I. Call to order
   Called to order at 9:35 am. A quorum (50% + 1) was reached at 9:41 am

II. Announcements:
   Social Justice Week
   Indigenous people presentation
   Newtown documentary, panel discussion, Nov. 10 @ 7 pm
   Reflection Garden forum, Nov. 10 @ 1 pm
   Simpson Scarborough hired for marketing Tues., Nov.8 ASC Theater 1:30pm

III. Approval of UCF minutes of October 20, 2016
   Minutes approved unanimously

IV. Standing Committee Reports
   A. NMC – Notifications Management Committee
      1. Motion to approve Revised Course Proposals
         HIS 497 – History Internship
         LEP_HIS 241 – Modern Middle East ** T2/SS,C & C
         PHI 215 - Logic
         PHI 403 – Contemporary Challenges to Religion
         Motion approved unanimously
      2. PSC 497 – Political Science Internship - tabled
         Minutes of October 27, 2016 were received
B. LEPC – LEP Committee

The positions of LEP Co-Directors have been officially secured (Assessment and Transfer). Applicants for LEP Co-Director for Assessment must apply by Wed. 10/26/16.

Terri Bennett (LEP Co-Director for Transfer) presented an overview of concerns, observations and suggestions from her first few months in the position.

Minutes of October 24, 2016 were received.

Electronic Minutes of October 26, 2016 were received. The following motion was brought forward from the committee:

**Revision of LEP Tier 3 capstone course prerequisite**
Currently the LEP requires that students complete nine Tier 2 areas of knowledge. The current prerequisite required for the Tier 3 capstone course is completion of seven of the nine areas of knowledge.

The revised LEP will require that students complete eight Tier 2 areas of knowledge. Given this change, it is recommended that the prerequisite for the Tier 3 capstone course be revised to completion of six out of eight Tier 2 areas of knowledge.

Motion that the Tier 3 prerequisite language be revised to:
Prerequisite for Tier 3 capstone course: Completion of 6 out of 8 Tier 2 areas of knowledge

**Motion approved unanimously**

C. UWIC – University Wide Impact Committee

1. Nicole Henderson and Deb Weiss met with the committee to discuss INQ and TAP.
2. The committee was also given an overview of a new charge to explore, exceptions to the current rule that no more than 9 credits of graduate coursework can be applied to an undergraduate degree.

Minutes of October 27, 2016 were received.

D. PRAC – Program Review and Assessment Committee

1. Journalism PRAC Report Revisions were received.
2. PRAC Calendar 2018-2025 was discussed. A new calendar will be developed to evenly distribute the open meetings. The original order of programs will be maintained.
3. LEP Assessment Calendar was discussed.
a. Scheduling could be based on status of the rubrics.

b. Rubrics generated by affinity groups were reviewed.

c. Affinity groups without rubrics were identified

4. PRAC Chairperson, Rebecca Silady clarified the following issues:
   a. Ad Hoc Assessment Committee membership - UCF members must choose between remaining a member of their current standing committee or joining the new Ad Hoc Assessment Committee.
   b. UCF members teaching in the LEP are encouraged to actively participate in their affinity groups. The affinity groups will be the primary authors of the rubrics used for LEP Assessment. The Ad Hoc Assessment Committee will develop rubrics for areas of knowledge without active affinity groups.

Minutes of October 27, 2016 were received

E. WACC – Writing Across the Curriculum Committee
   1. Motion to Approve new W course proposals
      
      SWK 321 - Human Behavior and Social Environment II, Julie Piepenbring
      
      MGT 430 - Management of Multinational Corporations, Gene Brady

      **Motion approved unanimously**

   2. Continued discussion about proposed Writing in Discipline program.

Minutes of electronic meeting on October 13, 2016 were received

F. Ad Hoc Transfer Committee

Discussion of Appendix A from the LEP Charter: Transfer Students

   1. Discussed course categories (e.g., by discipline) of courses that could fulfill the NEASC general education requirements for possible use as decision points regarding how transfer credits would be applied to LEP requirements for students transferring in 60 or more credits but lacking an associate’s degree.

   2. Began discussion of possible revisions to the transfer guidelines for students who transfer with an AA/AS degree.

Minutes of October 27, 2016 were received

G. TAP Faculty Implementation Review Committee
The most current versions of the Pathways can be found at: http://www.ct.edu/initiatives/tap#pathways.

No new motion or minutes

H. Special Topics Courses

- HIS 298: The Machine in America
- PSC 498: Presidential elections and transition
- CSC 398: Mobile Development

These courses have been logged by the UCF Chair

V. Unfinished Business – discussion of implementation of revised LEP

- Student choice – current students will be able to change their catalog year to 2017-2018 if they wish to take advantage of the revised LEP. To do this, department chairs will need to submit the students’ names through the Workflow process. A streamlined solution for this is being discussed.
- It was pointed out that there is much misinformation amongst students and many students do not fully comprehend what a catalog year is.
- The importance of providing clear information to faculty advisors was stressed.

VI. New Business

A. Ilene Crawford - Receiving Title IV Aid for Teacher Certification Programs – the complexities of this issue were discussed as well as the steps being taken for corrective action.

B. Elizabeth Kalbfleisch – Director of Writing Center and WAC
A series of meeting were held with a total of about 60-65 people across various departments to discuss the Writing Program proposal. There appears to be a lot of support for a disciplinary writing program but also a lot of concern about implementation difficulties. Liz will now meet with the WACC to start hashing out more detailed proposal(s) to create a new WID program or revise the current WAC program. The goal is to have a proposal to the UCF toward the beginning of the spring semester. The next meeting will dedicate a longer block of time for discussion.

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

Respectfully Submitted:

Cindy Simoneau