I. Call to order

Called to order at 9:36 am. A quorum (50% + 1) was reached at 9:36 am.

II. Announcements

a. Forum on Judaism – September 28, 2016 from 12 to 2 pm in ASC Ballroom (part of larger forum series on religion and tolerance) – faculty and classes invited to attend.

b. &T workshop in ASC Theater on 9/9/16 at 2 pm

III. Introduction of Members

IV. Approval of UCF minutes of May 5, 2016

Minutes approved: 2 abstentions

V. Brief introduction on the purpose and function of UCF by Deb Weiss– UCF is autonomous stating committee of Faculty Senate and with it comes certain rights and powers. Most work of UCF can be done without approval from Faculty Senate and is guided by the UCF constitution. Representatives are from each unit on campus including academics, advising, registrar’s office, provost office, etc. Generally, there are two reps from each unit (one member and one alternate member).

The general business of UCF is undergraduate curriculum – approving and revising courses and programs, conducting program review, and supporting LEP work. Heart and soul of university is curriculum and therefore speaks to the importance of this committee.

Respect and civility within committee and subcommittees is critical for the work of UCF– this should be a forum where people should feel comfortable speaking up.
freely and without fear of repercussion. We need to remember “Students are first and foremost in our work.”

VI. Introduction of UCF Standing Committees by either committee chairs or members and Committee member selection

a. NMC – Notifications Management Committee – Meredith Sinclair, Braxton Carrigan – work entails reviewing new course proposals, new program proposals, and all course and program revisions – it is great way to get to know curriculum across the university

b. PRAC – Program Review and Assessment Committee – Rebecca Silady – fall semester only (due to the cuts in credits in order to help with financial situation at the university). Normally it is the committee that reviews the self-studies of various programs. This fall, the committee will review the two reports from last year and will work on proposal regarding the best way to assess LEP.

c. UWIC – University Wide Impact Committee – Stanley Bernard, Kelly Stiver. Discusses university wide issues, responsible for approving new programs. UWIC charge this fall is to look at programs with heavy credit loads – particularly BS programs.

d. Ad hoc Transfer Committee – created this year by the UCF Steering Committee – looking at opportunities and issues with transfer students. One-year committee and then UCF will determine what happens with committee in future years.
   i. Increase the number of transfer student applicants to Southern.
   ii. Improve the transfer experience for students.
   iii. Gather information from community colleges and other transfer institutions regarding impediments to transfer
   iv. Review LAS programs at the community colleges with the intent to simplify transfer to Southern (as has been done for Gateway and Housatonic) for students who have earned the Associates Degree
   v. Review general studies programs to determine if simplified transfer can be achieved by stipulation of specific courses or requirements for students in general studies who earn the Associates Degree.
   vi. Work with the campus administrative transfer committee to complement their work and enhance their capabilities by taking initiative regarding the pedagogical aspect of transfer.
   vii. Looking into transfer experience

e. WACC – Writing Across the Curriculum Committee – Claire Novosad – committee by election only – reviews proposals for writing across the curriculum. Will need committee members during University-wide committee elections. Especially important committee this year as writing will be a focus of UCF this year.

f. LEPC – Liberal Education Program Committee – Polly Beals – committee by election only – policy and issues regarding the LEP – this committee also has two
vacancies, one for Business and one for HHS. Fall elections will be conducted and UCF members in those two Schools are encouraged to run.

Note: Members and alternative members are encouraged to participate in different subcommittees which allows for more voting power. If two members from the same department are on the subcommittee, only the member votes. At-large members can vote in addition to their department members.

VII. Unfinished Business

none

VIII. New Business

a. Updates by UCF Chair. UCF packets will be uploaded to the UCF website on the Tuesday prior to the meetings.

   i. LEP Director – provision in UCF charter that there is to be a Director appointed – the Director will receive 18-20 credits during fall/spring semesters and 6 to 9 credits over the summer. Currently there is no LEP Director – Terri Bennett’s new position as Transfer Coordinator includes a small portion of LEP responsibilities; out of 15 duties listed in the Charter, Terri covers one, and about one-half of two other duties. This is a violation of the UCF Charter which was approved in 2009 by faculty and administration. UCF Chair currently in conversations with Interim Provost and Associate VP of Academic Affairs about the violation and compromise to the LEP program. Faculty Leadership Council agrees that this is a major issue and will also be presenting its concerns to President. Some impacts of this situation are no one available to do the following:

   1. Direct LEP assessment
   2. Answer questions about LEP
   3. Represent LEP in community, open houses, etc.
   4. Assess embedded competencies
   5. Scheduling of LEP courses

   Other violations to the LEP Charter were noted:

   • Tech Fluency and Critical Thinking are underfunded. The UCF Charter states that appropriate reassigned time for this work should be provided.
   • Limits to class size are not being followed as outlined.

   ii. Program Review – It was agreed last year that Program Review would be suspended for a period of two years at the request of Administration in order to save a significant number of reassigned time credits. Each Department has an Assessment Coordinator who receives 1 credit per
academic year (on a cycle of 7 years) in order to manage assessment, e.g.,
collect and analyze data, make changes to programs to close the loop,
write and present assessment report, etc. With this temporary suspension
of Program Review, the expectation is that these tasks would not occur,
other than on a voluntary basis to be determined in each Department.
Some Departments have outside assessments/accreditations. Resources
for these might be discussed on a case-by-case basis.

iii. Provisional status of SCSU with US DOE and the impacts on the UCF
body – the problems grew over a number of years (i.e., attendance and
financial aid) – and are not unique to SCSU. SCSU had hoped that
provisional status would be removed but it became more complicated –
and DOE felt SCSU lacks institutional capacity to monitor and implement
programs and award financial aid appropriately.

Three new programs that have already been approved by the BoR are now
stalled by DOE because of conditional status. UCF will need to discuss
what to do with new programs. Should everything be put on hold or
should some planning still move forward? Decisions will be made in
conjunction with the Provost’s Office.

Ilene Crawford added that the issues go back to 2011. And rather than
being removed from provisional status in the spring as had been hoped,
the period has been extended 2019. Before we can offer any new
programs, SCSU will need to petition DOE. Only two petitions may be
submitted per year. Generally, the approval process may take 8 months or
more per petition. SCSU has already submitted a petition for the three
pending programs and if approved, will be able to submit another petition.

An additional follow-up question was the need to consider concerns with
civil rights and Title IX in anticipation of a potential OCR compliant.

iv. Please review Alumni Survey included in UCF packet.

IX. Adjournment
The meeting was adjourned at 10:52 am.

Respectfully Submitted:

Cheryl Resha