UCF Meeting Minutes
April 19, 2018


Absent: V. Andrushko, Y. Liu, J. Terpstra, B. Faracas, S. Latorre

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

II. Announcements

a. Research symposium in Biology – April 20th from 10 to 3 on second floor of science building
b. Opening undergraduate arts exhibit - Buley Art Area
c. Student government elections tomorrow – please encourage students to vote
d. UCF chair election at next meeting – please contact Deb Weiss if interested in nominating someone or self-nominating

III. Approval of UCF minutes of April 5, 2018
Minutes approved unanimously

IV. Standing Committee Reports

a. NMC – Notifications Management Committee

New Course Proposals
PSY 307 – Motivation & Self-Regulation
HLS 210 - Principles of Patient Centered Healthcare
HLS 400 - Health Informatics
HLS 490 - Service Learning in Healthcare Studies

Motion to Approve unanimously

HSC 200 - Health Professions & Medical Terminology
HSC 497 - Health Science Internship

Motion to Approve pending New Program approval
 Expedited Proposals to Multiple Courses  
Accounting  
 **Motion approved unanimously**

Minutes of April 12, 2018 were received  

b. WACC – Writing Across the Curriculum Committee  

 **Motion to approve W proposals:**
NUR 340 Theoretical Foundations of Professional Nursing, Borgognone  
 **Motion approved unanimously**

Discussion from UCF Chair: Reminder to departments to be sure courses are approved by WACC before courses are listed in Banner as W. Courses posted prematurely could be problematic for students if they have registered and the course is not approved.

Minutes of April 12, 2018 were received  

c. UWIC – University Wide Impact Committee  

Motion: Revision of new minor program proposal form and directions. See attached  

 **Form approved unanimously**

Motion to approve the new Bachelors of Healthcare Studies program  
 **Motion approved unanimously**

Minutes of April 12, 2018 were received  

d. Ad hoc Assessment Committee  
No Meeting  

e. LEPC – Liberal Education Program Committee  

Motion to approve new LEPC Bylaws (see attached).  
 **Motion approved unanimously**

Discussion on the restrictions on LEP courses continued (see minutes).  

Minutes from April 12, 2018 were received
f. Special Topics courses
   BIO 398 - Evolutionary Ecology, Brade

Logged by UCF Chair

V. TAP Transfer Pathways under review – http://www.ct.edu/initiatives/tap#pathways

   none

VI. Updates from LEP co-directors
   1. Terri Bennett
      - LEP page now under academic affairs and for the public LEP will be referred to it as “general education requirements” so as to not confuse the public regarding what is meant by LEP.
      - All advisement materials for LEP are available on website.
      - Registration for all transfer students begins next week.
      - Transfer process has been shared with department chairs.
      - Advisement is scheduled through student portal.
      - Terri Bennett reviews transcripts for LEP portion for transfer students. We now have 6 students in the TAP agreement.
      - Encouraged departments to follow transfer registration process even if the students talk to their department advisors; most importantly do not give PIN.
      - TAP forum on 4/30/18 from 1 to 2 pm in ASC Theater

   1. Karen Cummings
      Karen discussed the opportunities and challenges with assessment. Using the STAMP test data from the WLL department as an example, Karen’s overview of the data illustrated the need to consider the types of questions the WLL department or University may want to know.
      For example:
      - How many students who took the test achieved mastery?
      - Who took it for a “waiver”?

Spanish, French, Italian represent more than 95% of students who took STAMP test
Next question might be whether or not these students speak the language in their home?

STAMP assessment criteria were reviewed:
   - 4 western languages (intermediate low)
   - 3 for nonwestern languages (novice high)
What is a reasonable benchmark? Perhaps start at baseline for students and then consider what would be a realistic level of improvement? What is the reason for collecting data and what would we do with the data?

Correction to the minutes:

There was a general consensus that the body did not wish to make a statement concerning any of the questions that were raised regarding WLL departmental assessment and the STAMP test scores.

Minutes approved unanimously with correction

VII. Unfinished business

1) AHAC recommends approval of the Academic Department Review Document (attached), contingent upon approval of Motion 2.

Discussion:
No questions or issues were raised.

