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


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

II. Announcements:
   • Liz Keenan announced that the Faculty Senate had a special meeting yesterday to address the LEPC resolution on class sizes that the UCF approved at the last meeting. The Faculty Senate approved the resolution, and it will be forwarded to the President today.
   • Liz Keenan announced that Pablo Molina resolved the UCF webpage issue. The body thanked him profusely.
   • Liz Keenan, Bill Faraclas, Mike Shea and Ilene Crawford are part of the Faculty Leadership group, which met and created a statement in response to the plan proposed by Gregory Gray, President of the BOR. The statement is at the end of the meeting packet. They submitted it to President Gray. Additionally, there is an article in the Hartford Current about it.
   • Liz Keenan thanked UCF members Eric West, Jeff Webb, and Heidi Lockwood for agreeing to serve on CIO Molina’s Advisory Committee.
   • Liz Keenan announced that the Social Work Department, and in particular, Dr. Dana Schneider, is bringing Dr. Dan Barbezat, Professor of Economics from UMASS Amherst to speak about contemplative pedagogy. The event will take place on December 6th from 1:30-3:30.
   • Liz Keenan announced our final meeting of the semester will take place on Thursday, December 12th from 8:45-10:00. Provost Kennedy will attend at the first part of the meeting to discuss course caps and enrollments. There will be a light breakfast.
   • Marty Hartog provided the body with an update on the Provost search. The candidates will interview on campus during the first week of December. He encouraged everyone to participate in the interviews, to take place on December 4, 5, 6, and 9.
   • Kathleen Skoczen announced the final speaker in the Social Justice in the Academy Lecture Series. Dr. Karen Ho will be speaking on Monday, November 25th at 5:00 in ENA120.
• Cassi Meyerhoffer announced that there will be a networking event for faculty members at Manjares in Westville at 5:30 tonight.

III. Approval of the UCF minutes of November 7, 2013
   1. There was one correction to the minutes: add Kate Bendrick’s name.
   2. The minutes were approved as corrected.

IV. Standing committee reports:
   1. NMC
      a. Discussion of the 11/14/13 meeting
      b. **Motion** to approve the following new course proposals:
         i. SOC 394—Civic Engagement and Service Learning
            **Motion** was approved unanimously.
      c. **Motion** to approve the following revised course proposals:
         i. THR 100—Introduction to Theater
         ii. BIO 250—Plant Taxonomy and Systematics
         iii. BIO 420—Plant Physiology
            **Motion** was approved unanimously.
      d. **Motion** to approve the following revised program proposal:
         i. BS Biology: Concentration 7-12 certification
         ii. BS Biology
         iii. BA Biology
            **Motion** was approved unanimously.
      e. The minutes from the meeting on 11/14/13 were received.
   2. WACC
      a. **Motion** to approve the following W-course proposals:
         i. PCH 351—Health and Society
            **Motion** was approved unanimously.
      b. Marie McDaniel announced that there will be an end of the year gathering for W-course professors. Information is forthcoming.
      c. The minutes from the 11/14/13 meeting were received.
   3. UWIC
      a. Discussion of the 11/14/13 meeting
      b. **Motion** to approve the following new course proposals:
         i. CHI 210—A Taste of China: Culture through Food (LEP tier 2; Cultural Expression)
         ii. ENV 491—Seminar in Environmental and Marine Studies (LEP Tier 2; Natural World II)
         iii. MAT 103—Mathematics for Liberal Arts (LEP Tier 1; Quantitative Reasoning)
         iv. BIO 396—Synthetic Biology: Engineering Life (LEP Tier 3)
         v. PHY 100-Physics for Liberal Arts (LEP Tier 2; Natural World I)
            **Motion** was approved unanimously.
      c. The minutes from the 11/14/13 meeting were received.
   4. NPIC
      a. Discussion of the 11/14/13 meeting
      b. The following courses were logged and accepted as a Special Topics courses:
         i. PHI 298—Environmental Ethics Long Island Sound
         ii. PHI 398—Advanced Formal Logic
c. Lee deLisle asked us to inform our Departments that everyone needs to pass special topics notifications through NPIC prior to submitting courses to Bob Drobish.
d. Minutes from the meeting on 11/14/13 were received.

5. LEPC
   a. Deb Weiss presented two motions for consideration that were approved in LEPC: one is the approval of the changes made to the LEP document version 3; the second involved adding language about Tier 2 course size to the LEP document. The LEPC proposed to add the following sentence to the document: “To accomplish this goal courses should have appropriate enrollment caps.” Weiss opened the floor for discussion on the sentence above.
      i. Mike Shea urged the committee to change the language to express that Tier 2 courses must reinforce three competencies, rather than only two.
      ii. Jeremy Chandler suggested we address the issue of resources available to Departments.
      iii. Liz Keenan suggested that large sections should be assigned additional instructors to assure that the competencies are appropriately addressed.
      iv. Karen Cummings added that class sizes should be restricted on the basis of classroom size, space and safety.
      v. Deb Weiss closed the discussion by saying she would take the suggestions back to the committee and rework the language.
   b. Deb Weiss went through the proposed wording changes to the third version of the LEP document. The changes are highlighted in the document provided in the meeting packet.
      i. Heidi Lockwood pointed out that the committee should consider not removing all references to LINKS because it is possible it will eventually be implemented. Weiss agreed to double check plans on using LINKS before removing the language. Weiss informed the body that we will vote to approve the proposed language changes at the next meeting.
   c. The minutes of the meeting on 11/13/13 were received.

V. New Business
   • Barbara Aronson, Ph.D. presented on behalf of the Online Committee
      o She informed the body that a Prezi presentation is on the UCF website.
      o She told the body that the committee was created to make a policy and provide recommendations about online learning at SCSU, particularly with regard to the NEASC requirements. The committee’s recommendations, which can be found on the University’s website, are the fruit of the labor of this committee. One of their primary goals was to make faculty aware of best practices in online learning. There is an online learning tool for faculty to learn about online pedagogy and best practices.
      o Upon finishing her introductory remarks, the body engaged in a dialogue and made suggestions to Dr. Aronson to take back to the committee.
         a. One suggestion was to create a UCF committee, such as the WACC committee, to oversee online curricular issues. There was concern about evaluations of online courses, in part because many students do not submit them, and in part because evaluations are crucial to the P and T
Committee. One member suggested that this be remedied by requiring that students submit evaluations in order to receive a grade in the course. It was suggested that since so many courses have been problematic, no course should be grandfathered in. Concern was expressed that we only have one instructional designer on campus, and more would be needed if online teaching grows. It was recommended that students, as well as faculty members, take a preparation course to be able to succeed in online courses. Some members expressed concern about Charter Oak being charged with taking over online learning within the system; other members asserted that it would be helpful to reach out to Charter Oak because they have so much experience with online course delivery. Concern was expressed with how to evaluate whether or not we are improving the quality of online courses, and Dr. Aronson responded that there are many rubrics to assess quality. It was suggested that faculty consider the many possible difficulties when they develop online certificate and degree programs; it is important to think things through. It was suggested that we include a sunset provision because technology is constantly changing and because younger faculty who will arrive in the future may have ideas we never contemplated. Additionally, concern about infrastructure, like computers and course management systems, was expressed. It was suggested that there be a commitment on the part of the administration to support online learning financially; therefore, it should be a question we ask to each of the candidates for Provost.

VI. The meeting adjourned at 10:51.

These minutes are respectfully submitted by Resha Cardone