Undergraduate Curriculum Forum
Meeting Minutes for Thursday, September 18, 2014
Adanti Student Center, Room 301


I. Opening
   A. The meeting was called to order at 9:36.
   B. A quorum was reached at 9:40.

II. Introductions
   A. Each member introduced himself/herself.

III. Announcements
   A. Mike Shea encouraged faculty to attend the Transform 2020 Town Hall on September 29 at 1pm in the ASC Ballroom. Please come with your questions.

IV. Approval of the minutes of September 4, 2014
   A. The minutes were approved with no corrections.

V. Standing Committee Reports
   A. Notifications Management Committee (NMC)
      1. Discussion of the meeting on September 11, 2014
         a. The committee oriented itself to the review procedures for Revised Program Proposals, Revised Course Proposals, New Course Proposals, and proposals for the Liberal Education Program.
         b. No motions
      2. Minutes received.
   B. University Wide Impact Committee (UWIC)
      1. Discussion of the meeting on September 11, 2014
         a. No motions
         b. Began discussion of a number of university-wide issues, including a permanent waiver of free electives for Nursing and Education majors, the possible policy/legislation limiting a program’s total credits to 120, the possibility of waiving the LEP credits for students applying to Southern for a second bachelors degree,
and the temporary policy allowing returning Southern students to follow the catalog that works best with the credits they have already completed.

2. Minutes received.

C. Program Review and Assessment Committee (PRAC)

1. Discussion of the meeting on September 11, 2014
   a. Agreed to receive the Chemistry report early (October 30) since it is complete.
   b. Discussed how or whether the LEP will fit with the PRAC process: no resolution.
   c. Interdisciplinary Studies requested an extension
      i. It was granted, but no further extensions are possible within the existing PRAC document guidelines.
   d. Will release time be reinstated for assessment coordinators?
      i. Marianne Kennedy confirmed that release time has been reinstated and that Kathy Yalof is updating the corresponding spreadsheet.

2. Minutes received.

D. Writing Across the Curriculum Committee (WACC)

1. Discussion of the meeting on September 11, 2014

2. **Motion** to approve the following W courses:
   a. Giannamore, ART 270: Introduction to Art Education
      i. Approved
   b. Stevens, GEO 357: Coastal and Marine Geography
      i. Approved
   c. Provenzano, PCH 351: Health in Society
      i. Approved
   d. Elder, PHI 327: Moral Problems in the Law
      i. Approved
   e. **Motion** was approved unanimously.

3. Minutes received.

E. Liberal Education Committee (LEPC)

1. Discussion of the meeting on September 11, 2014
   a. Primarily discussed the Transfer Articulation Policy.
   b. No motions
   c. Minutes were not approved in time for the meeting packet; 9/11/14 minutes will be included in the 10/2/14 meeting packet

F. Special Topics Courses:

1. With NPIC on hiatus for the academic year, there are no meeting minutes.
   L. Keenan brings three Special Topics courses forward to be logged:
   a. MGT/MIS 498: Emotional Intelligence and Mindfulness in Organizations
   b. ILS 398: Data Literacy and Presentation
   c. REC 298: Creative Problem-Solving in Community Settings and Programs: Basic Mediation Certification

VI. New Business

A. All members please help to finalize the roster by verifying your data.

B. UCF Chair Report

proposers, discuss with School Curriculum Committee chairs and Standing Committees

a. Five-question online survey for proposers after a course or program proposal is passed by UCF: report on experience with this process.
b. L. Keenan will speak directly with School Curriculum Committee Chairs to get feedback.
c. Standing Committees will put it on their agendas for a meeting at the end of the semester.
d. December 4 UCF meeting will include assessment results and discussion.
e. Motion to approve the plan form the Steering Committee.
f. Motion approved unanimously.

2. Guests CIO Rob Rennie and Interim Associate CIO Dennis Reiman will attend 10/2 at 9:35am.

a. New CIO and interim associate CIO can only come between 9:35 and 10am on 10/2. Rearranging agenda for that meeting: 9:35 will begin presentation of IT plans, solicit feedback

3. Marianne Kennedy requested to meet with UCF on 10/16 to get feedback on the Transform 2020 town hall.

4. Faculty Leadership Group (FLG) meeting on 9/13/14 at CCSU (Faculty Senate, AAUP Presidents, and graduate and undergraduate curriculum chairs from the 4 CSU’s):

a. Provost Gargano presented his views about universities. He seems to share many of our ideas about what percolates at comprehensive universities.
b. He asked FLG to write a report with not just a vision, but some specific requests to make it happen. That report is in draft form now and L. Keenan will send it out when it is done.
c. Gargano was speaking at the BOR meeting today. It will be important to watch over the next couple months to see how his ideas and efforts are received by the BOR and the legislature.
d. L. Keenan asked him to clarify the academic initiative in Transform 2020: “Strengthen liberal arts core”: L. Keenan noted that only 1 CSU rep was on that group (Terri Bennett) and Gargano agreed to appoint another; L. Keenan will follow up with FLG President Vijay Nair to get another appointment made
e. Gargano stated that the 60/120 credit “where appropriate” proposal comes from him. He also indicated that a few credits over for 4-credit labs would be approved.

