Undergraduate Curriculum Forum
AGENDA
Adanti Student Center 301
Thursday, March 9, 2017

I. Call to order

II. Announcements

III. Approval of UCF minutes of February 23, 2017

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   b. WACC – Writing Across the Curriculum Committee
   c. UWIC – University Wide Impact Committee
   d. Ad hoc Assessment Committee
   e. LEPC – Liberal Education Program Committee
   f. Ad hoc Transfer Committee
   g. Special Topics course – MAT 398, Mathematics, Science and STEM Experiences in Greece, Diamantis

V. TAP Transfer Degree under review – http://www.ct.edu/initiatives/tap#pathways
   • Theatre – has been approved by Theatre Department and is recommended for approval by the UCF.

VI. Updates from LEP co-directors

VII. Unfinished business - none

VIII. New Business – approval of LEP document changes

IX. Adjournment
I. Call to order

Meeting called to order at 9:35 am. A quorum (50% + 1) was reached at 9:35 am.

II. Announcements

a. Art Department reminded committee that the University has permanent art collection on display at Buley Library.
b. Mike Shea announced the 3rd annual Shared Governance and Student Success Conference sponsored by CT State College and University System. April 7, 2017 at CCSU from 8:30 to 3:30 pm.
c. Announcement by Dr. Crawford that the University has received NEASC accreditation through 2021.
d. Announcement that Dr. Patricia Lin has received a Fulbright appointment to Taiwan – Congratulations to Dr. Lin!
e. Next Wednesday – reflection sessions for new garden (theme: social justice).
f. Biology and Psychology departments are sponsoring seminar sessions.
g. The 64 Days of Non-Violence program has begun on campus.
h. Judaic studies will host Letters from Jerusalem from 17th Century on March 6th by Dr. Lieberman, Professor, St. Louis University. Dr. Lieberman is a SCSU alumna who completed her Bachelors and Masters degrees at Southern prior to completing her doctorate at Yale.

III. Approval of UCF minutes of January 26, 2017

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

BS Art Education

Motion approved unanimously

2. Motion to Approve New Course Proposals

ART 201: Visual Art and the Studio Experience (Tier 2 CD) Motion to
ANT 305: Archaeology Field School
ART 335: Student Teaching I ART 435: Student Teaching II
ART 412: Professional Topics in Art Education
ART 414: Socially Engaged Art Education (Tier III)
PCH 371: Food Systems and Food Justice (Tier III)

Motion approved unanimously

3. Motion to Approve Revised Program Proposals

ART 370: Art Education (Elementary School) ART 371: Art Education
(Secondary)
IDS 470 -> RDG 470 Literacy in the Content Areas
IDS 471 -> EDU 471 Supporting English Language Learners for School

Motion approved unanimously

Minutes of February 2, 2017 and February 14, 2016 were received

B. LEPC – Liberal Education Program Committee

A. Study Abroad Tier 2 course waiver – see New Business
B. Honor’s thesis motion – see New Business

Minutes of February 2, 2017 were received

C. UWIC – University Wide Impact Committee

Motion: approval of New Certification Program form and directions

Motion approved unanimously

Minutes of February 2, 2016 were received
D. Ad Hoc Assessment Committee
1. Discussion with Tech Fluency Affinity Group members regarding assessment.
   a. Rubric has already been created
   b. Assessment data have been collected and analyzed for a number of semesters
   c. Instructors use multiple diverse assignments in their classes to assess the different learning goals within each key element on the rubric. This allows for diverse classes to use the same rubric.

2. At length discussion with Natural World (NW) representatives (Cynthia Coron and Sarah Wojiski) regarding assessment.
3. Discussion regarding which key element all NW instructors should assess “Key Element #1: Scientific Inquiry - Understanding the nature of scientific inquiry in general and the use of the scientific method as a basic inquiry tool.”

   Key Element #1 is most likely to be similar among most of the NW classes and could be assessed with a pre/post multiple choice test.

