UCF Meeting Minutes
March 1, 2018


I. Call to order: The meeting was called to order at 9:38am. A quorum (50% + 1) was reached at 9:45am.

II. Announcements
   a. Seminar series between Biology and Psychology starting Monday (12:30-1:30 SCI 210)
   b. Tuesday March 20 – 8th graders presenting capstones in ballroom at 10:30
   c. Memorial for Cindy G from Math – March 20 in Bulley Art Gallery 12:25-1:40
   d. Shared Governance and Student Success Conference @ Southern this year – Board of Regents awards given that day – April 13
   e. April 14 – Undergraduate Research Conference – student deadline for apps March 9
   f. “Coffee, Cookies, and Curriculum” April 6 12-2 – LEP course writing workshop
   g. ReelAbilities film festival – Monday March 19 5-7:30 - screening of Mary and Max with discussion

III. Approval of UCF minutes of February 15, 2018

   Correction to minutes – ASC should stand for Academic Standards Committee

   Minutes approved unanimously

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   \textbf{Revised Course Proposals}
   RSP 445 – Respiratory Care Seminar (T3)
   EXS 497 – Human Performance Practicum

   \textbf{New Course Proposals}
   SED 488 - Global Studies in Special Education
   ART 369 - The Photobook: History & Practice

   \textbf{Revised Program Proposals}
   BS Studio Art_CONC_Photography
BS Respiratory Therapy

BSN Nursing Accelerated – motion to withdraw

Departmental Minor Proposal
Theatre

Motion to approve all courses and programs approved unanimously

Minutes of February 22, 2018 were received

b. WACC – Writing Across the Curriculum Committee
   Motion to approve W proposals:
   PSY 361 Industrial-Organizational Psychology (Budnick)
   ANT 211 Writing Culture: The Art of Ethnographic Writing (McGill)
   Motion to approve these course approved unanimously
   Discussion:
   Marie McDaniel was elected co-chair (misspelled in WACC minutes)
   Elizabeth Kalbfleisch announced she will no longer be WACC director as of fall 2018.
   Discussed creating a document to guide the work of the ‘new’ UCF WACC committee
   Discussed changes to proposal form for new W courses – intent to streamline and make
   process easier for proposer and committee.

Minutes of February 22, 2018 were received

Ilene Crawford: Call for Writing Director should go out by Spring Break

c. UWIC – University Wide Impact Committee
   Continued discussion of School Curriculum Committees (SCCs). Valuable input from
   current SCC chairs. More information will be gathered prior to decision about role of
   SCC.

Minutes of February 22, 2018 were received

Further discussion around the fact that School of Business SSC functions differently than
others (more like a single department with concentrations; lots of collaboration around
the business core). Discussion of SSC purpose is ongoing – want to make sure we are using
our time well.

d. Ad hoc Assessment Committee

   Discussion of the combining of the PRAC and ASC review processes

   Discussion of wording in the Program Assessment Document regarding assessment of
   General Education courses.
Minutes of February 22, 2018 were received

One more meeting to work on the plan, one more to vote, then will come to UCF.

e. LEPC – Liberal Education Program Committee

   LEP Director Update
   LEP tab has been removed from UCF website (only LEPC info there now)
   Looking into putting LEP grid into catalog as a PDF and archiving by catalog year
   New LEP site will be designed to be both inward and outward facing
   Discussion about Major Restrictions – see minutes for details
   Language Policy Amendment (attachment in LEPC minutes)
   Discussion of LEPC Bylaws (attachment to LEPC minutes)

Minutes of February 22, 2018 were received

Motion change to wording of LEP Language Policy (see below) – approved unanimously

Language Waiver passed in UCF in Spring 2017:

• Transfer students with 60 or more transfer credits are waived from the Multilingual Communication T1 requirement.

• Transfer students with 30-59 transfer credits are waived from the Multilingual Communication T1 requirement with completion of Level 3 high school or Level 2 college foreign language.

All native speakers and heritage learners of languages other than English who are transfer students and have not taken a world language in high school or college are encouraged to waive the requirement by taking a waiver examination (STAMP test, ACTFL exam or CLEP test) or by presenting a transcript from a foreign high school to the Chair of the World Languages and Literatures Department.

