I. **Call to order**

Called to order at 9:38 a.m. A quorum (50% + 1) was reached at 9:38 a.m.

II. **Announcements**

a. Tricia Lin wishing colleagues Happy Hanukkah and Human Rights Day

b. Mike Shea encouraged everyone to read e-mails about contract negotiations and encourage colleagues to stay informed as well (email updates point out what is going well and what is still going poorly in talks).

c. DRC needs exams 48 hours in advance in order to properly accommodate students

d. Sean Grace reported that he contacted his state representatives and senators regarding contract negotiations, noting how positive the experience was and that they call backed directly to speak to him. He encouraged all of us to contact our reps.

e. Feedback from rally at the Capitol: the number of students from Central was great, need more students from SCSU - it was fun and useful and could be incorporated into civic engagement from LEP

f. Liz Keenan – reminder that the spring UCF meetings begin with standing committees on Jan. 21st (standing committee meetings) for UCF and full UCF meeting is on Jan. 28th.

g. Announcement from Ilene Crawford (see attachment – re: Writing Director Position). Recommendation from Deb Weiss feels that UCF should go back to Provost and Ilene Crawford as this posting is not what came forth from UCF. Liz will discuss with Provost at next meeting and report back to UCF.

h. January 15th – two workshops on day of Forum talking about critical writing pedagogy.
III. Approval of UCF minutes of November 19, 2015

A. Minutes approved
   Correction: Greg Robbins present

IV. Standing Committee Reports
   A. NMC – Notifications Management Committee
      1. Motion to approve Revised Course Proposals
         HON 270 – Science and Technology: Triumph or Tragedy
         EXS 302 – Athletic Training Clinical Practice III – Orthopedic Clinical Evaluation
         EXS 303 - Athletic Training Clinical Practice IV – General Medicine
         EXS 402 – Athletic Training Clinical Practice V – Treatment and Rehabilitation
         MDS 380 – Hidden Agendas in the Media
         ART 241 – Sculpture: modeling and casting
         ANT 322 – Forensic Anthropology

         Motion approved unanimously

      2. Motion to Approve New Course Proposals
         HON 100 – First-Year Leadership Colloquium
         HON 102 – First-Year Research Colloquium
         HON 200 – Conceptions of Self and Identity Seminar
         HON 201 – Conceptions of Self and Identify Plenary Session
         HON 202 – Conceptions of Community and Context Seminar
         HON 203 – Conceptions of Community and Context Plenary Session
         HON 300 – Introduction to Service Learning
         HON 460 – Community-Engaged Research I
         HON 461 – Community-Engaged Research II
         HON 488 – Place as Text

         Motion approved; one opposed

      3. Motion to Approve Departmental Minor Revision Proposals
         Recreation & Leisure_Conc_Child Life Specialist

         Motion approved unanimously

      4. Motion to Approve Revised Program Proposals
         Honors College_CONC_Level 1: Honors Foundations
         BS Early Childhood_CONC_Early Childhood
Motion approved unanimously

Minutes of December 3, 2015 were received

B. LEPAC – LEP Approval Committee

Motion to approve LEP Courses

GEO 330 – Regional Geography of Europe (T3)
PCH 353 – Global Health (T3)
MGT 460 – International Business (T3)
WLL 403- Second Language Acquisition (T3)
EGR 471 – Capstone Experience in Engineering (T3)
NUR 443 – Nursing Capstone (T3)
ANT 390 Ethics in Anthropology (T3)

Motion approved unanimously

Minutes of December 3, 2015 were received

C. UWIC – University Wide Impact Committee

Motion to approve New Minor Proposal

New Minor Proposal: Honors Minor in Transdisciplinary Concepts and Perspectives

Motion approved unanimously

Discussion on MDC proposals continues and will be brought to UCF at a later point.

Minutes of December 3, 2015 were received

D. PRAC – Program Review and Assessment Committee

No meeting held. Next meeting December 11, 2015.

Report:
Currently reviewing Honor’s program – self assessment
Philosophy review continues
E. WACC – Writing Across the Curriculum Committee

Motion to Approve new W course proposals

COM 258: Cinematic Technique, Peterson
RSP 440: Evidence-based Practice in Respiratory Care

Motion approved unanimously

Minutes of December 3, 2015 were received

F. LEPC – Liberal Education Program Committee

Discussion: The committee discussed some guiding principles for LEP credit reduction. Some overarching ideas include the need to look at data, compile suggestions from departments and advisors, and keep TAP requirements in mind.

Meeting on January 15, 2016 to discuss proposals from various departments and committee members. Encourage departments to submit memos.

Minutes from December 3, 2015 were received

V. TAP Faculty Implementation Review Committee
The most current versions of the Pathways can be found at: http://www.ct.edu/initiatives/tap#pathways. Advantage to the current website versus posting on SCSU website is the timeliness of any updates.

