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

II. Announcements
   a. The WAC program has a limited number of tutors available (on a first-come-first-served basis) to work with you in your FA ‘18 W course. If you are interested and would like to know more, please call (2-6732) or Liz Kalbfleisch at kalbfleisch1@southernct.edu.

III. Approval of UCF minutes of February 1, 2018 - Minutes approved unanimously

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

   **Revised Course Proposals**
   BIO 337 - Medically Important Arthropods
   ESC 458 - Soil Science
   SCE 494 - Student Teaching

   **New Course Proposals**
   EDU 370 - Student Teaching 1 - approve
   EDU 470 - Student Teaching 2 - approve
   EDU 480 - Student Teaching - approve

   **Revised Program Proposals**
   BS Elementary ED/Bilingual
   BS Early Childhood
   BS Bio 7-12
   BS Chem 7-12
   BS ESC 7-12
   BS Physics 7-12

   **Revised Program Proposals - Post Baccalaureate Proposals**
   English 7-12
   Math 7-12
   Foreign Language 7-12
   Elementary Education
Motion to approve all courses and programs approved unanimously

Minutes of February 8, 2018 were received

b. WACC – Writing Across the Curriculum Committee
After lengthy discussion on how to make W program less cumbersome for students; yet provide meaningful and pedagogically sound courses, The Writing across the Curriculum Committee resolves to:
1) Come up with a of mechanism to encourage students to take W classes sooner rather than later in their program of study; and
2) Explore the possibility of assessment of W courses.

The WACC committee would also like to suggest that, where appropriate, departments identify for their own students what W courses make the most sense for them and help steer them to those courses during advisement.

Discussion from membership:
1. Need to consider more Tier 2 or 3 W classes
2. Encourage writing in other courses beyond W classes
3. Examine how this early approach to W courses would mesh with students’ early work in their major.
4. Look at when and how courses are offered to prevent backlogs for students to complete W courses.
5. Encourage WACC work with Karen Cummings on LEP assessment and the overall assessment plan.

Response from committee:
Appreciates comments and will continue discussion on how and what this would look like. If W courses are tiered? How should the tiers be differentiated?

Minutes of February 8, 2018 were received.

c. UWIC – University Wide Impact Committee
Addendum to meeting minutes from 12-7-17 received. This is to reflect the online meeting held to approve the revised American Civic Leadership program from last semester.

Motion to approve the following:
1. Adjust catalog language from:
The "Minor" is a planned sequence, usually of 18 credits, typically earned in addition to one's major requirements, with options available under departmental or minor program advisement. Courses in a cognate or courses used to satisfy the Liberal Education Program may be used as courses in a minor.

To the following:

The "Minor" is a planned sequence, a minimum of 18 credits, typically earned in addition to one's major requirements, with options available under departmental or minor program advisement. Courses in a cognate or courses used to satisfy the Liberal Education Program may be used as courses in a minor.

**Motion approved unanimously**

2. Adjust catalog language from:

The "Cognate" is a supplement of credits in a related discipline (or disciplines), outside of one's major or minor, planned with departmental or program advisement. Courses in a cognate may be used to fulfill requirements for a minor.

To the following:

The "Cognate" is a supplement of credits in a related discipline (or disciplines), outside of one's major or minor, planned with departmental or program advisement. Courses in a cognate, when permitted by the department, may be used to fulfill requirements for a minor and/or the Liberal Education Program.

**Motion approved unanimously**

Minutes of February 8, 2018 were received.

d. **Ad hoc Assessment Committee**

Presented progress by committee on streamlining program review. The new document will encompass both grad and undergrad programs. Undergrad program review requirements will remain essentially the same/Grad will be much streamlined.

Departments that have outside accreditation for all programs would have program assessment waived. Assessment will still be needed for programs that do not have any outside accreditation. Departments that have a combination of outside accreditation and program assessment would submit only for those programs with no outside accreditation.

**Discussion:**

a. Clarification question: where is proposal now?

Academic standing committee (within grad council) as well as ad hoc committee needs to approve the final document. The committees still need to at procedures and content.
b. PRAC and Standing Academic Committee will be a joint meeting (PRAC will go away) and will meet on Monday afternoons (once a month).

c. LEP program will have program review just like any other program (IDS, Honor’s college) and in addition any LEP courses that are part of major will need to be included in the department’s self-study. In addition, any assessment of LEP, despite where the assessment takes place, need to be coordinated and shared with LEP Director. Emphasis on good communication with programs and LEP director.

d. Need to consider and have a discussion on how the bar is being met in LEP and what should be assessed: learning outcomes or are faculty doing what they are supposed to in LEP courses? Focus on teaching and learning assessments and not policing and careful consideration of assessment so that faculty do not "teach to the test."

e. The committee reminded membership that the most important part is the “conversation” within the departments: what are the strengths of the department, what can be done better or differently? How is the department going to get there?

Braxton Carrigan presented a draft of schedule of upcoming department assessments. The schedule is based on a combination of last time reviewed and any external accreditation dates. See attached.

Minutes of February 8, 2018 were received.

e. LEPC – Liberal Education Program Committee
   No LEPC motions

Minutes of February 8, 2018 were received.

f. Special Topics courses
   PSC 398 – Terrorism-Extreme Politics, Instructor: Kevin Buterbaugh
   PCH 398: Social Justice and Health Disparities, Instructor: Stanley Bernard
   ART 298: Introduction to Design and Visual Branding, Instructor: Alex Girard

Logged by UCF Chair

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

VI. Updates from LEP co-directors
   Karen Cummings – Much activity is taking place on alignment in assessment; LEP assessment, program assessments, etc. But most importantly: the University is getting ready for the national re-accreditation through NEASC (self-evaluation due in 2021 and then continued evaluation with accrediting body). This upcoming re-accreditation highlights the need to assess LEP courses and this will be the focus over this semester and next year.
Some bright notes: assessment plan is not in isolation; it will be ongoing process in all areas and Karen will help map it out. Karen is willing to meet with departments to develop assessment plan and materials (artifact material or rubric data). She also discussed norming sessions around any rubrics used. Other data may include pre and post data; and bubble sheet data which will go to Karen. There has been progress in assessing writing (both rubric development and norming sessions). The English department did pre-instruction writing samples and will collect post-instruction samples at the end of English 112 this semester. Data informed discussions so Karen also wanted to acknowledge those who are already collecting data.

Karen also suggest to those just beginning to collect LEP data to look at the original LEP form that was used to approve the course. The outcomes there can guide the assessment - pick 1 to 3 of your highest priority goals.

VII. Unfinished business – none

VIII. New Business – none

IX. Adjournment
Motion to adjourn by Mike Shea, seconded by Braxton Carrigan
Meeting adjourned at 10:50 a.m.

Respectfully submitted:
Cheryl Resha