Undergraduate Curriculum Forum
Meeting Minutes
Thursday, September 24, 2015


I. Call to order

Called to order at 9:37 am. A quorum (50% + 1) was reached at 9:37am.

II. Announcements

a. Liz Keenan, UCF Chair announced that all-university election results will be released shortly. In the meantime, the results of the LEPC elections were shared with the UCF chair so that LEPC and the UCF Steering Committee could identify potential people to fill the at-large vacancy of Cindy Simoneau. Elliott Horch has been appointed to fill the at-large vacancy and Bill Rowe has been appointed to fill the HHS vacancy of Deb Weiss.

b. Registrar’s Office announced that new BRIO reports are now available. In addition to a list of majors, reports can also be run for minors and IDS concentrations. Contact Rick Riccardi’s office if your department needs assistance running these reports.

c. David Pettigrew, Chair, University Promotion and Tenure Committee announced an informational meeting for all the DEC committees on 10/2 from 1-3pm in ASC Room 301.

d. Meeting with Provost Bette Bergerac on regarding Promotion and Tenure will be held on 10/5 from 1 to 2pm in Engleman B121

e. Minority Recruitment and Retention Committee is sponsoring day long program on the educational pipeline for minority students – It will be held Friday 9/25 from 10am to 2pm in the Ballroom

f. Tricia Lin announced another event: He hits me the normal amount –Women’s Violence Prevention Program – Wednesday September 30 from 1 to 2 pm in EN B206.

III. Approval of UCF minutes of September 10, 2015

A. Minutes approved
IV. Standing Committee Reports

A. NMC – Notifications Management Committee
   Motion to approve New Course Proposals
   MAT 408 – Technology for Teaching Secondary Math Education
   MAT 178 – Elementary Discrete Mathematics
   Motion approved unanimously
   Minutes of September 17, 2015 were received

B. LEPAC – LEP Approval Committee
   Motion to approve LEP and New Course Proposals
   CHI 120 – Chinese Through Songs and Pop Culture (NC – T2/CE)
   MAT 342 – Statistical Decision Making in the Twenty-First Century (NC – T3)
   MUS 490 – Music Technology in the Classroom (NC – T3)
   Motion approved unanimously
   Minutes of September 17, 2015 were received

C. UWIC – University Wide Impact Committee
   IDS course definition discussion at committee– more clarification needed
   Committee soliciting UCF members’ feedback on definition ASAP
   Minutes of September 17, 2015 were received

D. PRAC – Program Review and Assessment Committee
   Chair of PRAC Jeff Webb (CHE) resigned as chair due to other academic
   obligations. Lisa Vitale was elected new PRAC chair.
   The new program review document goes into effect this year. PRAC will invite
   departments to come to the PRAC meeting on Oct. 15th to obtain guidance and
   ask questions.
   The two departments up for review this fall: Philosophy and Honors College
   Minutes of September 17, 2015 were received

E. WACC – Writing Across the Curriculum Committee
   No proposals for approval this meeting
   Minutes of September 17, 2015 were received

F. LEPC – Liberal Education Program Committee
   WAC ex-officio members on LEPC
   Minutes from September 17, 2015 received

G. TAP motion** and TAP pathways motions (see specific pathways here:
   http://southernct.edu/faculty-staff/faculty-senate/ucf/tap-information.html)

1. Motion to endorse the Transfer and Articulation Policy
   Name and local status of pathway transfer degrees
The Transfer and Articulation Policy degree will be an umbrella degree with designations for each specific pathway and will be labeled by discipline as:

**CSCU Pathway Transfer A.A. / A.S. Degree: [Discipline] Studies**

**Motion approved unanimously**

**2. Motions to endorse the Biology and History TAP pathways**

Discussion: – will other departments have similar pathways? Will there be pathways for every major? Members expressed desire for pathways to be as numerous as possible to leave major options open for students transitioning from Community Colleges to Universities.

