I. Call to order: The meeting was called to order at 9:37am. A quorum (50% + 1) was reached at 9:37am.

II. Announcements
   a. Introduction of new members
   b. Please send any changes to your UCF members to Sophia Myers (UCF Secretary) so she can update the email list.
   c. Reminder that only the department representative may vote; the alternate may vote if the representative is absent.
   d. Alternates should choose a standing committee to serve on. They are counted in the quorum for that committee and should plan to attend. Alternates CAN vote on standing committees UNLESS they serve on the same standing committee as their department representative.
   e. Smash Bowl Rugby on Super Bowl Sunday
   f. First Thursdays Lecture Series

III. Approval of UCF minutes of December 14, 2017
     Minutes approved unanimously

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

     No meeting on January 25, 2018

     No minutes received

   b. WACC – Writing Across the Curriculum Committee

     Meeting did not take place

   c. UWIC – University Wide Impact Committee

     Meeting held although quorum was not reached

     Discussion:
1. Minimum credits required for a minor. Current suggestion is 18 credits minimum but this is not clearly stated anywhere. Recommend changing catalog language from ‘The "Minor" is a planned sequence, usually of 18 credits’ to ‘a minimum of 18 credits’. 

2. Following the motion last semester (Fall 2017) to create a double major of two B.S. programs, discussed the importance of keeping a double baccalaureate option for a student seeking two B.S. degrees. Also, reviewed the current catalog language for the double baccalaureate.

Minutes of January 25, 2018 were received

d. Ad hoc Assessment Committee
A working group has been formed with representatives from the Grad Council Academic Standards Committee and from the UCF Ad Hoc Assessment Committee with the following goals:

a. Align grad program review standards (10) with undergrad program review questions (3) - completed

b. Revise the program review document to describe a departmental review process encompassing both grad and undergrad programs
   See AHAC minutes for full discussion

c. Generate a new 2018-2025 departmental review calendar for both grad and undergrad programs
   In progress

Minutes of January 25, 2018 were received

Discussion: Reminder to have departments complete survey form that was sent out regarding external evaluation; Question - grad and undergrad programs have different “cultures”/educational goals – response: we are working on making a flexible document that will have a consistent method but room to accommodate all situations; Question – how will the calendar work since assessment has been on hiatus – response: we understand there may be a gap in data and have already been in contact with programs up in the fall. It will take some time to get on a regular cycle. Departments will ultimately still be on a 7 year cycle. Programs with programs with external review will have their other programs scheduled for internal review in the same year as their external review comes up. Grad council still needs to vote on whether to exempt programs with external accreditation. Both bodies also still need to finalize decision to work together on this.

e. LEPC – Liberal Education Program Committee

   Several announcements were made regarding LEP courses, catalog and transfer students – see LEPC minutes.

   Old Business – included review of LEP Document and restrictions in the LEP

   New Business – need for School of Education replacement in light of Helen Marx’s sabbatical.

Minutes of January 25, 2018 were received

Motion approved by LEPC: Remove all copies of the LEP Grid (LEP course listing) from everywhere except the catalog. The catalog will switch to listing the LEP courses as a grid.
Motion approved unanimously

f. Special Topics courses
   MAT 398, Mathematics, Education, and STEM Experiences in Greece, Instructor, Diamantis
   PSY 398, Early Correlates of Atypical Development, Instructor, Irwin

Logged by UCF Chair

V. TAP Transfer Pathways under review – http://www.ct.edu/initiatives/tap#pathways
   none

VI. Updates from LEP co-directors
   a. Terri Bennett:
      i. Reviewed new transfer students’ transcripts over break; 361 students who came in for advising; each student has a PDF that is saved in his/her SSC advising portfolio so that department advisors can see what they were told when they entered as a transfer.
      ii. 5 students who came in this spring were in the TAP transfer ticket program, however none appear to be staying in that program; still not sure how many TAP students we will have on the regular basis; 10 total so far; only 1 that we know of has stayed in his/her major; had been considering doing TAP specific degree evals, however, given the low numbers and the amount of work involved, we have decided to wait on that; instead, we are working on creating TAP advising templates (fillable PDFs); hope to have them ready by spring break; may hold a forum after spring break for departments with TAP agreements to understand what to do with TAP students.
      iii. Working with registrar to reorganize LEP info on the website.
      iv. Possibly creating a general/policy LEP page that is potentially not under the UCF page to make it easier for students and faculty to find and use.
      v. Departments may be asked to remove references to the LEP on their department pages to link to the corrected LEP page so that inaccurate info isn’t out there.
      vi. Credits for the LEP were corrected for programs that have 4 credit LEP courses; check those corrections. The general information section was also corrected based on the 6 of 7 policy (that language was added). Language around other new policies – study abroad waiver, critical thinking waiver, honors thesis waiver were also added.
      vii. We have two LAS agreements (Gateway & Housatonic) that allow waivers of Tier I and Tier II. Working on collecting and reviewing LAS agreements with the other 10 community colleges.
      viii. Met with A&S Dean’s office to look at Fall 2018 course offerings. Does UCF want to look at number of seats (and not just course numbers)– do students have choice or are seats taken by large courses?

Discussion: Questions – Is anyone looking at which LEP courses aren’t filling – Response – Report from Craig Hlavac does start to get at this. – Note – Fill rates also are impacted by schedule. Suggestion – we might want to look at DWF rates as well

VII. Unfinished business
   None
VIII. New Business

None

Open floor for discussion – Issues to discuss? Guests we’d like to invite?

- BS/BA distinction – different LEP? Need serious discussion on differentiating between the two
- Concern over how we teach writing – students seem not to know how to write an argumentative piece referencing a text; proposal around writing pilot program (D. Pettigrew)?
- Blackboard tutorial?
- What open access resources are available; support for online instruction

IX. Adjournment

Meeting adjourned at 10:25am.

Respectfully submitted:
Meredith Sinclair