UCF Meeting Minutes
May 3, 2018


I. Call to order: The meeting was called to order at 9:43 a.m. A quorum (50% + 1) was reached at 9:43 a.m.

II. Announcements
   a. Congratulations to Meghan Barboza who recently had a baby girl and Braxton Carrigan and his wife had a baby boy!
   b. Summer officially begins on May 31st
   c. Faculty retreat sponsored by AAUP and Faculty Senate, May 11th (10 to 2 pm)
   d. New faculty orientation this week (Friday 12:30 to 3:30 pm) on shared governance
   e. New student magazine is out with support and leadership from Journalism Department

III. Approval of UCF minutes of April 19, 2018
   Correction to the minutes: Add the following statement to the conclusion of Karen Cummings discussion:
   at the end of the last UCF meeting there was a general consensus that the body does not wish to make a statement concerning any of the questions that relate to the WLL departmental assessment and the STAMP test scores.

   Minutes approved unanimously with correction

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
      New Course Proposals
      CSC 497 – Computer Science Internship
      EDU 444 – DSAP Supervision and Appraisal
      EXS 488 – Exercise Testing & Prescription
      HLS 200 – Health Professions & Medical Terminology
      PSY 322 – Early Developmental Disability

      Motion approved unanimously
Revised Course Proposals
CSC 152 – CSI: Programming Fundamentals
SOC 315 – Sociology of Gender
THR 224 – Beginning Jazz & Tap Dance

Motion approved unanimously

Revised Program Proposals
BS Computer Science_CONC_General
BS Computer Science_CONC_Information Systems
BS EXS_CONC_Human Performance

Motion approved unanimously

Revised Post Baccalaureate Certificate Programs
Elementary Education
Early Childhood

Meredith Sinclair /Cindy Simoneau (second) brought motion to the table

Motion approved unanimously

Discussion from NMC: Michael Fisher and Braxton Carrigan will be co-chairs for next year

Minutes of April 26, 2018 were received

b. WACC – Writing Across the Curriculum Committee

Motion to approve W proposal:
EXS 488 Exercise Testing and Prescription, Lunn

Motion to approve unanimously

Discussion from committee: Reviewed power pint presentation and document from writing director regarding need for revision of writing intensive program.

Motion to make documents in packet from Writing Director available to the new WACC committee and the UCF in the fall

Motion approved unanimously

Motion to Table: W Course Proposal Form and WACC guidelines until the first meeting of UCF in the fall of 2018.
Motion approved unanimously

Minutes of April 26, 2018 were received

c. UWIC – University Wide Impact Committee

Motion to approve the new Bachelors of Health Science (BHSc) program

Discussion:

Exercise Science requested their concerns be on record:
1. concerned about where it is currently housed;
2. should it be housed in exercise science? and
3. concern about new program diminishing the EXS program.

Response from Deb Weiss about where it will be housed. The program will be managed by an interdisciplinary faculty committee. The committee will elect the Director of the program in a manner to be determined by UWIC in the fall when it sets up guidelines for interdisciplinary programs. Advisement will occur within the program with an ‘expert’ advisor to work with each specific concentration (e.g., physical therapy, occupational therapy, etc.).

Motion approved unanimously

Minutes of April 26, 2018 and April 12, 2018 were received.

d. Ad hoc Assessment Committee

Motion to approve the Standards and Assessment Review Committee bylaws (see attached)

Motion approved unanimously

Discussion: Cindy O’Sullivan (graduate) and Tricia Lin (undergraduate) will be new chairs next year of the StAR committee

Minutes of April 26, 2018 were received.

e. LEPC – Liberal Education Program Committee

Continued discussion of major restrictions on LEP (see minutes of LEPC)
Developed survey for chairs on restrictions on LEP to be distributed in the fall.

Minutes from April 12, 2018 were received.

Discussion
f. Special Topics courses - none logged at this time.

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
   No updates

VII. Unfinished business - none

VIII. New Business
   a. Election of UCF Chairperson
      Nomination of Cindy Simoneau (Clarie Novosad and Rebecca Silady)
      Motion to close nominations (Marybeth Fede and Mary Jo Archambault)
      Motion to elect Cindy Simoneau as UCF Chair
      **Motion approved unanimously**

   b. Approval of revised Flow of Proposals
      Motion to approve Version 15a of the Flow of Proposals
      **Motion approved unanimously**

   c. Thanks extended Clarie Novosad, Rebecca Silady and Meredith Sinclair for their leadership on the committees and steering team.

   d. Thanks extended to Deb Weiss for her leadership in UCF.

   e. Discussion from David Pettigrew – Post baccalaureate certificate – what is the process for approval?
      Response: certificates do not have to be approved by the UCF, only by the department. Ian Canning (housed in graduate office) is responsible for assisting with certificate programs. He can coordinate with departments and assist with financial considerations. Graduate certifications goes through Graduate Council.