Motion to approve Review Document approved unanimously

2) The UCF SC recommends approval of the Provost’s proposal to award 6 credits per review cycle to each Department, for the purpose of department review. Three credits are to be awarded in the semester prior to the review semester, and three credits are to be awarded during the review semester. The Department Chairperson shall distribute said credits to faculty according to their workload in the review process.

Discussion:
Clarification question: outside accreditation credit load is different – it is department and administration dependent. These credits will not influence credits for the StAR procedure.

Motion to approve Provost proposal for award of 6 credits per review cycle. 
Motion approved unanimously

UCF acknowledged the Ad Hoc Committee for its work in bringing together Graduate Council and Undergraduate Curriculum Forum in writing, reviewing, and approving the policy. In particular Rebecca Silady was recognized for her role in moving this forward.

VIII. New Business

IX. Adjournment
Motion to adjourn by Marybeth Fedde, Second by Braxton Carrington
Meeting adjourned at 10:34 a.m.

Respectfully submitted:
Cheryl Resha
Flow of Proposals
Undergraduate Curriculum Forum
Southern Connecticut State University

Version 15a, Spring 2018

Approved by the UCF (May 3, 2018)
# Flow of Proposals

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and Revised Courses and Expedited Proposals for Minor Changes to</td>
<td>1</td>
</tr>
<tr>
<td>Multiple Courses</td>
<td></td>
</tr>
<tr>
<td>Revised Programs, Revised Minor Programs, and Revised Certification</td>
<td>4</td>
</tr>
<tr>
<td>Programs</td>
<td></td>
</tr>
<tr>
<td>New Major, Minor, and Certification Programs</td>
<td>7</td>
</tr>
<tr>
<td>W-Courses</td>
<td>10</td>
</tr>
<tr>
<td>Special Topics Courses</td>
<td>12</td>
</tr>
<tr>
<td>Recommendations Coming from the UCF</td>
<td>13</td>
</tr>
<tr>
<td>Role of the Deans in the Curriculum</td>
<td>14</td>
</tr>
<tr>
<td>Governance Process</td>
<td></td>
</tr>
<tr>
<td>Abbreviations</td>
<td>15</td>
</tr>
</tbody>
</table>
New and Revised Courses
(including LEP and MDC Courses)
and Expedited Proposals for Minor Changes to Multiple Courses

The following procedures are designed for all new and revised courses (including Liberal Education Program (LEP) and Multidisciplinary Courses (MDC), and expedited proposals for minor changes to multiple courses.

- **LEP courses:** New and existing courses may be submitted for approval as LEP courses. LEP proposals are submitted with the new or revised course proposal.

- **MDC courses:** These courses address a question or problem so broad/complex that it cannot be adequately explored through a single discipline or field. MDC courses are those that encompass multiple disciplines in terms of the application or topic focus, and the method of inquiry. A new course proposal for an MDC course includes a rationale for why such a course is not cross-listed or listed as a major coded course. MDC courses will follow the existing approval pathway for new course proposals (including Department Curriculum Committee (DCC) of proposer). The Notifications Management Committee (NMC) will determine if all necessary notifications have been done. NMC may also request approval from another department if it is deemed necessary (in consultation with the original proposer).

- **Revised courses:** Proposals for course revisions are expected to receive careful review by their Departments. All subsequent reviews by the NMC and the Undergraduate Curriculum Forum (UCF) are expected to be routine and expedient.

- **New courses:** Proposals for new courses are expected to receive careful review by their Departments. Proposals for new courses require a second level of careful review. This review shall normally be conducted by the NMC. Subsequent review by the UCF is expected to be routine and expedient.

- **Minor changes to multiple courses** shall be reviewed using the Expedited Proposal for Minor Changes to Multiple Courses form. Examples of minor changes include: changes made to a Revised Course Proposal (submitted separately) that affect the listing of pre-requisites and catalog descriptions of multiple courses; changes made via a Revised Program Proposal that subsequently affect the listings/descriptions for multiple courses; or a request for a minor change of catalog description language affecting multiple courses.

I. **Departments** generate proposals using the designated forms. Forms and directions may be obtained from the UCF website: http://www.southernct.edu/faculty-staff/faculty-senate/ucf/forms-directions.html

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for
logging by the UCF Secretary and distribution to the NMC and the appropriate Dean(s). The signature page only, properly executed, must be delivered to the UCF office. At the request of the Department, counsel may be sought from the NMC during the development of any proposal.