TAP report: Nothing to report at this time

VI. Special Topics Courses

a. SOC 398 Comparative Criminal Justice Systems
b. SOC 398 Sexuality and Social Control
c. SCE 498 Teaching Science Seminar
d. SED 498 Global Studies in Special Education

UCF Chair has logged these courses

VII. Old Business

A. No old business to report
VIII. New Business

a. LEP Assessment Report – presented by Michael Ben-Avie
(see attached report)
SCSU – part of multistate collaborative looking at how we want to and not want to be measured.

Discussion from UCF:
Need a specific report on transfer students.
Concern that 18% of students fall off the radar.
No real data on LEP yet.
Caution about interpretations of LEP for a couple of more years (important question: who is the first cohort of the new LEP?)
Concern about the accuracy of the interpretation of LEP data (who is being measured and compared to whom?)

III. Adjournment
The meeting was adjourned at 10:48 a.m.

Respectfully Submitted:
Cheryl Resha
Appendix A

To: Liz Keenan, UCF chair; Debby Carroll and Karen Burke, WAC program co-Directors

From: Ilene Crawford, AVP for Academic Affairs

Date: December 9, 2015

Re: status of Writing Center director position

I am writing to update the UCF on progress made toward appointing a Director of the Writing Center. As co-chair of the NEASC Interim Report Committee, I need to be in Boston at the NEASC Annual Meeting and Conference on December 10th, so am I unable to join you at UCF to provide this update in person.

On October 8th, the following motion was made by the UCF Steering Committee:

1. UCF supports the request from the Interim Writing Across the Curriculum Co-Directors and the Composition Coordinator to hire a full-time tenure track faculty member as a Writing Program Co-Director.

The motion was approved with one opposed and no abstentions.

Discussion, as noted in the UCF’s meeting minutes was as follows:

“Need to have a writing center director to work with Composition Coordinator to achieve goals of Writing Program. Responsibilities would include: training students, curricular support, 200R level instructor training, oversight of peer tutors (a real class teaching students how to tutor students in reading and writing), and consultant at 300 and 400 level R courses with departments. Position placed in Academic Affairs and not in Student Affairs. Questions from members included discussion if tenure-track position was appropriate if this person would not be doing a lot of classroom teaching; however, similar positions count the job description as primary workload that is evaluated for Category I, and the tutoring course would also be classroom teaching.”

I have been working throughout the semester to secure resources and gain approval for an existing faculty member to serve as Director of the Writing Center. On November 23rd, I was able to announce an opening for a Director of the Writing Center to the faculty.

The language in the announcement was intentionally neutral in one important respect: UCF has yet to make a decision about the proposal to shift from the current Writing Across the Curriculum program (WAC) to a Writing in the Disciplines (WID) program; therefore, in the announcement I described the Director’s role as working “in partnership with the First-Year Composition Program Coordinator to provide vision and leadership in developing, coordinating, and implementing a University Writing Program that demonstrably increases student competence in written communication” without describing that program as the existing WAC or a new WID model.

For the same reason, the Director’s specific responsibilities in the announcement focus on the operation of the writing center, teaching peer tutoring courses, working with departments to design disciplinary-specific writing pedagogies, and assessment. The current WAC directors’ duties and resources, specific to administering the current W course program are not mentioned. Their term expires at the end of the spring
2016 semester. Their reassigned time and budget will be shifted to support the Writing Center Director. When the UCF makes its decision to either retain the WAC model or shift to a WID model, I intend to work with the appointed Writing Center Director, UCF chair Liz Keenan, and the outgoing Writing Across the Curriculum co-Directors Debby Carroll and Karen Burke to clarify the incoming Writing Center Director’s duties and resources in this regard.

This is an imperfect solution to a critical need. This is not a new tenure-track position. The faculty member moving into this new position will create a vacancy in their department of origin. Office space in the Writing Center itself will be hard to come by until Student Affairs completes the build-out of the 3rd floor. Resources will be hard to come by until our outgoing WAC directors finish their terms. However, this will be an Academic Affairs position held by a full-time tenure-track faculty member. They will offer a tutor training course in the spring so trained peer tutors begin working with students again. They will be able to participate in the UCF discussion about the direction the University Writing Program should take. Student Affairs will be a partner with Academic Affairs, providing space for the Director and our students to receive tutoring support for their writing.

I believe the pressing need for a Writing Center Director makes this course of action preferable to going another semester without a Director or a Writing Center. I have received materials from qualified applicants and I am in the process of making an appointment. I will work with the appointed faculty member’s chair to provide coverage for their spring schedule. The affected department will be able to request a temporary emergency full-time appointment for the following academic year and may request a permanent replacement hire following that. I thank all UCF members for their strong advocacy for a Writing Center Director located in Academic Affairs and I thank Student Affairs for their support and partnership. I especially thank Debby Carroll and Karen Burke for their dedicated service as our WAC co-Directors. Our students have benefitted from their work--and will continue to do so for one more semester as they pass the baton.