   Each NW instructor could embed questions in their exams that address “Key Element #2: Body of Scientific Principles - Learning a coherent body of scientific knowledge.”

   NW Instructors should meet to work on developing a very short pre/post multiple choice test to assess Key Element #1.

Minutes of February 2, 2017 and February 16, 2017 were received

E. WACC – Writing Across the Curriculum Committee
Motion to Approve new W course proposals

ANT 211

Motion approved unanimously
Minutes of electronic meeting on February 2, 2017 and February 16, 2017 were received

F. Ad Hoc Transfer Committee

1. Motion through Steering Committee under New Business
2. A motion was made and approved unanimously to accept the freestanding TAP 30 credit framework for CC transfer students who do not compete the entire pathway. The Framework is outlined below:
### TAP Framework

<table>
<thead>
<tr>
<th>TAP Competency Areas</th>
<th>TAP Credits</th>
<th>SCSU Liberal Education Program</th>
<th>Credits awarded at SCSU for completing Framework</th>
<th>SCSU Credits</th>
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<tr>
<td>Written Communication</td>
<td>6</td>
<td>INQ 101, Written Communication (W&amp;R)</td>
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<td>6-8</td>
<td>Natural World I-Physical Realm Natural World II-Life &amp; Environ</td>
<td>6-8</td>
<td>6-8</td>
</tr>
<tr>
<td>Historical knowledge &amp; understanding</td>
<td>3</td>
<td>Time and Place</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Social Phenomena</td>
<td>3</td>
<td>Social Structure, Conflict, Consensus</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Aesthetic Dimensions</td>
<td>3</td>
<td>Cultural Expressions</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Section B Course I</td>
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<td>Critical Thinking (CT)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Section B Course II</td>
<td>3</td>
<td>Technological Fluency (TF)</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Motion approved unanimously

Minutes of February 2, 2017 and February 16, 2017 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).

- Early Childhood Teaching Credential Studies (ECTC) has been approved by Education and by Interdisciplinary Studies and is recommended for approval by the UCF.
- Theatre – still awaiting recommendation by Theatre Department
- Arts – recommended with commentary to the TAP FIRC regarding number of credits awarded for studio arts courses as well as minor corrections to document

Motion on ECTC and Arts approved unanimously

Proposal from TAP Co-Managers regarding 6 credits of LEP (Global Knowledge and Creativity) under new business

VI. **Special Topics Courses**

CMD 198– Fundamentals of Social Communication, Weiss, Cook
BIO 298 – Plant Ecology - Alling
BIO 298 – DNA and Society - Wojiski
BIO 298 – Cell Biology - Jeffrey
BIO 398 – Epigenetics - Wojiski

HIS 398 – World War I: A Global History- Paddock

SPA 398 Latino Literature and Culture – Latorre

UCF Chair has logged these courses

VII. Old Business

None

VIII. New Business

a. Motions from UCF Steering Committee
   i. UCF Flow of Proposals
      a. Summary of key points – 1) added the procedure for approval of certification programs and 2) to facilitate ease of distribution to the deans, the proposals will be uploaded to individual O drive folders instead of being sent to the Deans by the School Curriculum Committees. IDS will go to Provost.
      b. Suggestion to update graphic on UCF website that represents flow of proposal
      c. UCF via Helen Marx’s extended thanks to Deb and NMC for work

   Motion approved unanimously

   ii. Motion on addition of TAP approved categories for Global Knowledge and Creativity (descriptive forms in packet)

   Motion approved unanimously

   iii. Motion from Steering Committee (approved by AHTC and LEPC) on WLL exemptions for transfer students as follows:

   Transfer students with 60 or more transfer credits at time of transfer are waived from the Multilingual Communication T1 requirement.

   Transfer students with 30-59 transfer credits at time of transfer are waived from the Multilingual Communication T1 requirement with completion of Level 3 high school or Level 2 college foreign language.