II. Notifications Management Committee (NMC)
A. Upon receipt and review of a proposal, the NMC shall take one of the following four actions. Each of these actions stops and resets the clock with regard to the pocket-approval\(^1\) for the NMC.

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
   a. The contact person may meet with the NMC. If the committee is persuaded, the proposal is approved and moves on.
   b. If the NMC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either approves or rejects the proposal.
   c. If the proposal is rejected, the Department may either modify it according to the UCF’s recommendations or withdraw it.
4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.

B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The contact person notifies the UCF Chair.

C. When the volume of LEP proposals exceeds the NMC’s capacity for timely review, the UCF Chair shall constitute an ad hoc committee to review LEP proposals.

III. Undergraduate Curriculum Forum (UCF)
A. Recommendations from the NMC shall be considered as actions of the UCF unless they are challenged at the UCF meeting. Approved proposals shall be recommended for acceptance to the Provost of the University or his/her designee.

B. If challenged, the proposal is put before the UCF for thorough review. The UCF shall take one of the following four actions:

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\(^1\) Pocket-approval refers to the process by which a proposal is moved to the next level of approval without action at the previous level. A proposal is pocket-approved if no action has been taken on the proposal for a period of four academic weeks. It then moves on to the next committee level.
1. Approve the proposal and recommend acceptance to the Provost of the University or his/her designee.
2. Propose modifications to the proposal.
   a. If the modifications are acceptable to the Department, the UCF approves the proposal and recommends acceptance to the Provost of the University or his/her designee.
   b. If, after discussions between the UCF and the Department, the Department deems the modifications unacceptable, the UCF may reject the proposal.
3. Return the proposal to the Department at the Department’s request.
4. Reject the proposal.
Revised Programs, Minor Programs, and Certification Programs

- The following procedures are designed for all revised programs, revised minor programs, and revised certification programs.

- Proposals for program revisions are expected to receive careful review by their Departments. Proposals for program revisions require a second level of careful review. This review shall normally be conducted by a SCC. Subsequent reviews by the NMC and the UCF are expected to be routine and expedient.

I. Departments generate proposals using the designated forms. Forms and directions may be obtained from the UCF website: http://www.southernct.edu/faculty-staff/faculty-senate/ucf/forms-directions.html

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary and distribution to the SCC and the appropriate Dean. The signature page only, properly executed, must be delivered to the UCF office. At the request of the Department, counsel may be sought from the NMC during the development of any proposal.

II. School Curriculum Committee (SCC) - to be suspended in AY 2018-2019 for pilot program. Following Departmental approval, proposals will go directly to NMC.

A. Upon receipt and review of a proposal, the SCC shall take one of the following four actions. Each of these actions stops the clock with regard to pocket-approval\(^2\) for the SCC.

1. Approve the proposal as is.
2. Approve with minor (e.g., syntax) changes. These changes may be made by the committee, with the consent of the Department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the evaluation to be valid.
   a. The contact person may meet with the SCC. If the committee is persuaded, the proposal is approved and moves on.
   b. If the SCC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the NMC. The SCC and the Department have the option of sending a representative to the meeting at which the NMC considers and votes on the proposal.

\(^2\) Pocket-approval refers to the process by which a proposal is moved to the next level of approval without action at the previous level. A proposal is pocket-approved if no action has been taken on the proposal for a period of four academic weeks. It then moves on to the next committee level.
c. The NMC either approves or rejects the proposal. If the proposal is rejected, the Department may either modify it according to the NMC’s recommendations or withdraw it.

4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.

B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The contact person notifies the UCF Chair.

C. Upon approval of the proposal by the SCC, the proposal shall be forwarded electronically with any changes incorporated into the document to the UCF office to be logged by the UCF secretary and distributed to the NMC.

III. Notifications Management Committee (NMC)

A. Upon receipt and review of a proposal, the NMC shall take one of the following four actions. Each of these actions stops and resets the clock with regard to the pocket-approval for the NMC.

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
   a. The contact person may meet with the NMC. If the committee is persuaded, the proposal is approved and moves on.
   b. If the NMC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either approves or rejects the proposal.
   c. If the proposal is rejected, the Department may either modify it according to the UCF’s recommendations or withdraw it.
4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.

