I. The meeting was called to order at 9:38.
   1. A quorum (50% + 1) was reached at 9:38.

II. Announcements
   a. Liz Keenan announced that she and Sue Clerc have been meeting with Sharon Misasi, Rick Riccardi, Michael Ben Avie, Chris Petto and Nicole Fluhr to streamline procedures for administering alumni surveys for all Departments and programs as they go through program review. A set of 10 standardized questions have been created. Programs will be able to have 5 additional questions focused on student learning outcomes. The University Assessment Office will be responsible for sending it to the students’ personal e-mail addresses, and will send the aggregated results in report form to departments. Surveys will be administered in February or March in the year prior to the program review deadline.

III. Approval of the minutes of January 23, 2013
   a. Correction to the minutes: Daniel Swartz sent an e-mail to Liz Keenan requesting that an inaccurate sentence be deleted from the minutes.
   b. Resha Cardone requested that her name be spelled “Cardone” in the attendance portion of the minutes.
   c. Marie McDaniel announced that she will correct a misspelled name in the WACC minutes.
   d. The minutes were approved as amended.

IV. Ad hoc committee report
   a. Sue Clerc informed the body that the ad hoc committee has been meeting to review and revise the undergraduate program review document. Revisions are based on UCONN’s document, which is organized around 3-4 central questions. Currently, they are in the midst of revising the document to make
the process less onerous, and to update it to reflect what the university assessment office now does to support faculty and programs.

i. It was suggested that PRAC standardize the review process for both undergraduate and graduate programs by working with the Graduate Council. Sue Clerc responded that they have been working together, primarily to synchronize the due dates for graduate and undergraduate program reviews.

ii. Clerc closed by reminding the body that any changes made to the document will not be implemented immediately since the revisions will need to be completed and approved first.

V. Standing Committee Reports

1. NMC
   a. Discussion of the meetings on 1/30/14 and 2/13/14 (via e-mail, due to the storm)
   b. **Motion** to approve the following new course proposal:
      i. EDU 314—Child Development and Psychology for Educators
      **Motion** was approved unanimously.
   c. **Motion** to approve the following revised program proposals:
      i. BS Bilingual Education
      ii. BS Elementary Education (K-6)
      **Motion** was approved unanimously.
   d. **Motion** to approve the following new course proposals
      i. COM 228—Capturing, Analyzing and Presenting Family Stories
      ii. HIS 285—Careers in History
      iii. ITA 220—Italian Food Culture in Italy and America
      **Motion** was approved unanimously.
   e. **Motion** to approve revised course proposals
      i. ANT 260/JRN 260—Anthropology of Media
      ii. ANT 320—Visual Anthropology
      iii. ANT 340—Ritual Expressions
      iv. FRE 210—Continuing French
      v. PCH 353—Global Health
      vi. PCH 353—Health and the Aged
      **Motion** was approved unanimously.
   f. **Motion** to approve the following revised program proposals:
      i. BS History—Concentration: Secondary Education
      ii. BA Political Science
      iii. BS Political Science
      **Motion** was approved unanimously.
   g. The minutes from the meeting on 1/30/14 and 2/13/14 were received.

2. WACC
   a. Discussion of the meetings on 1/30/14 and 2/13/14 (held electronically, due to the storm)
   b. **Motion** to approve the following W-course proposals:
      i. ART 324—Art & Architecture in Paris
ii. ENG 309—Rhetorical Strategies in Writing and Communication

**Motion** was approved unanimously.

c. **Motion** to approve the following W-course proposals:
   i. JRN 320—Writing Magazine Articles I
   ii. EXS 496—Sports in American Culture

**Motion** was approved unanimously.

d. The minutes from the 1/30/14 and 2/13/14 meeting were received.

3. UWIC

   a. Discussion of the 1/16/14 meeting
   b. **Motion** to approve the following LEP course proposals:
      i. ESC 103—General Geology (Tier 2 Natural World, Physical Realm)
      ii. ESC 104—Geohazards: Impact on the Environment (Tier 2 Natural World, Life and Environment)
      iii. ESC 106—General Oceanography (Tier 2 Natural World, Physical Realm)
      iv. EXC 492—Principals of Sport Studies (Tier 3 Ethical Judgment, Human Diversity, Rational Thought)
      v. ITA 210—Italian Language Through Culture (Tier 2 Cultural Expression)
      vi. FRE 415—Sexual Citizenship in the French-Speaking World (Tier 3 Global Awareness, Cultural Expression)
      vii. GEO 400—Geography of Wine (Tier 3 Global Awareness, Natural World, Cultural Expression, Social Structure)
      viii. ANT 101—Cultural Anthropology (Tier 2 Social Structure, Conflict & Consensus)
      ix. ECO 100—Principles of Macroeconomics (Tier 2 Social Structure, Conflict & Consensus)
      x. ECO 101—Principles of Microeconomics (Tier 2 Global Awareness)

   **Motion** was approved unanimously.

c. The minutes from the 1/30/14 meeting were received.

