Memo

To: SCSU Faculty

From: Deborah Weiss, Chairperson, Undergraduate Curriculum Forum

Re: Changes to Department Program Review

Date: October 7, 2016

Given financial exigency, last year, an agreement was reached between the Undergraduate Curriculum Forum (UCF) and the Provost’s Office in which the program review process would be suspended for a period of two years. Currently, programs submit a report and undergo a review process by the UCF Program Review and Assessment Committee (PRAC) once in a seven-year period. In the six years leading up to writing the report and representing the department for the PRAC review, Department Assessment Coordinators fulfill a broad role, spearheading the department’s gathering and analyzing of data, deciding on corrective action based upon the data, and appropriately revising program goals based upon outcomes. For their role, the Coordinators are compensated with one credit per academic year. In addition, per the PRAC Guidelines, the PRAC Chairperson receives three credits per semester for fulfilling the roles of that position. Therefore, the suspension of Program Review for two years will save a significant number of credits for the University. Departments are encouraged to work with the Office for Assessment and Planning to continue their data gathering as appropriate during this time period, and those departments/programs with external accreditation will continue their regularly scheduled activities.

This action results in several outcomes:

1) The department program review process will no longer be on the current seven-year cycle. Given the time-intensive nature of reviewing the documents and meeting with department representatives, PRAC is only able to review a fixed number of documents in an academic year. PRAC will look for efficiencies in terms of speeding up the reviews once the process is resumed, however departments should expect a revision in the due dates of their reviews.

2) Departments are encouraged, although not required, to continue on their assessment trajectories. It is recognized that in many cases, assessment will not be continued at the same level, given the inability to compensate the Assessment Coordinators for this time-intensive task.

3) PRAC will meet during the fall 2016 semester to tie up reviews for programs that are working on revisions to their reports as well as provide its input to assist the Liberal Education Program Committee (LEPC) in its development of a comprehensive approach for LEP assessment. Starting in the spring of 2017, PRAC will not meet until AY 2018-2019.

4) Programs that are required to complete additional state or national reviews to comply with accreditation should discuss resources that might be necessary for completing these tasks with their Deans.
UCF Meeting Minutes
10/6/16


I. Call to order
   Called to order at 9:38 am. A quorum (50% + 1) was reached 9:38 am

II. Announcements
   a. Russell Engle shared that the School of Business with their Business Advisory Council are jointly hosting a leadership workshop “Leading In-Defining a New Brand of Women’s Leadership” on October 20, 2016 – flyer distributed
   b. Jeremy Chandler – announced the Art Exhibit on campus through October 28th

III. Approval of UCF minutes of 9/22/16
   A. Minutes approved with minor corrections
      1. Change department name to Recreation, Tourism and Sports Management
      2. Remove italics on faculty comment to President Bertolino

IV. Standing Committee Reports
A. NMC – Notifications Management Committee
   1. Motion to approve Revised Course Proposals

      CHE 301 – Preparation of Scientific Documents for Chemistry
      EDU 322 – Family, School, and Community Partnerships

      Motion approved unanimously

   Minutes of September 29, 2016 were received

B. WACC – Writing Across the Curriculum Committee
   No Motions
Discussion: The meeting on 9/29/16 was attended by the Writing Center/WAC director, Elizabeth Kalbfleisch, and the group had an in depth discussion of upcoming WAC faculty meetings (which are designed for faculty to provide input on the new WAC proposal for the university), the WAC website, and how to go about revamping the Writing Contest.

Minutes of September 29. 2016 received

C. UWIC – University Wide Impact Committee
Discussion: Continued discussion on whether BS and BA programs could/should have different LEP requirements. The group is also considering additional information needed when considering new program proposals (ongoing discussion).

Minutes of September 29, 2016 were received

D. PRAC – Program Review and Assessment Committee
Discussion:
Addendum to minutes of September 15, 2016 – Rebecca Silady was elected chair. The group met with Wes O’Brien for history of LEP. The committee also began the discussion around the LEP Assessment—what areas should be included and who should collect the data.

Minutes of September 29, 2016 were received

E. LEPC – Liberal Education Program Committee
Discussion:
LEPC Chair Position was restored, in part, due to the extensive advocacy by Deb Weiss. Posting should be issued soon.

The LEPC committee is also discussing the assessment of LEP courses and plans to meet with PRAC on October 13, 2016.

Concerned about LEP, TAP pathway courses and Multistate Collaborative Commitment - have assessments going on but how are they connected and have one master plan of assessment. Continued discussion with administration about LEP assessment as well as need to talk with affinity groups, such as FYE.