B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The contact person notifies the UCF Chair.

IV. Undergraduate Curriculum Forum (UCF)

A. Recommendations from the NMC shall be considered as actions of the UCF unless they are challenged at the UCF meeting. Approved proposals shall be recommended for acceptance to the Provost of the University or his/her designee.

B. If challenged, the proposal is put before the UCF for thorough review. The UCF shall take one of the following four actions:
1. Approve the proposal and recommend acceptance to the Provost of the University or his/her designee.

2. Propose modifications to the proposal.
   a. If the modifications are acceptable to the Department, the UCF approves the proposal and recommends acceptance to the Provost of the University or his/her designee.
   b. If, after discussions between the UCF and the Department, the Department deems the modifications unacceptable, the UCF may reject the proposal.

3. Return the proposal to the Department at the Department’s request.

4. Reject the proposal.
New Major, Minor, and Certification Programs

- The following procedures are designed for all new major program proposals, minor program proposals, and certification program proposals.

- Proposals for new programs require a second and third level of careful review. These reviews shall normally be conducted by a SCC* and the UWIC.

- Proposals for new 18 credit minor programs require a second and third level of careful review. These reviews shall normally be conducted by an SCC* and the UWIC.

- Proposals for new certification programs require a second and third level of careful review. These reviews shall normally be conducted by the School of Education School Curriculum Committee (SoE SCC*) and the UWIC.

- Following UCF approval, any new program that exceeds 18 credits must be approved by external agencies. It is recommended that the proposer contact the chairperson of UWIC for consultation.

- Note that pocket-approval is not utilized in the new program proposal approval process.

I. **Departments** generate proposals using the designated form. Forms and directions may be obtained from the UCF website:

http://www.southernct.edu/faculty-staff/faculty-senate/ucf/forms-directions.html

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary and distribution to the SCC and the appropriate Dean(s). The signature page only, properly executed, must be delivered to the UCF office. At the request of the Department, counsel may be sought from the UWIC during the development of any proposal.

*II. School Curriculum Committee (SCC) - to be suspended in AY 2018-2019 for pilot program. Following Department approval, proposals will go directly to UWIC.*

A. Upon receipt and review of the proposal, the SCC shall take one of the following four actions.

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures
may be followed if the Department does not consider the objections to be valid.

   a. The contact person may meet with the SCC. If the committee is persuaded, the proposal is approved and moves on.
   b. If the SCC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UWIC. The SCC has the option of sending a representative to the meeting at which the UWIC considers and votes on the proposal. The UWIC either approves or rejects the proposal.
   c. If the proposal is rejected, the Department may either modify it according to the UWIC’s recommendations or withdraw it.

4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.

B. Upon approval of the proposal by the SCC, the proposal shall be forwarded electronically with any changes incorporated into the document to the UCF office to be logged by the UCF secretary and forwarded to the UWIC.

III. University-Wide Impact Committee (UWIC)

A. Upon receipt and review of the proposal, the UWIC shall take one of the following four actions:
   1. Approve the proposal as is.
   2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Department.
   3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
      a. The contact person may meet with the UWIC. If the committee is persuaded, the proposal is approved and moves on.
      b. If the UWIC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either accepts or rejects the proposal.
      c. If the proposal is rejected, the Department may either modify it according to the UCF’s recommendations or withdraw it.
   4. Proposal is rejected outright. Reasons for rejection must be provided.

B. Upon approval of the proposal by the UWIC, the proposal shall be forwarded electronically with any changes incorporated into the document to the UCF office to be logged by the UCF secretary and forwarded to the UCF.

IV. Undergraduate Curriculum Forum (UCF)

   A. Recommendations from the UWIC shall be considered as actions of the UCF unless they are challenged at the UCF meeting. Approved proposals shall be
recommended for acceptance to the Provost of the University or his/her designee.

B. If challenged, the proposal is put before the UCF for thorough review. The UCF shall take one of the following four actions:

1. Approve the proposal and recommend acceptance to the Provost of the University or his/her designee.
2. Propose modifications to the proposal.
   a) If the modifications are acceptable to the Department, the UCF approves the proposal and recommends acceptance to the Provost of the University or his/her designee.
   b) If, after discussions between the UCF and the Department, the Department deems the modifications unacceptable, the UCF may reject the proposal.
3. Return the proposal to the Department at the Department’s request.
4. Reject the proposal.
W-Sections (Writing Sections)

Note: Proposals for W-Sections may be submitted only for approved courses.

