
Absent: K. Skoczen, S. Grace, Y. Choi, J. Critzer, S. Graves, H. Dostal, C. Meyerhoffer, E. Larkin, J. Yambo, C. Petto,

Visitor: J. Kenty-Drane

I. The meeting was called to order at 9:36.
   1. A quorum (50% + 1) was reached at 9:36.

II. Announcements:
   1. Joanne Mielczarski announced that the Majors Expo will take place on October 16th, 2013, from 12:00 to 3:00 in the Adanti Student Center Ballroom. Departments can begin setting up tables at 11:00.
   2. Jessica Kenty-Drane announced that there will be a lecture on Thursday, October 3rd from 2:00 to 3:00 in the Adanti Student Center Theater about environmental injustices in New England.

III. Approval of the UCF minutes of September 12, 2013
   1. The minutes were approved unanimously.

IV. Standing committee reports:
   1. NMC
      a. Discussion of the 9/19/13 meeting
         i. Corey Hannah informed the body that NMC reviewed one course proposal—WMS 356. The proposal was tabled, and the department is revising the proposal.
      b. There were no motions.
      c. The minutes from the meeting on 9/19/13 were received.
   2. WACC
      a. Discussion of the 9/19/13 meeting
         i. Marie McDaniel reported that WACC has received proposals, but not on time for appropriate review. Additionally, WACC will begin
meeting once a month in person and once a month electronically.

WACC is currently gathering data about caps for writing courses.

b. **Motion** to approve the following W-course proposal:
   i. BIO420 Plant Physiology (Silady)

c. The **motion** was approved unanimously

d. The minutes from the 9/19/13 meeting were received.

3. UWIC
   a. Discussion of the 9/19/13 meeting
   b. **Motion** to approve the following revised course proposals:
      i. JAP210 Heart and Soul of Japan—Tier 2 CE
      ii. ART 113 Three-Dimensional Design—Tier 2 CD
      iii. ART 233 Jewelry/Metals I—Tier 2 CD
      iv. CHI200 Chinese III—Tier 2 MC
   c. The **motions** were approved unanimously.
   d. The minutes from the 9/19/13 meeting were received.

4. NPIC
   a. Discussion of the 9/5/13 and 9/19/13 meetings
   b. **Motion** (deLisle) to amend NIPC's bylaws to add approval of minutes
   c. The **motion** was approved unanimously.
   d. The following courses were logged and accepted as Special Topics courses:
      i. ART 398 Art of Revolution
      ii. ITA 398 Italian-American Literature
   e. Minutes from the meetings of 9/5/13 and 9/19/13 were received.

5. LEPC
   a. Deb Weiss reported that Joe Fields has reviewed substantial research on
      the relationship between class size and student learning, and LEPC has
      begun to discuss the issue from a data-driven perspective. Of the many
      articles gathered, only 3 or 4 reveal that smaller class size is directly tied
      to student learning, yet there were questions as to the applicability of
      many of the studies to SCSU. The committee is working on bringing
      forward a motion about student class size, but they are still gathering and
      processing the data. More information will be forthcoming. Weiss also
      announced that TAP will be the focus of the discussion at their meeting
      next week.
   b. Discussion ensued within the UCF body about class size and its
      relationship to student learning. A concern was raised that the LEPC
      might discard data simply because the research findings are not what we
      want to hear. Then members informed those present of various tools and
      communiqués that are available to help us navigate the TAP process,
      including an e-mail Deb Weiss sent out this morning outlining, in the form
      of a draft, the structure of the TAP. Also members reminded those present
      that the learning outcomes for TAP are available on the ConnSCU website.
      Additionally, there is a TAP tool on our website as well as a work flow
      tool available on Banner.
V. New business

A. Liz Keenan provided the body with a draft of a motion the Steering Committee is working on regarding the implementation of new and revised course and program proposals once they are approved by the UCF and the Provost’s Office. She opened the floor for general discussion about the first three statements of the following draft:

DRAFT Proposed Policy:
All new and revised program proposals with final approval by the Provost’s Office in Fall will be implemented the next Fall.

All new and revised program proposals with final approval by the Provost’s Office in Spring will be implemented the following Fall (18 months later).

All new and revised course proposals with final approval by the Provost’s Office in Fall will be implemented the next Fall.

All new and revised course proposals (that do NOT require program revisions) with final approval by the Provost’s Office in Spring will be implemented the next Spring.

When the floor opened for discussion, members expressed concerns about: whether Special Topics and Tier 3 Special Topics courses were exempt from the motion because they are logged or receive expedited approval, respectively; the amount of time between the approval process and getting courses on the books, particularly when we are trying to get the LEP up and running; the difficulty of knowing when the Provost approves courses, leaving the question as to when a clock would start ticking if the motion passes; there being no procedure to halt the approval process in instances when the Registrar notices a problem with a proposal that the various reviewing bodies hadn’t noticed; the creation of new courses when there are so many courses on the books that aren’t being taught; the impact of the motion on LEP transition courses; and that setting a deadline might create a pile-up of proposals at the NMC right before the deadline.

Liz Keenan clarified that LEP transition courses would be exempt from the stipulations in the motion. Also, Lee deLisle suggested that the Registrar look at proposals before the Provost’s office signs off on them. Finally, Corey Hannah suggested that there should be a fifth statement about LEP courses.

Based on the issues raised by the UCF body in the discussion, Liz Keenan moved to table the discussion and bring the policy back to the Steering Committee for further discussion.

The motion was approved unanimously.

B. Liz Keenan initiated a discussion on pedagogy and course caps for Tier 2 courses, and members of the body shared their opinions. Some members acknowledge that
large group lectures combined with small labs is pedagogically sound and desirable in many disciplines, yet Tier 2 needs to be more explicit in how much lab time is adequate. It was acknowledged that small groups are not always the best, but that for skills courses, we do need small class sizes in order to effectively teach those skills. There is also a need to consider on-line courses when thinking about course caps.

Liz Keenan closed the discussion by reminding the body that there is no language in the LEP about Tier 2 class sizes, while for Tier 1 and Tier 3 courses there is at least descriptive language about small class sizes. She asked the body to continue to think about this issue because LEPC is working on a motion.

VI. Meeting adjourned at 10:50.

These minutes are respectfully submitted by Resha Cardone