   All native speakers and heritage learners of languages other than English who are transfer students and have not taken a world language in high school or college are encouraged to waive the requirement by taking a
waiver examination (STAMP test, ACTFL exam or CLEP test) or by presenting a transcript from a foreign high school to the Chair of the World Languages and Literatures Department. *

Transfer students must take LEP courses required for the major that are not yet completed.
* unchanged from current requirement

Discussion: (Resha Cardone) – currently SCSU is not viewed as a transfer friendly university due to WLL requirement. Proposal is based on 3 groups of students: a. native student (freshman at SCSU); b. transfer with large number of credits who have completed a large number of general education credits – waiver entirely; and c. transfer (30 to 59 credits) could waive with completion of stated requirements. WLL would like to keep Tier I requirement for native students.

Discussion
Can department specific requirement can still restrict this waiver?
Answer: yes

What is meant by Level 3 high school or level 2 college? Answer: based on highest level of course and not the number of years taken.

Are there any NEASC issues in waiving WLL? Answer: No requirement. Recommendations for transfer students are developed individually at each institution.

Comment: Concerned about students going to community college for associate degree to avoid WLL requirement. Response: based on information from Nicole Henderson – no challenges in filling first year class – retention issues at 2nd and 3rd year.

Additional comments were in support primarily due to students transferring in with large number of credits.

Question called by Mike Shea

**Motion approved unanimously**

b. LEPC Motions

i. Study Abroad Tier 2 course waiver

**Motion:** All students who study abroad for the span of a semester or year shall have the opportunity to waive two of their successfully completed courses for Tier 2 requirements. Students, however, may not waive departmental degree requirements, unless authorized by the department, nor may they waive both of the Natural World science requirements.
Discussion: Most in favor due to the type of experiences students would gain from study aboard programs.

Question called by Stanley Bernard

**Motion approved: 46 in favor; 2 opposed**

ii. **Motion:** Students who complete an Honors thesis, and are not members of the Honors College, may substitute HON 495 for their Tier 3 capstone requirement.

Discussion: the majority of discussion centered around an unintended consequence if students do not complete the thesis and would then need a Tier 3 course.

Question called by Mike Shea; opposed for one additional question
Clarification that the waiver is only for Honors 495
Question called by Stanley Bernard

**Motion approved unanimously**

Minutes of February 2, 2017 were received

c. Other New Business

Heidi Lockwood for input from the committee regarding challenges in retention – i.e., what are the difficult points in retention?

Initial thoughts from committee members:

a. Working/life/money issues (work conflicts) – older students
b. Unpredictability – class get cancelled and when courses are offered (more flexibility in scheduling)
c. Inconsistency among faculty- late adds
d. Conflict with family – need more on campus resources to talk to students
e. Students spread themselves too thin. Responsibilities to clubs, and other extracurricular activities and then have trouble balancing issues.

E-mail Heidi if you have additional thoughts.

**IX. Adjournment**

The meeting was adjourned at 10:50 am.

Respectfully Submitted:

Cheryl Resha
Notifications Management Committee

MINUTES
March 2, 2017


I. Announcements

II. Old Business

III. New Business

All votes are 10-0

Revised Course Proposal

ESC 220 - Physical and Chemical Oceanography - APPROVE
  Motion: J. Ruggiero; MJ. Archambault
  Vote: 10-0-0

ENG 119 - ELL College Composition -> College Composition for Bilingual Students - APPROVE
  Motion: J. Ruggiero; MJ. Archambault
  Vote: 10-0-0

MDS 430 - Gender, Media, Culture -> MDS 362 - APPROVE
  Motion: MJ. Archambault; J. Ruggiero
  Vote: 10-0-0

Revised Program Proposal

Certificate in Spanish and Latino Cultures for Health Professionals - APPROVE
  Motion: J. Chandler; R. Engel
  Vote: 10-0-0