Response:
2. There will not be a pathway for every major, especially if community colleges do not offer courses in that discipline; however the BOR wants to broaden as much as possible and is considering a liberal arts pathway.
3. Upcoming pathways will be shared with UCF.

**Motion to endorse Biology – approved unanimously**

**Motion to endorse History – approved unanimously**

TAP report received

**V. Special Topics Courses**

REC 298 Creative Problem-Solving in Community Settings and Programs: Basic Mediation Certification

UCF Chair has logged this course

**VI. New Business**

A. UCF representative for the University Library Committee needed – Ken Walters requesting UCF ex office member for the ULC per the ULC by-laws. Liz Keenan invites anyone interested to contact her.

B. Writing Program Proposal presentation by Debby Carroll and Karen Burke, Co-Directors, Writing Across the Curriculum Program, and Liz Kalbfleisch, Co-Coordinator of Composition.
### Proposed Curriculum Changes:

<table>
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<tr>
<th>Current Structure</th>
<th>Proposed Structure</th>
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<tr>
<td>ENG 112</td>
<td>Revamped ENG 112 to be reading-and-writing intensive (already in the works)</td>
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<tr>
<td>3 W courses at any level in any discipline</td>
<td>One 200-level sophomore-level reading-intensive writing instruction course (R-course).</td>
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<td></td>
<td>Two Junior/Senior-level reading-intensive writing-designated classes (R-courses) for each major to be created and taught by the respective departments.</td>
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Presenters shared the rationale for proposals and changes for students and faculty – See full report

**Changes for students:**
- Students will take one university-wide ‘R’ course at the 200 level.
- Students will take one 300 and one 400-level ‘R’ course in their majors.
- NO credits or courses will be added to students’ programs.

**Changes for faculty:**
- Faculty teaching 200-level ‘R’ courses will be required to complete training (with re-certification every 3 years), and to incorporate reading/writing curricular standards.
- Departments will develop disciplinary reading and writing goals, objectives, and outcomes with guidance from the University Reading/Writing Program Director.

**Other key points:**
- Build in support for faculty on new 200 level R course (similar to the idea of the IRB – every three years re-certification)
- Concept of courses building from each other at the 100, 200 and 300 levels – not teaching the basics of writing at each level
- Most departments have 300 and 400 courses already
- Idea is to get students comfortable writing in their own discipline
- Assessment at the 200 level would be required.
What is needed? (In addition to proposal remarks above):

1. Reading/Writing Director along with Composition Director
2. Peer writing mentors

See diagram provided in writing program proposal

Discussion:

Concern about backlog or bottleneck for students at the 200 level

Concern about being prescriptive about junior or senior level for 300 and 400 level courses and some disciplines need flexibility of when the courses would be offered

Clarification – goal is to convert W courses to R courses – using simplified form.

200 level faculty will continue to be responsible for 200 level courses

Need further analysis of 200 level courses to be sure adequate number of courses is available to students

Discussion on IDS, minors and cognates in meeting the writing requirement

Need to ensure distinction between student leaders (called peer mentors) and the proposal here for new student academic mentors (suggestion to change name to ensure no confusion in roles and responsibilities)

Continue class caps at 23 students at the 200 level

Departmental writing guidelines would be recommended and writing coordinator would be available for assistance in developing the guidelines

Whether or not this proposal goes through a writing/reading director is still needed

Transfer students will still get waivers: 60 credits – 1 “W” waiver; 90 credits – 2 waivers; individual requests for no W credit waivers are currently and would continue to be in place.

UCF Chair asked UCF representatives to ask department/program members to send feedback to the the WACC Co-Directors prior to the next UCF meeting.

Discussion and recommendation to move forward with a proposal vote at next meeting on 10/8/15.

VII. Adjournment
The meeting was adjourned at 10:50am.

Respectfully Submitted:
Cheryl Resha