The group also discussed looking at the university document to be sure it is in alignment with how LEP is actually being delivered.
Question from membership (Heidi Lockwood) about the assessment of the pathways with TAP. Response from UCF: Several years ago, the LEP learning outcomes were aligned with the TAP learning outcomes. By assessing the LEP, the TAP learning outcomes will be assessed.

Minutes from September 29, 2016 were received

F. Ad Hoc Transfer Committee

Discussion:
The committee shared university plans to conduct a current survey for transfer students. The university is seeking input from the committee and two members will be working with Michael Ben-Avie to develop survey questions.

Beginning review of LAS from Manchester Community College to work on transfer agreement.

Minutes from September 29, 2016 were received

G. Special Topics Courses
1. French 298 - French for the Medical Professions
2. MDS 398 - Movie Men: Wars and Westerns
3. ART 398 cross-listed with HIS 398 - The Class they Don’t Want You to Take: Conspiracy Theories
4. PSY 398W - The mysteries and science of sleep
5. PSY 398 - Atypical Childhood Development

UCF Chair has logged these courses

V. TAP Transfer Degrees
The most current versions of the Pathways can be found at:
http://www.ct.edu/initiatives/tap#pathways.

a. Business (4 different pathways)
b. Foreign Language (4 different languages)

Motion to approve Pathways:

Motion approve unanimously. It will go back to system-wide TAP taskforce and then on to BoR.

VI. Old Business
A. Update on LEP Director Position – has been reinstated after numerous discussions. Reached an agreement with administration with Interim Provost
Durnin. Terri Bennett will become Co-Director and will also continue as Transfer Coordinator and work with new LEP Co-Director.

B. The call will go out soon for Co-Director: it will be posted for this year as 12 credits for fall and spring in order to allow some flexibility of the 12 credits since we are already mid-semester. Next year the position will be 12 credits for the year. It will be a two-year position. Terry Bennet will keep LEP for transfer students but remainder of responsibilities of position as outlined in the LEP Charter will be under the new LEP Co-Director.

C. The new LEP Co-Director will be take the lead on LEP assessment.

D. Questions from UCF membership on position:
   Q: Any discussion about the Critical Thinking Coordinator position and appropriate re-assign time.
   A: Not at this time and current fiscal climate

   Q: How did we get here?
   A: The job proposal went out last spring with 6 credits per semester (instead of 9) and increased responsibilities. No one applied for the position. Consultation with the UCF Chair should have taken place at that time to discuss further steps, however that did not take happen and some responsibilities were subsumed under a newly-created position of Transfer Coordinator which left the remainder of the LEP Director responsibilities not filled.

   Q: Where is PRAC now that program review suspended for a period of time?
   A: Each department gave up the 1 credit per academic year for assessment coordinators within each department for the two years. Departments are encouraged, but not required to continue with their collection of data. UCF Chair will circulate document with details.

Comments:
UCF membership offered a public thank you to Deb Weiss for her advocacy and time.
It is critical that someone apply for this position not only after the advocacy to have it restored but it is important for our students.

Open discussion:
Dean of Arts and Science has stated in a number of different settings that he would like the LEP program to be housed in A&S and not a university program. The LEP has been designed as a university program; there should not be ‘ownership’ by any one school. Although most of the faculty who teach in the
LEP are housed in A&S, the program is common to all students in the university and was designed as a university-wide program.

UCF believes the ownership of assessment resides with the UCF. Faculty are in charge of assessment, including decisions on rubrics and collaboration with affinity groups. A discussion took place regarding what to do when faculty do not participate in assessment.

VII. New Business
A. Kim Laing – Presented an overview of the tools in University Advising Renewal and Revitalization Initiative. See attached Power Point highlighting Degree Works (including Student Education Planner), Transfer Evaluation System (TES), and the Student Success Collaborative (a centralized advisement hub).

One note: the system currently does not identify pre-requisites in student planners; however, it will in the future (needs data input).

B. Elizabeth Kalbfleisch – Director of Writing Center and WAC
   Elizabeth provided an update on two key items:
   1. Professional development for tutors for undergraduate, graduate and ESL students is underway and the Writing Center Website is under development and hopefully will be available by the end of semester.
   2. Elizabeth is also convening conversations about writing centers (hoping to get input of at least 25% of faculty and staff). The conversations are two-hour meetings and begin with a short Power Point presentation to ground conversations. The goal is to discuss the future of the writing program, revise the program appropriately with WAC based on feedback from the conversations, and bring the revised proposal to the UCF in the spring.

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

Respectfully Submitted:

Cheryl Resha