BA Political Science
BS Political Science - APPROVE
  Motion: J. Ruggiero, M. Fisher
  Vote: 10-0-0

Departmental Minor

Spanish and Latino Cultures for Health Professionals - APPROVE
  Motion: J. Chandler; J. Ruggiero
  Vote: 10-0-0
Discussions:

Course Removal Form - APPROVED a form to remove a course from the LEP 11-0
- Should these be separate forms?
- Should send to Kathy Yaloff for input from the catalog committee
  - Need to clarify the difference between removal from the catalog and permanent kill of the course forever
  - If a course is killed, can that come back?

LEP review

Last date for consideration (if no changes needed) into next Catalog
- November 1st for Programs and/or LEP courses
- December 1st for non-LEP courses

- Language for the website:
Minutes WACC Meeting on March 2 2017

Present: Claire Novosad, Marie McDaniels, Matt Miller, Elena Schmitt

Guest: Liz Kalbfleisch

We had no new proposals to discuss this week.

We discussed the analysis presented by Matt about W courses taken by students who have graduated.

From the data, Liz suggested that since there is so much diversity we might want to focus on the goals of the W courses, based on skills, rather than behavior (word count, revision, etc.). We could come up with a pilot, propose changes, or look at an overhaul of the program structure. Marie proposed a survey to see what faculty and students want in regards to W courses (class size, proposal process, etc.).

We discussed a training certification program for instructors, so that they would be able to teach W courses, and problems associated with it.

We need to have a friendly structure for insuring curriculum integrity.

Develop a curriculum that is best for students and then be assessed. We discussed different assessment strategies, dependent on what curricular changes are made.

We plan on inviting Deb to a future meeting.

Possible agenda items are:

- Encourage connections with LEP, PRAC – perhaps using ‘written communication’ embedded in LEP as another means of building on skills
- Range of possibilities/changes for a new WACC program – what the parameters would, or could be
- Proposal process
- Types of assignments (writing goals) in W courses
- Assignment to assess writing goals
- Levels of W courses
- Proposed: 112, ‘200’ general W course, one required W in the department (meaning a reduction in the W courses required). The content would be variable, but a ‘writing shell’ (writing to learn vs learning to write).
- Survey
- Should W program exist if it cannot be revised in a meaningful way?
UWIC March 2, 2017


I. Call to order ~9:40

II. New Business: Certification proposals

a) Common changes/suggestions:
   1. UWIC committee is sending a blanket notification and will collect paperwork to be included with all proposals.
   2. IDS 470, 471 now changed to RDG 470 and EDU 471. All preparers will be requested to update this on their course listings.
   3. Box C extra requirements need to be standardized. Proposers will be asked to refer to the common language.
   4. Sending two sample proposals out with the universal suggestions – SED and WLL.

b) WLL – motion to approve pending minor revisions, M Barboza motion, H Harper second, motion passed 14-0-0

c) Early Childhood Ed and Elementary Ed – motion to request revise and resubmit, M Barboza motion, H Harper second, motion passed 14-0-0

d) Art K-12 – motion to request revise and resubmit, M Savelli motion, S Bernard second, motion passed 14-0-0

e) School Library Media proposals – we began considering these in error, E West motion to table, M Knell second, motion passed 14-0-0

f) English - motion to approve pending minor revisions, H Harper motion, J Terpstra second, motion passed 14-0-0

g) Secondary Science and Bio 7-12 – Motion to table pending clarifications, D Feinmark motion, S Latorre second, motion passed 14-0-0.

h) Comprehensive Special Ed – motion to approve pending minor revisions, C Meyerhoffer motion, J Alexander second, motion passed 13-0-0

III. Meeting adjourned 10:50

Minutes submitted by K. Stiver
Ad Hoc Assessment Committee Minutes
March 2, 2017

Present: Costel Calin, Karen Cummings, Charlie Dillinger-Pate, Marybeth Fede, Jesse Gleason, Tricia Lin, Anthony Richardson, Rebecca Silady (chair), and Jeff Webb

