UCF Meeting Minutes
8/31/17


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

II. Announcements

III. Approval of UCF minutes of April 27, 2017
   A. Minutes approved unanimously.

IV. Special business – election of UCF chairperson
   A. Braxton Carrigan conducted the election. Deborah Weiss and Cindy Simoneau were nominated as co-chairs and elected unanimously by the body.

V. Standing Committee Reports
   A. NMC – Notifications Management Committee

   An announcement was made regarding revised proposal deadlines as follows:

   - Nov. 1 - new courses, revised program proposals and any new or revised LEP courses
   - Dec. 1 - non-LEP revised courses including removal of LEP courses, which has a separate form.
Members and alternates are encouraged to share these important deadlines with their departments and DCCs, keeping in mind that some proposals must be approved by the SCCs. Please see the UCF website for details.

B. **WACC – Writing Across the Curriculum Committee**
   Membership is severely depleted; faculty are urged to run for the special election ballot.

C. **UWIC – University Wide Impact Committee – none**

D. **Ad Hoc Assessment Committee – none**
   (Note: Only meeting for fall semester)

E. **LEPC – LEP Committee**
   Two at-large members are needed to run in special election.

F. **Special Topics Courses -- none**

VI. **TAP Faculty Implementation Review Committee -- none**
   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).

None

VII. **Updates from LEP co-directors**
   A. Karen Cummings gave an overview of start of LEP assessment process last year. She has been meeting with Michael Ben-Avie. This year, she plans to meet with departments about their LEP assessment process for LEP courses.
   B. Terri Bennett presented an overview of her work throughout the summer with transfer students.
      1. She has worked with Academic Advisement and chairs to bank department chairs’ decisions to make transferring as easy as possible. Among the stats she cited for current flow of transfers is that 357 Critical Thinking waivers have been processed. The average number of credits per student is 61; average 3.11 GPA.
      2. We now have 3 TAP students.
      3. Admissions is working to better articulate military credits.
      4. Study abroad students are staring to meet with LEP director to apply new LEP waivers to their studies.
      5. Looking ahead, Terri plans to meet with academic departments to discuss LEP requirements by departments.
6. She is also working with officials on transferring TAP students.

VIII. Unfinished Business – none

IX. New Business
A. Introduction of NMC, UWIC, and LEPC to the body. Selection of standing committees by the representatives and alternates.
B. Deb Weiss reported a top priority with the provost this year is a discussion about restoring credits for departmental program assessment after the two-year hiatus.

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

Respectfully Submitted,

Cindy Simoneau