IX. Adjournment
    Motion to adjourn by Marybeth Fede, Barbara Cook
    Meeting adjourned at 10:20 a.m.

Respectfully submitted:
Cheryl Resha
Undergraduate Curriculum Forum
Steering Committee
Special meeting
Wednesday, May 30, 2018—9 a.m. EN B106

Present: Steering committee members -- Deb Weiss (UCF, Co-Chair), Cindy Simoneau (UCF, Co-Chair), Braxton Carrigan, Meredith Sinclair, Mike Shea, Wendeline Hardenberg, Claire Novosad, Rebecca Silady. In addition, Provost Robert Prezant, Christine Broadbridge, interim dean Graduate Studies; Ian Canning, associate dean, Graduate Studies; Alicia Carroll, registrar; Cynthia O’Sullivan, Grad Council, and departments representatives from PSY, CSC, REC, CHE.

After a period of discussions between the UCF co-chairs, and the provost, it was determined that the unusual course of action would be followed to consider approval of the pending Accelerated Degree Program proposals, known as 4+1 proposals.

During the meeting, a recap of the timeline for development and approval of these proposals was discussed. (See calendar below)

It was explained that the UCF Notifications Management Committee had started review of some of the proposals, but because the documents were submitted after the required deadline for implementation for Fall 2018, and with the lack of time left in the UCF meeting year, it was determined its discussion could continue in fall. UCF was then informed that the departments were hoping to start implementing these plans in Fall 2018 and that immediate action was needed.

A general discussion ensued about deadlines for implementation and possible future changes to deadlines. All guests then departed and the Steering Committee deliberated on the proposals.

First, the Steering Committee, determined it was within its authority to act on curriculum matters after the regular meeting year ended., citing the UCF Constitution:

1. The Steering Committee shall:
d. Act in the place of the UCF when the UCF cannot meet. Any action shall be subject to consideration by the full UCF.

Second, it considered each 4+1 proposal tabled by the UCF Notifications Management Committee in April.

All required some clarifications.

NMC Chairperson Braxton Carrigan took on the task of meeting with departments and reviewing revised paperwork.

The following proposals were approved:
Psychology BA to MA Pathway
Psychology BS to MA Pathway
Computer Science BS to MS Pathway in Cyber Security
Chemistry BS to MS Pathway
Recreation and Leisure Studies BS to MS Pathway
The proposal for Sports Management BS to MS Pathway was denied in consultation with the department.

FROM UCF website:

**PROPOSAL DEADLINES**

Due to the large volume of proposals at certain times of the academic year, the following table indicates dates for which proposals must be received at the UCF in order to be given full consideration for the indicated effective term. Please note, that in the unusual case where a number of revision rounds may be needed or the department does not provide revisions in a timely manner, the indicated time frame may be insufficient.

<table>
<thead>
<tr>
<th>TYPE OF PROPOSAL</th>
<th>RECEIVED AT UCF</th>
<th>PROVOST SIGNATURE DEADLINE</th>
<th>EFFECTIVE TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Programs &amp; New Minors</td>
<td></td>
<td></td>
<td>* BOR Approval (Fall semester only)</td>
</tr>
<tr>
<td>Revised Programs and Minors, New LEP courses</td>
<td>November 1st</td>
<td>February 1st</td>
<td>Next Catalog Term (Fall semester only)</td>
</tr>
<tr>
<td>Revised Courses</td>
<td>December 1st</td>
<td>September 1st to May 31st</td>
<td>Next Catalog Term (Fall semester only)</td>
</tr>
<tr>
<td>New (Non-LEP) Courses</td>
<td>Two weeks before Final Exam Week</td>
<td>Before next registration period</td>
<td>Next registration term</td>
</tr>
</tbody>
</table>

* UCF cannot guarantee an effective date for new programs and minors because the ultimate decision is determined by BOR approval.

NOTE: Some complex proposals may not be implemented by the Fall semester.
Standards and Assessment Review (StAR) Committee is a sub-committee of the Undergraduate Curriculum Forum (UCF) and the Graduate Council (GC) with the following responsibilities:

A. Define and apply UCF and GC assessment standards and procedures in support of departments undergoing review.

B. Evaluate self-study reports prepared by departments or program directors, meet with department or program representative(s) and present findings in reports to UCF and GC.

C. Report to the UCF and GC membership on the progress of the assessment process.

D. Periodically review and revise the standards for department program review as needed.

E. Provide assistance to departments and individuals in conducting department reviews.

F. Work with the LEP Director for Assessment and Planning to assist in the design and implementation of LEP assessment.

G. Collaborate with Office of Assessment and Planning (OA&P) to facilitate the creation of surveys and sharing of University assessment and with Office of Institutional Research (OIR) for the sharing of demographic data as necessary.

