Undergraduate Curriculum Forum
MINUTES
Adanti Student Center, Room 301A
Thursday, March 21, 2013


I. The meeting was called to order at 9:35 a.m.
   - Quorum (50% + 1) was reached at 9:38 a.m.

II. Announcements
   a. M. Hartog shared that there was a travel fund discussion at the Senate. There is a survey to identify why faculty are traveling or are not traveling now that the funds allocated have been limited to $1,000. This is to clarify why there are leftover funds (over $100,000 remains unencumbered at this point).

III. Approval of UCF minutes of March 21, 2013
   a. Motion to approve minutes of March 21§. Motion approved with two abstentions.

IV. Standing Committee Reports
   a. NMC
      i. Discussion of 4/4 meeting
         1. Motions to approve the following proposals:
            1) New Course Proposals
               ▪ SOC 250 Apocalypse Now?
               ▪ ART 450 Advanced Photography I
               ▪ ART 451 Advanced Photography II
            2) Revised Course Proposals
               ▪ ESC 200 Principles of Geology
               ▪ PHY 103 Elements of Physics
               ▪ REC 241 Introduction to Outdoor Recreation
               ▪ ART 362 Advanced Photography
               ▪ ART 464 Digital Photography
               ▪ ART 466 Advanced Digital Photography
            3) Revised Program Proposals
               ▪ BA Earth Science
- BS Earth Science (7-12), Concentration Earth Science (7-12)
- BS Earth Science, Concentration Environmental
- BS Earth Science, Concentration Geology
- BS Studio Art, Concentration Photography

4) Minor Revision Proposal
- Recreation and Leisure Studies: Leadership Development

Motions (3 separate motions) approved unanimously

i. Minutes of the 4/4 meeting received

b. WACC

i. Discussion of 4/4 meeting
   1. Nancy Morano Writing Contest winners will be presented at April 25th UCF meeting.
   2. Deb Carroll shared that WACC will be getting a Graduate Assistant (two half-time GAs or 1 full-time GA). The GA will be used for some writing remediation with students and to work with faculty to help in the classroom on writing components.
   3. Deb Carroll said that writing portfolios are being explored for students possibly beginning with INQ and maintained throughout their SCSU career. Newsletter at the end of the semester will solicit feedback to make improvements and incorporate ideas.

ii. Minutes of the 4/4 meeting received

c. PRAC

i. Discussion of 4/4 meeting
   1. PRAC reviewed self-study of the Communication Department.

ii. Minutes of the 4/4 meeting received

d. UWIC

i. Discussion of 4/4 meeting
   1. Motion to approve the following LEP courses:
      1) ART 225 T2 CD
      2) ART 250 T2 CD
      3) ART 151 T2 CD
      4) ART 220 T2 CD
      5) WLL 208 T2 GA
      6) ESC 200 T2 NW1
   
   Motion: approved unanimously

ii. Minutes of the 4/4 received

e. NPIC

i. Discussion of 4/4 meeting
   1. Special Topic Courses:
      1) ITA 398 Italian through Film
      2) WMS 298 Women and Disability Culture Celebrating Differences

   2. Updating Special Topics Notification Form
ii. Minutes of the 4/4 meeting received

f. LEPC
i. Discussion of 4/3 meeting
   1. Six new expedited Tier 3 courses submitted:
      1) NUR 443
      2) PHI/WMS 309
      3) PCH 353
      4) MDS 294
      5) WMS 294
      6) EDU 322
   2. Problem with banner not recognizing that prerequisites in Tier 2 met/not met for students moving into Tier 3. Advisors, in accordance with the degree evaluation, will need to advise that students need 7 out of 9 courses complete prior to registering for Tier 3. Banner will not kick them out of the Tier 3 course, however, if they have less than 7 Tier 2 courses complete.

ii. Minutes of the 4/3 meeting received.

V. Old Business
   a. Open nominations for 2013-2014 UCF Chair; E. Keenan nominated by D. Weiss, seconded by C. Hannah. Additional nominations sought between now and the last UCF meeting where voting will take place.

VI. New Business
   a. Steering Committee Motions:
      i. The Steering Committee moves that the cap on the W-course be reduced by one seat per semester starting in Spring 2014 until the cap of 20 seats is achieved.
         Motion: approved unanimously
      ii. The Steering Committee moves that the current caps on courses be maintained or reduced for the academic year 2013-2014, in order to support student persistence and academic success.
         Motion: approved

   b. Maryanne Kennedy visited to address some questions from UCF.
      i. UCF members created a short list of questions to direct to Maryanne prior to her arrival.
      ii. Maryanne announcement the Cabinet’s decision to offer December commencement ceremonies, beginning this year and planned at Lyman to accommodate approximately 500 undergrads who finish their degree requirements in December. Having these students wait until May disengages many of them resulting in a lost connection with SCSU.
      iii. M. Hartog shared the two Steering Committee motions that passed previously (VI.a.i.&ii.). Maryanne agreed with limited number of seats in W courses, but thinks that many of the other caps need to be addressed by chairs and deans across campus.
iv. E. Keenan asked, pending the announcement of a new CIO, what is the strategic planning for staffing IT for students, faculty and classrooms, and other related resources. Maryanne replied that she expects the CIO will make this area a priority. More resources are needed and the CIO finalists seemed to understand the crisis SCSU is in. She looks forward to receiving recommendations from online education committee.

v. P. Kalbaugh presented the idea of using technology for students preparing writing portfolios, and the need for time in departments to accomplish Standard 3 data, and finding ways to automatize the process maybe through Blackboard 9.

vi. D. Weiss encouraged clarification on the excess travel funds and plan for reimbursement of travel this academic year, and plan for coverage of upcoming and summer travel. Maryanne noted that there are excess funds and all travel authorizations are encouraged now. Creative Activity Travel Fund is different and all funds need to be spent by the end of the academic year. Second trips will be used by Creative Activity Fund, and then she will transfer some AAUP expenses into the Creativity Activity Fund if there are still leftover dollars. AAUP funds can roll over if not used by June 30th. She also emphasized that ALL faculty travel should be covered by a Travel Authorization.

vii. C. Simmoneau asked for the decision on reassigned time for UCF leadership for the 2013-2014 academic year. Discretionary reassigned time fund supports UCF leadership reassigned time and other areas and over 468 hours are in this area for last semester (contractual minimum is 132). She will provide UCF with 15 reassigned credits per semester/30 per year. M. Hartog stated that this will negatively impact the work of the UCF.

Meeting adjourned at 10:51 a.m.
These minutes are respectfully submitted by M. Vancour.