Note: This policy is programmed to look for 60 or more “initial transfer credits” (ITRC in Banner), which is the number of credits that a student has completed at an institution other than SCSU prior to the first matriculated semester at SCSU.

Proposed amendment:

• Transfer students with 60 or more transfer credits or an Associate’s degree are waived from the Multilingual Communication T1 requirement.

• Transfer students with 30-59 transfer credits are waived from the Multilingual Communication T1 requirement with completion of Level 3 high school or Level 2 college foreign language.

All native speakers and heritage learners of languages other than English who are transfer students and have not taken a world language in high school or college are encouraged to waive the requirement by taking a waiver examination (STAMP test, ACTFL exam or CLEP test) or by presenting a transcript from a foreign high school to the Chair of the World Languages and Literatures Department.
Terri Bennett shared that there are up to 8 restricted courses in the LEP for majors – BS degrees moreso than BA; Tier III most restricted (although least concern); issues around scheduling for first year students; affects transfer students who may come in with one major and get credits in a certain way that won’t count if they switch majors; impacts students who are undecided and who switch majors.

f. Special Topics courses
   JRN 298, Broadcast Sports Journalism, Dunklee
   Bio 298, Marine Biology, Barboza

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
   a. Terri Bennett:
      i. 2018-2019 catalog changes submitted; attention paid to website w/ goal of only LEP course list being the one in the catalog (in the form of the grid)
      ii. LEP website – public/student facing – no more LEP link on the UCF page – LEP page will be housed under “Academics” – look for request for people to look at LEP webpage under FYE (faculty & students)
      iii. For advising: LEP grid (look under committees, LEPC, and you will find the grid); advising guide that went out last fall with new policies can be found under the School of A&S resources for faculty & staff
   b. Karen Cummings
      i. Update on ENG 112 assessment: assessment project has been developed to assess reading & writing; students are asked to annotate short op-ed style piece and write a precis/summary; this will produce score for reading and writing via rubric; pre- & post-assessment model; 1000+ pre-tests already collected from 55 sections of ENG 112 at the start of the semester; conversation around pairing ENG 112 with INQ – pilot of that in the fall with 5 ENG 110 & 5 ENG 112 paired with INQ; this will also be a test project for using Aqua to collect data and score artifacts
         1. Question – who will read and assess these? Norming will occur with experienced ENG faculty – then larger session with volunteer(?) faculty – artifacts will be scanned in
      ii. Clarification coming on move to Aqua from TK20 – will students have to pay for Aqua? Will applications for programs be run through Aqua?
      iii. CLA+ (College Learning Assessment) – proposes to assess core university learning outcomes – quant reasoning, critical thinking, written communication –
pre- post-test model 1st year and senior); problem on our campus – we don’t test the same students (there’s not a match for 1st year data; not the same cohort) – 100 students tested; advantages – it is nationally normed; it’s part of our case to NEASC about LEP assessment; this is voluntary thus far (put out a call for students willing to take it) and intended for native students

VII. Unfinished business – none

VIII. New Business

Renaming Department of Special Education and Reading & Moving Reading program and associated faculty – see request below from Dean Hegedus

The department is requesting a change in name to Department of Special Education. Essentially, the Reading program and faculty have requested a transfer to the Department of Curriculum and Learning. In consultation with the Chairs of the impacted departments, I support the move and it is more aligned to the purpose and intent of the program. In addition, the move of the program will assist in the general perception of Reading programs. To quote one faculty in their letter to me:

“[S]uch a move would be timely and relevant as the International Literacy Association (ILA) SPA standards for the Graduate Reading Program have recently shifted from an emphasis on the preparation of Reading Professionals (2010) to the preparation of Specialized Literacy Professionals (2017). This change emphasizes the broadly complex task of preparing teachers and coaches to provide high quality reading/literacy instruction for all students, not just those who struggle with reading difficulties”.

The move would also enhance collaboration across departments. Since this is a clean separation with programs and faculty being moved from one department to another, the request to change the existing department’s name seems obvious and relevant. I support the move and the subsequent change in name of the department.

No comments or concerns raised – UCF acknowledges this change.

IX. Adjournment

Meeting adjourned at 9:50 a.m.

Respectfully submitted: Meredith Sinclair