- The following procedures are designed for all new W-Sections

- Proposals for W-Sections are expected to receive careful review by their Departments. Proposals for W-Sections require a second level of careful review. These reviews are conducted by the Writing across Curriculum Committee (WACC). Subsequent review by the UCF is expected to be routine and expedient.

I. Faculty (Proposer) or departments generate proposals for W-sections using the designated form. Forms and directions may be obtained from the UCF website: [http://www.southernct.edu/faculty-staff/faculty-senate/ucf/forms-directions.html](http://www.southernct.edu/faculty-staff/faculty-senate/ucf/forms-directions.html)

A thorough review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office for logging by the UCF Secretary and distribution to the WACC. The signature page only, properly executed, must be delivered to the UCF office. At the request of the Department, counsel may be sought from the WACC during the development of any proposal.

II. Writing across the Curriculum Committee (WACC)

A. Upon receipt and review, the WACC shall take one of the following four actions on each proposal. Each of these actions stops the clock with regard to pocket-approval for the WACC.

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee, with the consent of the Proposer.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the Department does not consider the objections to be valid.
   a. The contact person may meet with the WACC. If the committee is persuaded, the proposal is approved and moves on.
   b. If the WACC stands by its evaluation, the Department may choose to make the suggested changes or appeal to the UCF. The UCF either approves or rejects the proposal.
   c. If the proposal is rejected, the Department may either modify it according to the UCF’s recommendations or withdraw it.
4. Proposal is rejected outright. Reasons for rejection must be provided. Appeal process follows the procedure listed in #3.

B. If no action has been taken in four academic weeks, the proposal is considered pocket-approved. The Proposer notifies the UCF Chair.
III. Undergraduate Curriculum Forum (UCF)

A. Recommendations from the WACC shall be considered as actions of the UCF unless they are challenged in the meeting.

B. Upon challenge, the proposal is put before the UCF for a thorough review. The UCF shall take one of the following four actions:
   1. Approve the proposal.
   2. Propose modifications to the proposal.
      a) If the modifications are acceptable to the Proposer, the UCF approves the proposal.
      b) If, after discussions between the UCF and the Proposer, the Department deems the modifications unacceptable, the UCF may reject the proposal.
   3. Return the proposal to the Proposer at the Proposer’s request.
   4. Reject the proposal.
Special Topics Courses

I. Departments generate proposals for Special Topics (ST) courses using the designated form. Forms and directions may be obtained at:
http://www.southernct.edu/faculty-staff/faculty-senate/ucf/forms-directions.html
An expedient review is conducted at the Department level. Upon successful review, one copy of the proposal is sent as an email attachment to the UCF office. The signature page only, properly executed, must be delivered to the UCF office. At the request of the Department, UCF Chair counsel may be sought during the development of any proposal.

II. UCF Chair

Upon receipt and review, the UCF Chair shall log the courses and present these to UCF as part of its minutes. Recommendations from the UCF Chair shall be considered as actions of the UCF.
Recommendations Coming from the UCF

All of the recommendations from the UCF to the Provost of the University or his/her designee shall have the effect of a resolution from the Faculty Senate, which requires a response to the UCF by the Provost or his/her designee on the recommendation.
Role of the Deans in the Curriculum Governance Process

I. The Department may give the Dean the opportunity to review the proposal when the proposal is developed.

II. The UCF Secretary shall distribute a copy of the proposal to the appropriate Dean upon receipt.

III. The Dean may draft a written response to the proposal. This response (attached to the proposal) shall be forwarded by the Dean to the UCF Secretary who will forward it to the appropriate committee.

IV. A negative response by the Dean shall not stop a proposal from going forward through the curriculum process.

V. Deans shall have the opportunity to speak at any thorough review session.
Abbreviations

DCC  Department Curriculum Committee
MDC  Multidisciplinary Course
LEP  Liberal Education Program
NMC  Notifications Management Committee
SCC  School Curriculum Committee
SoE SCC  School of Education School Curriculum Committee
UCF  Undergraduate Curriculum Forum
UWIC  University-Wide Impact Committee
WACC  Writing Across the Curriculum Committee