i. Discussion: Concern about signup cards for participation in Transform 2020 being viewed as support of the initiative. Marianne Kennedy says it will not. Encouraged to ask this question at the town hall and to consider signing the card with a statement that this should not be construed as support for the directives of T2020.
ii. Will people be invited to the 21st-century Classrooms Committee? Currently there is a single faculty member on the roster. 60 million dollars at stake. High-end, mid-range, and new minimum-standard classrooms. Schools will apply for block grants. Faculty should join the groups that are forming.
iii. What is the faculty’s role? If we are only able to email our concerns, that is not sufficient. Faculty should provide input and be active.
iv. Think about and prioritize the things that affect our curricular work. What are the issues we as a body want to raise and have addressed?
v. Terry Bennett will be on the committee to strengthen the liberal arts core,
C. Steering Committee talked about the best time to schedule a faculty forum about program credits and the LEP. Recommendation: schedule a forum later in the semester after standing committees have developed specific proposals to present for feedback. UCF body in agreement.

D. When to count “prerequisite” courses in the total number of program credits:
   1. L. Keenan met with Provost Bergeron on 9/15/14 and discussed developmental vs. prerequisite course requirements. Currently, the Multilingual Communication (MC), Written Communication (WC) and Quantitative Reasoning (QR) requirements all include this language: a prerequisite course number OR appropriate placement. Because the language says “Prerequisite or placement,” it is possible for students to start with the MC, WC, or QR courses. Therefore, any developmental courses some students may need to take before the Tier 1 required courses are NOT counted in the total number of credits for a program, and they will not need to be counted towards the 120 credit limit (should that become a mandated policy or legislation).
      a. Request that this info to be finalized and distributed to departments/all faculty.

E. Program credit grid: 86 undergraduate programs
   1. If you did not get the email for today’s meeting, email myeress3 to obtain spreadsheet and get on mailing list for UCF.
   2. Summary of the data:
      i. 60% (52 programs) are at or below 120 credits.
      ii. 14% (12 programs) are 1–6 credits over 120 (no more than 2 courses)
      iii. 26% (22 programs) are 127–147 credits (or 135 with the temporary elective waiver for Secondary Education and Nursing)
         • Of those 22 programs, 73% (16) are certification programs.
   3. Preface: We’re coming up on Admissions Open House and the Majors Expo. How can we talk about our programs?
      a. Publicly state those programs that need to be started from the 1st semester because of the way learning happens in those majors.
      b. Let’s communicate what comprehensive universities offer in the ways we talk about the different majors. Choice and differential trajectories
   4. Possible ways to think about total credits
      a. Preserve some programs’ elective requirements as a cushion for:
         i. Stellar students to explore, do honors theses
         ii. Students who change their major so they will not be a year behind
         iii. Students who are undeclared so they have a year to figure things out
         iv. Students who need developmental courses can count them as free electives
   5. Discussion (multiple positions are represented)
      a. Student types at Southern: given various profiles, can each type of student find their place?
      b. How strong is our communication with students?
      c. Example advice, advisor to student: are you aware that a curriculum change will add another year to your time to graduation?
      d. Flexible programs: do we let students know where they are able to make choices?
      e. In a comprehensive university a course of study is not just numbers of credits but
a designed student experience.

f. Hail transparency for students, but what about when students can’t get into a sequence course? In recent semesters we see students scrambling because what they need was cancelled. We need to have courses available when students need them.

g. Request to Mike Shea: can the Chair’s council collect this data? M. Shea agreed to discuss at Chair’s council.

h. Banner can be misleading: we must clarify to students that they are not done when free electives are “met.”

i. Potential change to language in Banner. L. Keenan to follow up with Registrar

j. Given different kinds of students, can we remove some rigidity to make it easier to transfer/change major by scheduling courses or allowing variation on a set sequence?

k. What to do about programs in 121–127 range?

l. Certification programs: do they have to be 120 credits?

m. Consider reducing number of credits in LEP and other thoughtful, mindful ways to make decisions and respond to policy.

n. Some programs are accredited, while others are not. If our curriculum changes eat away at a program, does it become a general studies degree?

o. Look at academic advising across the university – advising can interfere with timely program completion

p. Is it necessary for every B.S. program to require 12 credits of “free” electives? The electives are a cushion for students who are not “college ready” and truly free electives for more advanced students. We need to determine: does this still make sense? Does this number still make sense? We need to keep the integrity of certain programs. We should control the 12 credits of electives rather than cutting into the major requirements, possibly by decreasing number of electives required.

q. Secondary certification in science: comparing a simple biology or chemistry bachelor’s degree with certification: it is impossible to squeeze certification into 120 credits.

r. President Papazian’s concern is that we should be aware of the competition. Our degree programs need to be attractive to potential students.

s. Changes to the LEP will also entail changes to degree requirements for each major since many programs changed their major requirements in the past few years.

VII. Adjournment

A. The meeting was adjourned at 10:51 am.

Minutes respectfully submitted by Elena Grossman.