I. StAR Committee Membership and Terms of Appointments

A. StAR membership shall consist of 10-14 members, with representation from each academic school and equal representation from the GC and UCF. Efforts should be made to ensure continuity on the committee and to select GC and UCF members with interest and preferably experience with assessment, program evaluation, and/or accreditation. Membership shall be determined during the first UCF and GC meetings of the academic year according to the UCF and GC constitution guidelines. All GC and UCF members are eligible to serve as StAR Committee members.

B. The StAR committee shall elect the co-chairs of the committee at the last meeting of the academic year for the upcoming academic year. One chair shall be a
member of UCF and one chair shall be a member of GC. In the event that no consensus for co-chairs is reached at that time or that the elected co-chairs are no longer eligible or able to serve, new chairs shall be elected at the first meeting of the new academic year.

C. The Co-Chair of the StAR Committee from GC may be re-elected once, serving a total of two consecutive one-year terms.

D. The Co-Chair of the StAR Committee from UCF may be re-elected twice, serving a total of three consecutive one-year terms.

E. The Co-Chairs of StAR shall each receive 1 credits of reassigned time per semester.

II. Meeting Schedule
   A. StAR shall meet at least monthly during the academic year. The StAR Committee meets monthly on the first Monday of each month (October-December and February-May) from 1 pm-3 pm.

III. Quorum
   A. More than fifty percent of all StAR members constitutes a quorum.

   B. The Co-Chairs of StAR shall determine whether a quorum is present before voting takes place.

IV. Rules of Order
   A. Proceedings of the StAR Committee shall be governed by the StAR Bylaws.

   B. In the case of conflict, the Co-Chairs will determine the resolution procedure.

V. Voting
   A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The Co-Chairs shall appoint tellers to conduct the ballots.

   B. If the quorum is met, no absentee ballots or proxies shall be permitted for StAR business.

   C. If the quorum is not met; absent StAR members will be given a timely opportunity to cast their votes electronically.

   D. If the quorum is met, a simple majority carries the vote.

VI. Order of Business
   A. The order of business at regular StAR meetings shall be:
      1. Meeting called to order
      2. Announcements
3. Old Business
4. New Business
5. Adjournment

B. Any member of the committee shall have the right to request consideration of additional items for the agenda by submitting the request in writing to the Co-Chairs.

VII. Rules of Procedure
The following rules shall govern the normal business of the StAR Committee.

A. The agenda, insofar as possible, shall be delivered electronically to StAR members at least one week prior to the meeting at which it is to be presented.

B. Any major policy statement or document developed by the StAR Committee and approved by the UCF and GC shall be reproduced in its final form and archived on the UCF and GC web sites.

C. Approved minutes will be made available to the entire university through the UCF and GC web sites.

D. The latest version of the Bylaws shall be published in their entirety on the UCF and GC web sites.

E. Following the StAR Committee’s review of the program’s self-study report, there shall be a final summative vote of either “full approval” or “accepted with revisions” per the “Academic Departmental Review” document.

F. In the case where “accepted with revisions” has been given an interim report will be due 1-2 years from the published due date for the initial report in the “Seven-Year Department Review Schedule,” this interim report shall address the conditions cited in the StAR Committee’s summary report. The interim report addressing the cited conditions with a clear action plan and timeline will be evaluated by the StAR Committee in accordance with the same process outlined above for initial reports. If the interim report does not receive “full approval” and instead is “accepted with revisions,” another interim report must be written by the department and a new action plan and timeline will be established for submission of that report. The Provost/Academic Vice President, the Dean of the School of Graduate Studies (if applicable), and the appropriate Academic School Dean will be notified. Programs whose interim reports receive full approval from the Graduate Council and Undergraduate Curriculum Forum will next be evaluated by the StAR Committee seven years from the date that they submitted their initial (full) report.

G. If a department does not submit the appropriate written report according to the timeline, the StAR Committee will so advise the UCF and Grad Council. The co-chairpersons of the StAR Committee will provide written notification to the
 Provost/Vice President for Academic Affairs, Dean of the appropriate academic school, chairperson of the department, and coordinator(s)/director(s) of the program(s) to request a meeting to outline a schedule for and aid in the successful completion of the review process.

VIII. Amending By-laws
   A. When considering a By-laws change or amendment, StAR members must be notified in writing at least one week in advance of the meeting. A two-thirds majority vote in favor of the proposed change will be sufficient to recommend a change or amendment to the By-laws, as long as a quorum is present.

   B. The following documents will guide StAR members in their deliberations:
      1. UCF Constitution and GC By-laws
      2. “Academic Departmental Review” document