Absent: Yan Liu

Guests: Joe Manzella, Paul Petric, Jason Smith, Emma Wang, Jonathan Wharton, and Vern Williams

Meeting began at 9:42am

New Business

1. Discussion with American Experience representatives regarding assessment
   a. Karen reviewed her plans for LEP Assessment
   b. Discussion of flexibility in assessment
      i. Different courses within an Area of Knowledge may assess different key elements using different assessment tools
         1. Embedded questions on exams
         2. Short pre/post assessment
         3. Rubrics
      ii. Instructors of a given course should agree upon and use the same assessment tool every semester
   c. Discussion regarding how to assess classes that use different primary sources each semester to teach the same larger concepts and thus have different content each semester
   d. Discussion of best practices for development and use of rubrics
      i. Each course within an Area of Knowledge may develop a separate rubric
      ii. Instructors of a given course should agree upon and use the same rubric
      iii. Periodically a subset of artifacts should be scored by multiple instructors to test for inter rater reliability
   e. Instructors are encouraged to begin assessment as soon as they can, either this semester or Fall 2017
      i. Choose 1 or 2 key elements to start with
      ii. Perhaps an assignment is already in place that can also be assessed for 1 of the key elements

Meeting adjourned 10:49am
Liberal Education Program Committee

Thursday, March 2, 2017---ASC 308

Minutes

Present: Polly Beals (acting chair), Resha Cardone, Nicole Henderson, Robert Page, Wendy Hardenberg (recording), Mike Shea, Mary Pat Lamberti, Helen Marx

Call to Order: 9:42 a.m.

1. Announcements

2. OLD BUSINESS
   Previous edits to LEP document: Submitted for March 9 UCF approval

3. NEW BUSINESS
   Discussion: revising brochure for LEP.
       • Need to plan for marketing/branding of the LEP. Some ideas included linking LEP to career pathways and marketable skills. Employers want what LEP provides.
       • Connect to university and President’s PR initiatives. LEPC hopes to meet with him to discuss it. Motion to invite him to an LEPC meeting approved unanimously.

       • Perhaps create more than one brochure for different audiences.
       • Maybe we actually need a video instead of a brochure. Can include RAs/OAs/etc. speaking about their LEP experience and passion.

4. Adjournment: 10:54 a.m.
UCF Ad Hoc Transfer Committee Meeting
Minutes 3-2-17

Present: Lisa Lancor, Barbara Cook, Trish Regan, Barbara Cook, Terri Bennett (ex officio), Deborah Weiss (UCF Chair, guest chair)
Absent: Carol Stewart, Heidi Lockwood, Liz Keenan, Vern Williams, Wes O’Brien

Discussion centered on the following proposal:

*Students with 60+ transfer credits with 33 credits in Humanities and the Arts/Natural Sciences/Social Sciences at time of transfer are exempt from Tier 1 and Tier 2 requirements with the exception of Written Communication and Quantitative Reasoning. Students must take the LEP courses required for their major that are not yet completed. Capstone Experience must be completed by course completion or waiver.*

Terri presented the rationale for the proposal which included the student being required to complete a total of 42 general education credits which would be typical for a transfer student with 60+ credits, given the exemption from INQ 101.

3 credits – Math, must be at the SCSU QR level
3 credits – English – must be at the SCSU ENG 112 level
33 credits general education with the following stipulations
  - At least 3 credits in each category (Humanities and the Arts/Natural Sciences/Social Sciences)
  - limit on number of course per prefix? – to be discussed

3 credits Tier 3 must be completed

**Total credits - 42**

Discussion will continue at next meeting.

