I. Call to order

Called to order at 9:35 a.m. A quorum (50% + 1) was reached at 9:35 a.m.

II. Announcements

a. University Library Committee – UCF Liaison needed

b. Tricia Lin—encouraging members to attend “Leading In” program in School of Business

III. Approval of UCF minutes of

A. Minutes approved

IV. Standing Committee Reports

A. NMC – Notifications Management Committee

1. Motion to approve Revised Course Proposals

   ANT 222 – Modern Human Variation T2/GA
   BIO 401 – Animal Physiology
   GEO 360 – Introduction to GIS
   ENG 496 – Student Teaching Seminar – English

   Motion approved

2. Motion to Approve New Course Proposals

   ANT 382- People and Weight T2/M&B
   PSY 414 – Psychology of Spirituality

   Motion approved

3. Motion to Approve Departmental Minor Revision Proposals
4. Motion to Approve Revised Program Proposals

   BS Anthropology
   BS Nursing
   BS Social Work

Motion approved

Minutes of Oct. 13, 2016 were received

B. LEPC – LEP Committee

   Assessment Plan Discussion and the Attached LEP Assessment Plan was
   approved by LEP and PRAC committees

   Next Steps: Contact Affinity groups
               PRAC will to stay as an ad hoc committee next semester with
               program assessments on hiatus for purposes of working on LEP
               assessment

   Motion: UCF to endorse the LEP assessment plan. (see New Business)

   Joint Minutes with PRAC of Oct. 13, 2016 were received

C. UWIC – University Wide Impact Committee

   Continued discussion on LEP requirements for BS/BA programs and if they
   should remain the same or be different.

   Minutes of Oct. 13, 2016 were received

D. PRAC – Program Review and Assessment Committee

   Joint meeting with LEPC (see note above regarding LEPC)

   Joint Minutes of October 13, 2016 were received

E. WACC – Writing Across the Curriculum Committee

   Motion to Approve new W course proposals
SWK 321 Human Behavior and Social Environment II

**Motion approved**

Minutes of electronic meeting on Oct. 13, 2016 were received

**F. Ad Hoc Transfer Committee**
1. Discussed technology supporting prospective student inquiries: Transfer Evaluation System (TES) and Transfer Equivalency Self Service (TESS) within Degree Works. Will discuss further after obtaining more information about costs.
2. Reviewed the A.A. and A.S. LAS degrees at Manchester Community College - Continued analysis of requirements
3. Beginning discussion of Appendix A in the LEP Charter: Transfer Students
   - Noted limitations to prospective students because the current language uses phrases such as “may be waived” which requires the LEP Director to do individual transcript analyses
   - Began discussion of possible thresholds or categories for clearer decisions regarding how transfer credits would be applied to LEP requirements.
   - Noted the importance of the capstone course because it reinforces a number of Tier 1 Skills (critical thinking, written communication) and adds a discussion of values to one or more areas of knowledge.

Minutes of Oct. 13, 2016 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](http://www.ct.edu/initiatives/tap#pathways). Advantage to the current website versus posting on SCSU website is the timeliness of any updates.

No new motion or minutes

**VI. Special Topics Courses**

Special topics courses:
HIS 398 – 20\textsuperscript{th} C Britain and Fabian Feminism
ITA 398 – Scrittura Creativa: Creative Writing
SPA 498 – Children of War in Spanish Literature and Cinema
ART 398 – The Photobook: History and Practice
MKT 498 – Current Topics in Marketing
UCF Chair has logged these courses

Deb Weiss mentions tracker showing UCF action on courses created by Meredith Sinclair in Google docs. UCF Secretary Sophia Myers to update Special Topics Courses.

VII. Old Business
Update on LEP Director Position
Deb Weiss thanks Interim Provost Ellen Durnin and Interim Associate Provost Ilene Crawford for working with UCF on restoring the position of LEP Director with two Co-Directors and defining duties for each position.
Terri Bennett will be primarily responsible for transfer issues, and the new position for assessment and scheduling of courses.
Call went out to university for applicants for the position. Applications deadline Oct. 26

VIII. New Business
a. Review of program review statement (in packet)
b. Program review process suspended for two years.
   Deb Weiss pointed out it is optional whether departments gather data or not while on hiatus. Credits will not be given to assessment coordinators.
   Some programs have national accreditation and are unable to opt out.
   May need to discuss with dean and provost if compensation needed for some assessment to continue.
   A new schedule will come out in future based in hiatus.
c. Question arose of whether there is enough time to comply with NEASC reporting with program review suspended. Ilene Crawford responded that NEASC interim report was submitted. Data will be needed for full 10-year report. Five years until full report.
d. Elizabeth Kalbfleisch – Director of Writing Center and WAC – brief update
   She has met with six different groups of 30-40 writing instructors to explain the Writing in the Discipline (WID) model of writing program. Meeting are continuing this week. Liz said the infrastructure is in place to develop courses, teach faculty to teach writing and money for faculty development.
   Among the questions from members:
   Impact to IDS program?
   Impact to transfer students?
   What would caps be for these courses?
   What would be the ramifications to the current LEP Tier 2 offerings to add courses in various categories for writing as proposed?
   Liz Keenan offered that there is an opportunity to develop writing needed within a major with this proposal.
e. Outline of LEP assessment
Deb Weiss pointed out that the LEP is a University-wide program (does not belong to a department or a school), therefore, UCF needs to gather data from across the university. Rebecca Silady introduced the flow chart\textsuperscript{1} for the assessment process. Deb Weiss reinforced that the UCF wants rubrics to come from the faculty. We’re hoping faculty in each category of the LEP come together and agree on rubric to be used for assessment. There will be monetary support to read and score the documents.

Cindy Simoneau said TF Affinity group met Wednesday and discussed its previous assessment of artifacts and steps it will undertake for this new round of assessment. Discussion:

Amendment -- Motion to change wording of flow chart from ‘Office of Assessment’ to ‘Office of Assessment & Planning’

Approved unanimously

MOTION: UCF endorsed the assessment plan.

Approved unanimously

\begin{itemize}
\item[f.] Creation of Ad hoc Assessment Committee
\end{itemize}

PRAC will be dissolved at the end of the semester. A review of the Bylaws shows the document does not cover PRAC doing assessment work for the LEP.

Ad Hoc Assessment Committee will be convened in spring to work on LEP assessment process.

Motion to create the Ad hoc Assessment Committee comprised only of UCF members

Approved unanimously

\section*{IX. Adjournment}
The meeting was adjourned at 10:50 a.m.

Respectfully Submitted: Cindy Simoneau
PRAC, Affinity Groups, and LEP Director develop or identify appropriate rubrics with support of Office of Assessment

Instructors give students appropriate assignments and provide students with approved rubrics

Students upload deidentified assignments/artifacts to location created by Office of Assessment.

Each semester Office of Assessment provides PRAC and Provost's Office with a report listing which LEP classes have uploaded artifacts.

On rotating basis (see schedule) assignments are assessed by faculty members who are monetarily compensated. This effort is coordinated by LEP Director with Provost's Office financial support.

Data are collected and compiled by Office of Assessment and provided to the LEP Director and Provost's Office.

LEP Director analyzes the data and reports on the data according to the rotating schedule.

PRAC reviews the reports and makes recommendations to the LEP and Provost's Office.

LEP Director, LEPC, and Affinity Groups 'close the loop,' recommending revisions based on the PRAC reports.