UCF Meeting Minutes  
May 5, 2016


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

II. Announcements
   a. UCF fall meeting dates are posted on the UCF website. First meeting for the fall semester: Thursday September 8th ASC 301
   b. Program assessment results from Dr. Michael Ben-Avie are at the end of the meeting packet for your review.
   c. Faculty Senate approved the revised UCF constitution
   d. Faculty Retreat – May 17, 2016. Open to all faculty. To be held at Savin Rock Conference Center.

III. Approval of amendments to UCF minutes of April 14, 2016
   Amendment includes voting results from the meeting

Approval of UCF minutes of April 28, 2016
   Minutes approved unanimously

IV. Steering Committee Report
   Motion:
   Credits associated with the one (1) course reduction to the Liberal Education Program resulting from Students Choose 6 of 7 Tier 2 Areas of Knowledge: American Experience, Creative Drive, Cultural Expression, Global Awareness, Mind and Body, Social Structure, Conflict and
Consensus, Time and Place will be added to the number of free electives for all existing programs. A revised program proposal must be submitted for any program requesting that the credits shift to major or cognate credits.

Discussion:

Every department will need to review their current programs of study.

The LEP reduction approved by UCF still needs provost approval but if approved this process will already be in place.

Proposed Timeline: Unclear if it will be 2016 or 2017 timeframe.

Motion approved unanimously

V. Standing Committee Reports

A. NMC – Notifications Management Committee

1. Motion: change language in NMC Bylaws to match the UCF Constitution (see attached)

Motion approved unanimously

2. Motion to Approve New NMC Forms (five forms)

Discussion:

Biggest change was to identify the alignment between the tier and the course

Focus on user friendly and streamlined

One concerned raised that NMC will discuss in the fall is the role of the School Curriculum Community with new and revised programs

Forms will be on website by the end of May for those doing course or program changes over the summer

Helen Marx extended thanks to NMC for their work.

Motion approved unanimously

No Minutes received

B. LEPAC – LEP Approval Committee

Motion to approve LEP Course Forms

Discussion

User friendly
Abbreviation Key to promote uniformity
to be posted on website by the end of May
Thanks extended to Cindy Simoneau and Deb Weiss for their leadership on committee

Motion approved unanimously

No Minutes received

C. UWIC - University Wide Impact Committee

Motion to approve Bylaws of UWIC so that are in line with language in UCF constitution (see attached)

Motion approved unanimously

No Minutes received

D. PRAC – Program Review and Assessment Committee

Motion to Approve for Continual Approval of Biology program with the proviso:
While the committee likes what the department has planned for assessment, it is still in the emerging state and PRAC urges the Biology Department to continue the work it has begun. At the next departmental review the expectation is that the assessment process be fully in place and several years of data will be available to inform the department about the its needs going forward.
For the future self-study, information about the following must be included: the Biology minor and its assessment; a short description of the Master’s degree program(s) to orient the reader; and a clearer differentiation between the undergraduate programs. These three items were sufficiently addressed in the meeting between Drs. Jeffrey and Silady and PRAC, but will need to be recorded in future reports.

Discussion:
Assessment requirement of minor to be included in program review
IDS minors will need to be worked out – PRAC needs to be address next year

Lisa Vitale acknowledged PRAC committee for their work

Minutes of electronic May 3, 2016 were received

E. WACC – Writing Across the Curriculum Committee
No Report
F. LEPC – Liberal Education Program Committee
   No report

VI. 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.

   No Report

VII. Special Topics Courses

   JRN 398 Reporting and Writing about Science Spring 2017

   UCF Chair has logged this course

VIII. Old Business
   A. Motion to approve revisions to UCF Flow of Proposals

   Liz Keenan reviewed major changes to UCF Flow of Proposals

   Motion approved unanimously

IX. New Business
   A. Update on the Writing Program proposal

   Associate Vice President for Academic Affairs: Ilene Crawford
   WAC Co-Chairs: Debby Carroll and Karen Burke
   Writing Director: Liz Kalbfleisch

   Discussion:

   Ilene opened discussion with good news about the structure of the writing center, new director and funding from BOR. Ask to the BOR – $20 full time/$10 part time student fee to fund the university writing center. Will be built into the tuition fee schedule for next year. Allows for a budget to train and support Graduate Assistants to serve as resources to students.

   Existing WACC program, that has been supported by Debby Carrol and Karen Burke, will continue with Liz until UCF takes up the decision around the WACC program (i.e., writing within the discipline or WACC as it is now). Duties of existing program will continue. Writing intensive efforts and comprehension focus will continue at this time.

   Funding – measure of last resort but given the budget, administration felt it was modest and not a large burden for students.
During the first year, Liz will look at best practices to integrate writing supports for students and faculty. At this time, basic plan is to train undergraduate and graduate assistants. 3 tutors will be ESL. Assistants will receive 2 hours of training per writing and will be working in writing center throughout year.

Future plans is to develop a Writing Design Proposal and utilize focus groups to develop a robust writing design proposal.

Questions/Responses:

1. What is budget? - $300,000
2. Location: Buley Library (part of Academic Success Center) – right next to FYE and NSS
3. Online support for teachers – two years down the line and graduate support – 2 years out
4. Writing in the disciplines – what kind of support will be available – will there be critical thinking tutors? Nothing that specific at this time but may be part of long term focus.
5. Will writing tutors that are currently employed if they chose to go through professional development remain – yes
6. Sign-up will be seamless for mentors
7. Comment: 70% of students are writing at 3rd grade level currently in 100 level.
8. Guarantee that the fee has to be used for writing center. Everybody should be benefit from it.
9. Flat fee funding for now but may need an increased boost at some point down the road.
10. The need will overwhelm resourses quickly. Will need to make a similar ask for graduate students.
11. 25% coming in with remediation and models suggest $600,000 so the current funding is not a magic bullet
12. Suggestion to look at University of Wisconsin – online resources and rebrand for SCSU - professional development will help identify best practices.

Karen: Thanked Eileen, Provost Durmin, and VP of Financing for moving this forward and thank registrar’s office for their support.

Liz – thanked all involved.

b. Reduction of Reassignment Time

Reassigned time for UCF steering committee is proposed to be cut; so not to “do more with less” but rather “less with less.” PRAC will be on hiatus for two years as a means to reduce reassigned time credits as well.

The committee still has to consider assessment of LEP and minors.
Currently an active discussion – the interim Provost and Deans are open to ideas from UCF. Need to look at what reductions will benefit programs and UCF.

c. Round of Thanks

Liz thanked:

Ilene Crawford for leadership and support
Sophia Myers
UCF members

UCF body thanked Liz for her work, especially in challenging situations. Given peace plant as a token of appreciation.

X. Adjournment

The meeting was adjourned at 10:50 am.

Respectfully Submitted:

Cheryl Resha