Respectfully submitted,
Deborah Weiss
## Box 1 – Contact Information

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<thead>
<tr>
<th>Subject Code</th>
<th>Course Number</th>
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<tr>
<td>Title</td>
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<td>Contact Person</td>
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<td>Phone Ext.</td>
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<tr>
<td>Email</td>
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</tbody>
</table>

DCC Votes: For: ___ Against: ___ Abstentions: ___

Department Votes: For: ___ Against: ___ Abstentions: ___

## Box 2 – Removal Request

Please remove course from:

- [ ] Tier 1  Indicate competency area: ___
- [ ] Tier 2  Indicate area of knowledge: ___
- [ ] Tier 3  We request this course be removed only from the LEP tier ___ area of knowledge ___

(Please note: This course will remain in the catalog; if the course is required in a program, a Revised Program Proposal must be submitted.)

When was this course last offered? ___

List any programs that currently restrict this course in the LEP. (Please note: Each program will need to submit a Revised Program Proposal).

## Box 3 – Department Signatures

DCC Chair:  ___________________________  Date DCC approved: ___________________________

Dept. Chair: ___________________________  Date Dept. Chair approved: ___________________________

## Box 4 – Notification

List other departments (use dept. code) affected by this proposal. Include in Appendices section the email/memo(s) of notification from your department and acknowledgement(s) of notification from the affected department(s).

List of department(s) that are affected: [ ]

## Box 5 – Rationale for course removal:

UCF Use Only: Date the completed proposal (with necessary attachments) was received in UCF Office:

Standing Committee Chair: ___________________________  Date Approved: ___________________________

UCF Chair: ___________________________  Date UCF Approved: ___________________________

Provost Use Only

Commented [DMW1]: I don’t think we need the check box since this is the only option.
<table>
<thead>
<tr>
<th>Effective Term</th>
<th>Fall:</th>
<th>Year:</th>
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</thead>
<tbody>
<tr>
<td>Provost or Designee:</td>
<td>Date Approved:</td>
<td></td>
</tr>
</tbody>
</table>

| Date UCF Received Final Approval: |
UNDERGRADUATE CURRICULUM FORUM
Directions for Requesting a Course Be Removed From the LEP

To complete form:

BOX 1
• Complete all fields.
• Enter Department Curriculum Committee (DCC) votes and Department votes. If Department does not have a DCC, indicate this by checking “No DCC” box.

BOX 2
• Complete all fields.
• Note this form ONLY removes the course from the LEP; the course will remain in the catalog.
• If the course is used as a restricted LEP course in any program, a Revised Program Proposal must be submitted.
• The home department of the course is only responsible for submitting the Revised Program Proposal for affected programs in their department; HOWEVER, they must make notification to other impacted departments so that those departments may submit a Revised Program Proposal. NMC will not take action on removal of the course from the LEP until all required Revised Program Proposals have been received.

BOX 3
• Form must be signed and dated by the Department Curriculum Committee Chair, if appropriate, and the Department Chair.

BOX 4
• If this proposal has an effect on another department(s) please list the department(s).
• Your department must notify the chair(s) of the affected department(s) and you must attach copies of the notification email or memo from your department.
• While an acknowledgment of notification from the affected department(s) is not required, if you receive an acknowledgment email/memo from the affected department(s), please also attach.
• Be sure to include the email(s) or memo(s) in the appendices at the end of the summary sheet and indicate that you have done so by checking the box.
• If no other departments are affected by this proposal, check the box labeled “No Departments Are Affected.”

BOX 5
• Explain why the course is being removed from the LEP.

After completing form:

1) Original Signature Sheet must be submitted to the UCF office (copies of the Signature Sheet will not be accepted). The Signature Sheet must be signed appropriately as described in Box 2 and sent to the UCF office, EN C-216. The proposal will not be forwarded to appropriate UCF Standing Committee until the Signature Sheet has been received.

2) Email the entire completed form as one attachment named NCP XXX (dept. code) XXX (course number), (e.g. NCP ANT 349) to the UCF Office at ucfoffice@southernct.edu.