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 August 31, 2017
 Corrections on TAP enrollment and attendance were noted.
 Meghan Barboza was marked as absent, however was present.
 Marty Hartog was marked as absent, however, since the Math Department had not yet held elections, he was not officially the UCF Representative at that time; therefore, his name should be removed from the absent list.

Minutes approved unanimously with corrections

IV. Standing Committee Reports

A. NMC – Notifications Management Committee

1. Motion to approve Revised Course Proposals

   NUR 344 Gerontological Nursing
   NUR 352 Adult Health

Motion approved unanimously

Discussion: NMC along with UWIC will be discussing School Curriculum Committees (SCC) and looking at the bylaws around SCC roles and frequency of
meetings. Currently they may not hold regular meeting if there is nothing on the agenda but it can cause a backlog for NMC if they are holding approval of courses until the program is approved by the SCC. This could unintentionally allow for pocket approvals of courses. Some early suggestions may be to meet on UCF week (UWIC will develop process).

Questions from UCF: do we need SCCs?

Response: departments have expertise so it makes sense for them to look at courses but a closer look of programs is helpful by schools. SCC are also used for graduate courses. However, the UCF can revisit this issue to explore whether or not we still feel the need for this level of review.

Minutes of September 7, 2017 were received.

B. WACC

Electronic discussion about changing bylaws to become a subcommittee of UCF rather than a university-wide elected committee. The rationale is that the work can begin early in September like other subcommittees rather than wait until after the election process. It is currently a 9-member committee but in recent years, it has been difficult to obtain the required number through University-wide elections).

David Pettigrew asked about the relationship between the Writing Center and WACC and it was noted that the Director of the Writing Center is an ex-officio member of the committee and participates in the meetings.

Minutes of September 7, 2017 were received.

C. UWIC

Motion to approve:

Social Media Minor (Clarifications received)

Motion approved unanimously

UWIC has been charged with exploring the issue of credit-heavy majors in regards to the electives that are contained in these programs. Many majors have courses that are incorporated into the LEP. This means that when students change their majors, they often have to repeat LEP requirements.

Discussion from UCF members:
• There are already waivers for electives for education, nursing and now computer science; perhaps this can be utilized.

• Given that it is typical for general education programs to comprise about 1/3 of a student’s credit requirements, it is unclear why the 45 LEP credits wouldn’t leave enough room for the major requirements. However, it was pointed out that a number of majors are comprised of 4 credit courses taken in the LEP, resulting in these students having 48 credits in their LEP requirements plus an additional 12-28 required credits of free electives. In some cases, cognates are required as well. The combination of these factors results in not enough available credits for some majors.

• It is important to have opportunities in LEP vs restricted because it could assist students in learning about a program that they might not have experienced or be familiar with as they consider programs of study.

• Currently about 60% of programs restrict 2 LEP courses.

• LEP director (Terri Bennett) reported that a student worker is working with her office to compile a list of all programs that have LEP restrictions; this information will be shared with the UCF when it is completed.

• A point in favor of retaining the elective requirement is that some students report that having a choice in selecting their courses makes their education more meaningful to them.

Minutes of September 7, 2017 were received.

D. Ad Hoc Assessment Committee
Discussion: The ad hoc committee will complete their discussions with the final six affinity groups this semester.

Other topics for the fall:
1. How many credits does the committee chairperson of PRAC need? The PRAC bylaws stipulate that 3.0 cr be given. Consider how many hours of work per week the chairperson does, also consider how many hours per week should be done for 1.0 cr. Confirm that 3.0 cr corresponds to approximately 10 hours per week.

2. How can faculty reassigned time for program review be used most effectively?
Discussion from UCF: Teaching is more than 10 hours. Currently the contract outlines 135 hours per 3 credit load (non-teaching load) – is it worth considering that for PRAC. What is adequate or fair number of hours? Some faculty feel they do at least 12 hours per week and credits have been reduced to 2 and it is an unreasonable amount of time given the scope of the work.

Minutes of September 7, 2017 were received
E. LEPC – LEP Committee

Discussion:

1. Election of co-chairs – Mike Shea and Helen Marx
2. Need for new members through university election
3. Discussion with Terri Bennett that will guide work over next year – some key areas are clarity over LEP changes approved last year. Consistency with cognates on LEP “double-dipping.”
4. LEPC webpage is needed.

Minutes of September 7, 2017 received. At the request of the committee, there are needed revisions and will be resubmitted.

F. Special Topics:

1. WLL 398, Intermediate Arabic II;
2. PSC 398, The Politics of Inequality;
3. ITA 498, Italian Neorealism

UCF Chair has logged these courses.

V. 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 pathways for review

VI. Updates from LEP Co-Directors
Terri Bennett – Discussed faculty and student misconceptions about 6 of 7 courses and WLL. Parents calling deans, etc. Need to look at communication for all faculty and students. Student news was incorrect and will be corrected.

LEPC website has been deferred until completion of the update to the University website; however, it is much needed to avoid confusion.

Goal to have faculty brochure ready prior to October when advising starts. Students that started this fall do not need worry about it as they will have the approved LEP options automatically.
Students prior to Fall 2017 need to be targeted to be sure they know about the changes to the LEP. Terri is suggesting that each department have a process to review all of these students.

Terri will send a reminder email to chairs and UCF. Students that want to take advantage of the new options will need to change their catalog term per department policy and request the change through department chairs.

Deb W. also asked for an update on transfer students and other approved changes:
1. Study abroad is a manual process completed by Terri and Erin Heidkamp (international studies) to map into Tier 2.
2. Honors 495 needs to be included in the Tier 3 grid.
3. The policies voted in last year regarding transfer students will need administrative support for implementation.

VII. Unfinished business – none

VIII. New Business – priorities for AY 2017-2018

Suggestions and Updates:
1. Provost will attend UCF on 9/28 10:20 to 10:50. Members were encouraged to think about questions they would like to raise.
2. Inquiry/critical thinking and W courses – enrollment went up to 23 from 20 a number of years ago – was supposed to be temporary solution but no efforts to return to 20 students are in place. It is particularly concerning in relation to student retention. Previous motion should be reintroduced.
3. Request Education Technology and IT come to UCF to get update on tech plan.
4. Discuss of teacher certification and the migration of the programs to school of education – there will need to be clarity for departments and need for changes in Degree Works.
5. Online teaching and efforts to see if LEP could be online. Deb W. commented that there is thorough report on online teaching. Administration has accepted report and recommendations. But now the question is how it will be rolled? Will need to invite administration to UCF to discuss.
6. Concern about student writing at all levels. Request to consider pilot proposal by David Pettigrew from UCF, WACC and writing center. Writing Center Director (Liz Kalbfleisch) will also be talking to WACC and coordinating with Nicole Henderson in First Year Experience (especially in the INQ courses).
IX. Adjournment
   The meeting was adjourned at 10:40 am.

Respectfully Submitted:

Cheryl Resha