4. NPIC

   a. Discussion of the 1/30/14 meeting
   b. The following special topics courses were approved and logged:
      i. MGT 498—Democracy at Work
      ii. FRE 398—Contemporary French and Francophone Cinema

c. Minutes from the meeting on 1/30/14 were received.

5. LEPC

   a. Discussion of the meeting on 1/29/14
   b. Deb Weiss informed the body that LEPC has a representative from the Business School who cannot attend the meetings; as such, they are looking for someone else to represent the School of Business.
   c. Weiss informed the body that there have been some Banner issues in screening students for taking Tier 3 courses. The committee is working on finding ways to create restrictions in Banner to assure for more
appropriate student placement. They hope to limit student enrollment in Tier 3 courses to those who have already taken 7 of 9 Tier 2 areas.

d. The LEPC has also been discussing a topic that UWIC brought to their attention: the required reinforcement of 3 competency areas in Tier 2 courses, particularly the written communication competency area. LEPC welcomes e-mails from members from the body who feel strongly about this issue. E-mail correspondence can be sent to Deb Weiss at: weissd1@southernct.edu

i. Patty Kahlbaugh asserted that space is an issue that has come up in the process of reinforcing certain areas, such as technological fluency. Good lab spaces that can accommodate appropriate class sizes are numbered or nonexistent.

1. Deb Weiss responded that the committee has discussed this issue and it is a concern.

2. Provost Kennedy added that they are exploring the option of having floating labs (moveable ipad carts). She expects that more equipment bond funds will be available next year, and some of those funds could be used for mobile labs.

3. Scott Graves expressed his desire for SCSU to become a laptop university; that is, students would be required to have their own machines. However, he stated that in order for that to happen, the university would need to provide tech support for students.

4. Winnie Yu suggested a movable partition for spaces big enough to be transformed into two rooms.

5. Krystyna Gorniak suggested we look at the lowest common denominator when making these decisions about requiring students to provide their own technology; we must level the playing field for students who cannot afford to buy a laptop.

6. Cindy Simoneau stressed that tablets aren't adequate for all disciplines, such as journalism and art, which need specialized software.

7. Patty Kahlbaugh reminded the body that there is not uniform connectivity across campus.

e. The minutes from the meeting on 1/29/14 were received.

VI. New Business

a. Liz Keenan presented a policy that has been worked on by the Steering Committee and key people in the Provost and Registrar's offices that creates a timeline for the implementation of approved course and program proposals. The members of the body then asked questions about the policy and provided feedback.
Implementation of Approved Course and Program Proposals Policy DRAFT 2

<table>
<thead>
<tr>
<th>Type of UCF Proposal</th>
<th>Time Frame for Sign-Off by Provost/Designee</th>
<th>Effective Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Programs &amp; New Minors</td>
<td>N/A</td>
<td>Depends on BOR Approval Date (Fall Semester Only)</td>
</tr>
<tr>
<td>Revised Programs, Revised Courses, &amp; Revised Minors</td>
<td>Sept 1st - Feb 1*</td>
<td>Fall semester of the next academic year</td>
</tr>
<tr>
<td>New Courses</td>
<td>Sept 1st - May 31*</td>
<td>Next student registration cycle</td>
</tr>
<tr>
<td>Revised Programs, Revised Courses, &amp; Revised Minors</td>
<td>Feb 2nd - May 31st</td>
<td>15-18 months later (Fall semester, 2 academic years later)</td>
</tr>
</tbody>
</table>

*Contingent upon timely distribution by UCF of approved proposals to implementation team: Registrar’s Office, Academic Affairs (for catalog), and Scheduling.

NOTE: Some complex proposals may not be implemented by the Fall semester.

i. The question was called and seconded.
   ii. The motion passed unanimously.

b. Provost Kennedy spoke about advising software the University has purchased and piloted to assist advisors to better mentor their advisees: the Education Advisory Board Student Success Collaborative (EAB). Faculty members will have an opportunity to receive training to use the new tool on March 5th and 6th, 2014. An outside presenter, who is an expert in running the software, will attend the Faculty Senate and the UCF meetings while on campus. Given the significant amount of resources the University has invested in the tool, the Provost hopes that at least one or two people from every Department, and hopefully more, will receive the training.

VII. The meeting adjourned at 10:51.

These minutes are respectfully submitted by Resha Cardone.