UCF Meeting Minutes
March 22, 2018


I. Call to order: The meeting was called to order at 9:35 a.m. A quorum (50% + 1) was reached at 9:35 a.m.

II. Announcements

   a. Adaptive Sports Festival – Saturday, April 7th – Steve Emt will talk about his journey to the Paralympics in PyeongChang.
   b. Coffee, Cookies and Curriculum workshop – April 6th 12 to 2 pm – create a successful LEP course
   c. Stuff a Shuttle Day April 12th – Please contribute nonperishable food items or gently used food items.
   d. The 2018 Faculty Advisory Committee Conference on Student Success & Shared Governance will be held at Southern Connecticut State University on Friday, April 13, 2018. Please try to attend so SCSU has a strong showing.

III. Approval of UCF minutes of March 1, 2018

   Minutes approved unanimously

IV. Standing Committee Reports

   a. NMC – Notifications Management Committee

      No Meeting on March 8, 2018 due to inclement weather school cancellation

   b. WACC – Writing Across the Curriculum Committee

      Met electronically

      **Motion to approve W proposals:**
      JRN 307 Report Writing about Science, Roe,
      MGT 405 Employment Law, Smith

      **Motion to approve these course approved unanimously**

      Minutes of March 8, 2018 were received
c. UWIC – University Wide Impact Committee
Several proposals will be coming forth at future meetings because of inclement weather cancellation of meetings.
No Meeting on March 8, 2018 due to inclement weather school cancellation.

d. Ad hoc Assessment Committee
New Business: The new joint graduate and undergraduate departmental review committee will be called Standards and Assessment Review Committee (StAR Committee).

Old Business:

Review of the Department Review and Assessment Document
• Changes made to improve clarity
  □ Procedural differences for programs with and without external accreditation
  □ Departmental review vs program review
• Determined that if a department only has undergraduate programs, then only the UCF will vote to accept the StAR recommendation and likewise, if a department only has graduate programs, then only the Grad Council will vote to accept the StAR recommendation. The StAR recommendation will only be voted on by both GC and UCF if the department has both undergraduate and graduate programs.
• Resolved issue of difference of GC/UCF vote
  □ StAR recommendation can only be overruled if both GC and UCF vote to overrule it; as long as one of the two bodies votes to approve StAR recommendation, it stands
• “Denial of Approval” has been removed as a possible recommendation from StAR committee
  □ Only two possible outcomes from Departmental review: “Full Approval” or “Accepted with Revisions”
• Increased page limits (from 5 pages to 5-7 pages) for Question 1 “Who are you and what do you do?” given that many departments now have both undergraduate and graduate programs for which to answer the question.

Questions from UCF members: How will committee be constituted?
Response: equal numbers of grad council and UCF members. Rationale: NEASC asks that it be demonstrated that the graduate programs are at a different level than undergraduate programs. Combining the two allows for norming between the groups.

In addition, according to the UCF Constitution, the UCF Chair assigns members of the standing committees. Although it is common practice that members self-select the committees, the UCF Chair is responsible for ensuring a balance, therefore a mechanism is in place to ensure a good balance of departments/schools.

Minutes of March 8, 2018 were received.

e. LEPC – Liberal Education Program Committee
No meeting on March 8, 2018 due to inclement weather school cancellation

f. Special Topics courses
MKT 498 Special Topics in Marketing- Digital Marketing Analytics, Singh
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
Teri Bennett will send a new advisory form on LEP to UCF members. No other report today.

Dr. Karen Cummings:
Collegiate Learning Assessment (CLA) – the assessment includes 100 students (freshman and seniors) with a minimum number of transfer credits. Student worker does a check to be sure the students are eligible. Getting the number of seniors needed to complete CLA is difficult by report. Reportedly the problem with seniors is that they are too busy (2 hour commitment). However our student representative on UCF feels the free cap and gown and $50 is a great incentive.

Question to Karen regarding how the university is using CLA: opportunity to look at LEP as a whole (including freshman/seniors)?
Response: Looking at three areas:
Critical thinking
Written communication
Quantitative reasoning

Karen reported that more discussions are needed to fully understand CLA but feels it is a good start.

VII. Unfinished business – none

VIII. New Business

Provost Prezant - guest
1. Expressed congratulations the group to date for accomplishments.
2. Offered Reminders:
   a. April 14th – Research Day
   b. April 15th is [Discovery Day](#) invited 11,000 high school students and parents – recruitment and information day. Opening up part of campus for demonstrations.
3. Discussed Enrollment numbers which do not look good for this coming year – declining.
4. In addition:
   ✓ Budget reduction
   ✓ Undergraduate decline
   ✓ Graduate decline.
   ✓ Post-graduate students (certificate) that were previously classified as graduate will now be classified as undergraduate which will affect graduate enrollment.
5. **Curriculum Development** - Discussed his view that curriculum is the key factor that drives enrollment – The current environment in which universities compete to attract students suggests the need for the most creative, most enticing curriculum possible.

*Questions/Comments from members:*
6. Is there evidence that this is the case? Do incoming freshmen really look closely at the curriculum or are they driven by other factors in making their decisions regarding selecting a university?

Responses:
- Provost provided an exemplar from a neighboring university, i.e., forensic program at UNH.
- Julie (student representative) spoke about our LEP– requirements are a deterrent to students coming to SCSU, especially language; it takes too long to graduate. In addition, she raised concerns about struggling to get classes, poor advisement,
- Provost recommended the need to consider new Degree programs – innovative new degree programs to drive enrollment (for example, STEM).

Questions/Comments from members:
- Suggestions to think globally about programs
- Consider what programs we (SCSU) need to highlight
- Better promotion of university – marketing issue to overcome negative voices
- When developing majors; need to think about GPAs and obstacles to enrollment for some.
- Build reputation value and keep standards high BUT need to market differently so not viewed as an obstacle but instead a value.
- consider GenEd assessment to know if it is helpful and has an impact, especially with graduate programs; hold conversations between UCF and Grad Council to create accelerated programs.

7. Discussion about two new degree programs (Healthcare Studies and Health Sciences) – both developed in response to need for new programs and to help retain students that do not get into the Nursing Program.

Questions/Comments from members:

a. Concerns about enough faculty to teach additional science courses; would students be employable? and why does nursing not grow to accommodate additional students?

Responses from Provost Cheryl Resha (nursing)
There are many opportunities for careers outside of “nursing” and initially the university would be focusing on retaining students already here so no additional course offerings may be needed. Down the road, there would need to be a budget to support additional faculty for the growth of the program. Additionally, the nursing department is responding to the need to grow its program but has constraints that include a shortage of qualified faculty nationwide and challenges with finding enough off-campus clinical sites.

8. The UCF expressed thanks to the Provost for attending the meeting.

IX. Adjournment
Meeting adjourned at 10:50 a.m.

Respectfully submitted:
Cheryl Resha