I. Call to order: The meeting was called to order at 9:36 am. A quorum (50% + 1) was reached at 9:41 am

II. Announcements:
- DRC asks faculty to bring exams at least 48 hours in advance and to check signup times.
- Please complete the Campus Climate Survey and ask students to complete it as well. Survey is anonymous and outside entity will process data, thus confidentiality will be secured.
- The final standing committee meetings of the semester will be held on 12/7 in their usual locations. The final UCF meeting of the semester will be held on 12/14 from 8:00-10:00 am in ASC 301, which is the allocated finals time slot that corresponds with our usual meeting time. This should hopefully result in no one having a time conflict in terms of administering finals. We will have breakfast available that day starting at 8 (or earlier) and begin our meeting promptly at 8:15. We anticipate a significant amount of business that will need to be covered on that day, so please be sure to arrive on time so that we will have a quorum. Make sure to inform alternates, if reps are unable to attend.
- Change to the minutes (ask Meredith)

III. Approval of UCF minutes of November 30, 2017: Minutes approved unanimously.

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee

   New Course Proposals
   GEO 170/JRN 170 – Basic Drone Technology
   ITA 250, LEP T2 AE – Italians in America: The Italian-American Experience
   JRN 170/GEO 170 – Basic Drone Technology
   JRN 307 – Reporting and Writing about Science
JRN 370 – Drone Journalism
JRN 470 – Advanced Drone Journalism

**Revised Course Proposals**
MKT 200 – Principles of Marketing  Motion to Approve
PHY 355 – Electricity & Electronics  Motion to Approve

**Revised Program Proposals**
BA Anthropology
BS Anthropology
CONC_Archaeology
BS Anthropology_CONC_Biological
BS Anthropology_CONC_General
BS Anthropology_Cultural
BS Anthropology_CONC_Linguistics
BS Business Administration_CONC_Marketing
BS History_CONC_7-12
BS Journalism
BA Journalism
Minor Psychology

**Expedited Proposal for Minor Changes to Multiple Courses**
BS Chemistry Earth Science BS Journalism

b. **WACC – Writing Across the Curriculum Committee – bylaws approval**
   No new motions, pending business regarding bylaws, voted to change the bylaws to make WACC a standing committee of UCF.

   Motion to approving new WACC Bylaws passed unanimously.

   Minutes of 11/16/17 were received.

c. **UWIC – University Wide Impact Committee**

   Minutes of 11/16/17 were received.

d. **Ad hoc Assessment Committee**

   Minutes of 11/16/17 were received.

e. **LEPC – Liberal Education Program Committee**
   Did not meet because of lack of quorum.

f. **Special Topics courses – EDU 398, Special Topics in Student Teaching,**
   Instructor, Bower-Phipps was logged.

**III. New business:**
a. Discussion – School Curriculum Committees (SCC) – Currently course proposals go directly to NMC. Program proposals, however, go to the SCCs first and then to either UWIC (new proposals) or NMC (revised proposals) following SCC approval. The purpose of the discussion was to gauge the sentiment of the body in terms of the necessity of the SCCs being involved in the program review process. Some opinions expressed by members of the body appear below:

i. Whether a committee has someone with the level of expertise needed to judge a proposal will always depend on the constituting members of that committee. If we get rid of the SCCs, perhaps there are other ways of identifying expertise. It’s important to have the proposer present, as the departments are the ones who have that expertise. We also need to ensure that any process also accounts for the TAP pathway agreements.

ii. Could the SCC review the proposals and then skip the UCF level.

iii. The downside to the above is that the workload would not be reduced in this manner and the expertise at the School level isn’t guaranteed either unless we were to have each department provide a representative to the committee.

iv. Potential alternative solution: NMC could have a seat for someone from each of Schools. Perhaps in this case, there’s a way of intentionally selecting how NMC is constituted and figure out a way to have several representative members from every school.

b. Issues of scheduling, discussion of best practices and challenges

i. Scheduling is done by the Dean’s Office in consultation with the Department Chair, in the case of the LEP, the Director of the LEP is meant to act in lieu of a department chair.

ii. In terms of classes offered in the LEP, Karen Cummings will look at the data, how many courses are being offered and what the needs are.

V. New Business – Guest, Provost Robert Prezant

Report on data re: discussion of lowering the caps on W courses and financial ramifications. Michael BenAvie examined the data to look at how many courses we are offering. This semester we had 165 W courses.

a. W courses. From Fall 16-Spring 17: there were 377 sections. Based on the proposal for the incremental reduction in the caps from 23 to 22 to 21 to 20. If we had 100% fill rate, we would have to add 13 more sections to get to 22 students. This does not account for the diversity of sections; this number will necessarily look much larger. If we used only adjuncts to teach these sections, it would cost an additional 91K. If we used 30% adjuncts, 70% tenure, tenure-track, this would cost and additional 189K. In spring 2020, 315K only adjuncts, 30/70 ratio 656K to get to 20 students.

b. Other course caps. If we look at current caps, we have 47 sections with a cap of 16. Current average enrollment of 9. These are mostly lab courses. For the
majority of the W courses within the courses with caps, where average enrollment is between 16-23 students, 70% of the courses had an enrollment of 19 students. The bottom line: Classes are already smaller in size that the 23 cap.

c. Open discussion.
   i. Numbers may be drawn from the end of the courses, which doesn’t take into account the fact that there is attrition over the course of the semester.
   ii. How do we move to begin to lowering the caps, now that we know the costs? We do not know yet. We need to wait for results of State budget cuts. We have to look at distinct sections we will really need. Given that numbers were lower than anticipated, we may be able to start the process of lowering the cap in fall 2018 provided that the budget would allow for this.
   iii. If we reassign current faculty assignments to the W classes, then there may be no cost, however, this is uncharted territory and we cannot predict outcomes.
   iv. The data would not be difficult to get by looking at Banner. When we talk about the costs, we need to be clear about whether we’re adding workload or shifting workload.
   v. We have not decided what we are doing with the writing program, maybe this will impact decisions about W courses. Faculty who are not currently teaching W courses may be willing but not be aware of the possibilities. An area of need for W courses in Tier 2. Conversations about adjustments in departments that offer or do not offer W courses.
   vi. Students need three W courses, students will not be happy if they have to take additional courses.
   vii. Retention of students may be higher in smaller courses, which would have a positive financial impact.
   viii. Are there creative solutions, e.g., directing students of higher need into the lower enrolled sections?
   ix. A considerable number of classes are capped lower than 23.

Following this discussion, the Provost has agreed to lower the cap from 23 to 22 in fall 2018 and analyze the data following the fall semester in order to gauge financial impact. The body thanked the Provost for thoroughly researching the issue, supporting lower class sizes for writing classes, and his candor in addressing the issue.

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

Respectfully Submitted,

Jesse Gleason