tr>
<td>April</td>
<td>Recreation, Tourism, &amp; Sport Management</td>
</tr>
</tbody>
</table>
### 2023-2024 Review Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Open</td>
</tr>
<tr>
<td>October</td>
<td>Sociology</td>
</tr>
<tr>
<td>November</td>
<td>Physics</td>
</tr>
<tr>
<td>December</td>
<td>Philosophy</td>
</tr>
<tr>
<td>February</td>
<td>Liberal Education Program</td>
</tr>
<tr>
<td>March</td>
<td>Liberal Education Program</td>
</tr>
<tr>
<td>April</td>
<td>Honors College</td>
</tr>
</tbody>
</table>

### 2024-2025 Review Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Open</td>
</tr>
<tr>
<td>October</td>
<td>Journalism (begins third cycle)</td>
</tr>
<tr>
<td>November</td>
<td>Communication Disorders</td>
</tr>
<tr>
<td>December</td>
<td>Biology</td>
</tr>
<tr>
<td>February</td>
<td>Open</td>
</tr>
<tr>
<td>March</td>
<td>Nursing</td>
</tr>
<tr>
<td>April</td>
<td>Psychology</td>
</tr>
</tbody>
</table>
Liberal Education Program Committee

December 1, 2016
9:35-10:50 a.m.
Meeting Minutes

Present: Cindy Simoneau (chair), Polly Beals, Mary Pat Lamberti, Elliott Horch, Wendy Hardenberg (recording), Mike Shea, Rob Page

Call to Order: 9:41 a.m.

Announcements:

• Resha Cardone has been working with the registrar and other people to devise language for adding Sign Language to the LEP Document as fulfilling Multilingual Communication
• Cindy Simoneau will meet with Terri Bennett on Monday about a “punch list” of transfer issues
• LEPC will create list of actual changes that might be made to the Document for discussion

Old Business:

• LEP Document Edits
  - Insert mini tables of contents for various Tiers
  - Consider revising Information Literacy in light of Framework for Information Literacy for Higher Education
  - Interpersonal Effectiveness
    - Remove “twenty-first century” and “has become” to streamline
  - Oral Communication
    - Remove “twenty-first century” and extra “to”
    - Need to look at TAP on this as well
  - Written communication
    - Remove “contemporary society”
  - Creative Drive
    - Add a hyphen to “problem-solving”
  - Cultural Expressions
    - Remove erroneous apostrophe
  - Global Awareness
    - Change “between” to “among”
  - Natural World
    - Change “reasonable scientific protocols” to “accepted”
  - Social Structure, Conflict, and Consensus
    - Add comma after “function” in first key element
  - Intellectual Foundations
- Perhaps change format of this section and provide more context
  - Add purpose statement, and maybe key elements
  - Aesthetic Sensitivity
    - Add comma between “music” and “literature” in first line
    - Change discussion point 2 to say just “examining works of art”
    - Add “s” on the end of “experience” to discussion point 6
    - Change discussion point 7 to say “on various scales”
  - Ethical Judgment
    - Add Oxford comma in discussion point 2 after articulate

• Thank you to Elliott Horch for filling in for David Pettigrew this semester!

Adjournment: 10:50 a.m.
Ad Hoc Transfer Committee Meeting
Minutes 12-1-16

Present: Liz Keenan, Carol Stewart, Vern Williams, Kalie Menders, Wes O’Brien, Lisa Lancor, Heidi Lockwood, Trish Regan

Absent: Barbara Cook

1. Reviewed a range of transcripts from students bringing in 60+ credits to test out draft policy language for Appendix A in the LEP Charter: Transfer Students. Identified a few concerns to follow up on at our next meeting.

2. Began review of a request from the Respiratory Therapy and RN to BSN programs re: LEP requirements. Identified the specific information needed to make a decision. Will invite the coordinators of those programs to our next meeting to present that information and field questions.