Undergraduate Curriculum Forum
Meeting Minutes
November 13, 2014
Adanti Student Center, Room 301


Guest: K. Laing, S. Doughman

I. Opening

A. The meeting was called to order at 9:36 am.
B. A quorum was reached at 9:36 am.
C. Motion to move BOR mandate (agenda item 6b) to precede the standing committee reports
D. Motion passed unanimously

II. Announcements

A. After this meeting, standing committees meet on 11/20 and one final UCF meeting on 12/4
   Standing committee meetings may take place on 12/11 if needed
   First meeting next semester will be standing committee meetings on 1/15

III. Approval of UCF minutes of October 30, 2014

A. The minutes were approved with no corrections.

II. Special New Business Item (formerly Agenda item 6b)

A. Discussion of BOR mandate to “normalize” 120 credit cap
   1. BOR voted on 10/16/14 to “normalize” Associate and Baccalaureate degree programs to 60 and 120 credits no later than Fall 2017. Campus appeals for programs with excess credits will require a substantiating rationale and review at multiple levels (campus, system office, Academic and Student Affairs Committee and BOR) with procedures to be determined.
   2. Approximately 28 programs are currently over 120 credits; about half of these
are nursing or education certification programs that will likely qualify for exceptions.

3. Programs without accreditation or certification requirements can appeal but will need a specific and substantial rationale.

4. 4-Credit labs
   Follow BOR process for requesting exceptions, but it will be onerous. We had thought there would be some leeway, but this is not so.

5. Programs that need to revise program requirements to meet the 120 credit requirement by Fall 2017 should keep the curricular review timeline in mind: Revised Program Proposals need to be submitted by early Fall 2016 to allow sufficient time for review and approval so that implementation can occur by Fall 2017.

6. Note: Please keep in mind that minor changes to program credits may require the need for revised course proposals (e.g., reducing a 4 credit course to 3 credits).

7. UWIC will take up the issue of creating a procedure by which programs can formally request a decrease in free electives. Since free electives are also the place where developmental and pre-requisite course credits are counted, programs are urged to consider this option cautiously.

III. Standing Committee Reports

A. Notifications Management Committee (NMC)
   1. Discussion of the meeting on November 6, 2014
   2. Motion regarding 120-credit cap and its effect on RPPs currently under discussion
      a. NMC authorizes the Art Department DCC Chair, School of Business Curriculum Committee Co-Chairs and the Provost’s Designee (in consultation with the UCF Chair and NMC Co-Chairs) to revise the Studio Art RPP and the Revised School of Business Program Proposals with a total of 122 credits that were approved at UCF on 10-30-14 to bring them into alignment with the new BOR policy limit of 120 credits.
         i. [Note: Should any course proposal revisions be needed as part of the credit reduction, those course proposals WILL need to come before NMC for approval prior to the Revised Program Proposal final approval.]
         ii. The other note, “[Note: This motion also extends to the two remaining BUS RPP’s should they be approved at NMC by 12-11-14.]” was omitted from the motion.
   3. Motion passed with one opposed
   4. Motion to approve the following New Course Proposals
      b. WMS 240 – The Non-Western World: Women, Culture, Displacement
   5. Motion passed unanimously
   6. Motion to approve the following Revised Course Proposals
      a. LEP_HIS 496 – Student Teaching Seminar – History **T3/CD, T&P
b. ENG 201 – Creative Writing

7. **Motion** passed unanimously

8. **Motion** to approve the following Revised Program Proposal
   a. BA in English_CONC_Creative Writing

9. **Motion** passed unanimously

10. **Motion** to approve the following LEP Courses
    a. LEP_MUS 237 – Fundamentals of Piano I **T2/CD
    b. LEP_PHI 207 – Religious Dimension of Human Existence **T2/M&B

11. **Motion** passed unanimously

12. Minutes received

A. University Wide Impact Committee (UWIC)
   1. Discussion of the meeting on November 6, 2014
   2. Consider inviting Monica Raffone to an upcoming UWIC meeting for her knowledge about Grade Replacement Policies

B. Program Review and Assessment Committee (PRAC)
   1. Discussion of the meeting on November 6, 2014
      a. Revised PRAC document will be carefully phrased to make sure departments have leeway to do program review in a beneficial way
      b. Provost Bergeron attended PRAC meeting to discuss BOR and ConnSCU system policy and procedures for program review
      c. As departments and programs, our concerns are
         i. Who are we?
         ii. What are our students’ goals?
         iii. How do we use assessment data to improve continuously?
      d. Find a self-study process that would parallel our New Program process and unify our documents with BOR documents
      e. Consider tracking alums by collecting email addresses rather than asking faculty to track
      f. Departments should not be required to track and keep statistics
      g. Concerns over the use of the phrase “Academic prioritization”
      h. Continued Quality Improvement Form provides a way for the Academic Affairs and programs to communicate and implement changes from the review process
      i. Follow-up process: Communication, Exercise Science, and Interdisciplinary Studies have received the feedback from Academic Affairs
         i. PRAC would like to have copies of the documents
      j. Impractical for BOR to review all programs at all schools
      k. Mike Shea, FAC representative, will share these concerns with the Faculty Advisory Committee
      l. Clarification: personal email addresses on application for graduation
         i. Current form does not request email address
         ii. Student emails are on cards used at commencement
2. Minutes received.

C. Writing Across the Curriculum Committee (WACC)
   1. WACC did not meet on November 6

D. Liberal Education Committee (LEPC)
   1. Discussion of the meeting on November 6, 2014
   2. Motion to approve the following proposal
      a. Assess Critical Thinking and Written Communication jointly early in the
         spring semester in an essay to be approved by the LEPC. This
         assessment would be administered by the Office of Assessment and
         Planning to students completing their second year, with resources
         provided for faculty to grade the assessment based on agreed-upon
         rubrics. Data would then be evaluated for areas of improvement by
         appropriate faculty.
   3. Motion passed with two opposed
   4. Minutes received.

E. Special Topics Courses
   1. UCF chair brings the following course forward to be logged for Spring 2015
      a. ENG 398 Banned Books and the 'Crisis' of Literacy: The Politics of
         Reading
   2. Course logged

IV. New Business
   A. Guest: Kathy Yalof, Office of Academic Affairs
   B. Presentation on the digital Undergraduate and Graduate Catalogs

V. Adjournment
   A. The meeting was adjourned at 10:50 am.

Minutes respectfully submitted by Elena Grossman