UCF Meeting Minutes
Thursday, Aug. 30, 2018


I. Call to order: The meeting was called to order at 9:37 am. A quorum (50% + 1) was reached at (44 people by 9:50 a.m.)

II. Announcements

a. P&T informational session for candidates on Friday, Sept. 7, 2 – 3:30 p.m., in ASC Theater
b. Professional Assessment digital file pilot information session, Friday Sept. 14, 1 – 2 p.m. ASC Theater
c. WOW Multicultural International Welcome Session, Aug. 30, 4 – 6 p.m., ASC Ballroom
d. Curriculum workshop for LEP proposals on Sept. 21, 10 a.m. – noon. Contact Meredith Sinclair for more information
e. Shakespeare in the Park season continues Sunday, 8 p.m. each night, at Edgerton Park, New Haven.

III. Approval of UCF minutes of May 3, 2018

Corrections: Braxton Carrigan’s name spelled wrong in minutes.

Minutes approved unanimously.

Approval of UCF minutes of May 30, 2018

a. Chair Simoneau explained the need for a last meeting on Accelerated Degree Programs, known as 4+1 proposals. The steering committee met on behalf of the full UCF to consider six Accelerated Degree Programs after the last UCF meeting of the year.

Corrections: B.S. to M.S. in the Recreation and Leisure Studies needs to be made.

Minutes approved unanimously.

IV. Standing Committee Reports

a. NMC – Notifications Management Committee
NMC Chair Braxton Carrigan gave an overview of NMC discussion about creating a policy related to reviewing proposals for Accelerated Degree Programs, known as 4+1 programs. Proposal was referred to the UCF Steering Committee for consultation with UCF committees.

b. WACC – Writing Across the Curriculum Committee

WACC plans this academic year to introduce a proposal to revise W-Course proposal form and requirements. The proposal will be on the committee’s next agenda.

c. UWIC – University Wide Impact Committee

Nothing pending from last year.

d. Ad hoc Assessment Committee

StAR committee to make presentation later in agenda.

e. LEPC – Liberal Education Program Committee

Nothing to bring today from last year.

f. Special Topics courses logged

1. MKT 398 – Special Topics in Marketing—Social Media Marketing (Fall 2018—second time offered)

2. MIS 398 – Database Management (Spring 2019—first time offered)

Logged by UCF Chair

V. UCF Chair report

Chair Simoneau noted her communication with departments offering special topics courses to make sure all paperwork was submitted through UCF. Special Topics courses may only be offered three times.

Chair noted as well that she has communicated with departments offering W-Courses to stress need to stay at 22-student course cap. Department representatives should communicate message to departments that W-courses should have no more than 22 students.

Chair Simoneau noted that she invited the Provost Robert Prezant, Katie De Oliveira of the Academic Success Center and members of the LTEC GOV committee to speak at UCF meetings during the semester.
Upcoming events:

- State of the University with President Joe Bertolino, Sept. 18 at noon in the ASC Ballroom
- CSU President Mark Ojakian to visit campus on Friday, Sept. 28 from 1 – 2:30, ENGA120.

VI. Updates from LEP co-directors

Karen Cummings, LEP co-director noted that courses in the LEP will be assessed by NEASC, now called NECHE, as part of the renewal of accreditation. Cummings offered help to departments looking to start assessing courses.

Terri Bennett, LEP co-director, discussed the process for transfer students entering the university and how credits are applied to their Southern degrees and LEP courses. The university saw 1,017 transfer students for the fall 2018 semester – about 700 full-time transfer students and about 200 part-time transfer students. More than 250 came to transfer student walk-in hours in August. About 90 students did not come through the process at all.

VII. Updates from TAP (Transfer Articulation Policy)

Terri Bennett, TAP coordinator, gave overview of the TAP program as it relates to transfer students entering for Fall 2018.

VIII. Unfinished business

a. StAR/PRAC update

Cynthia O’Sullivan and Tricia Lin of new committee StAR presented on the merger between the Graduate Council Academic Standards Committee and the Undergraduate Curriculum Forum PRAC committee. The new committee, Standards and Assessment Review, will meet monthly. The new assessment standards will mirror the three-question standards developed by PRAC. Departments will be on a 7-year self-assessment cycle. Meetings will take place on Mondays from 1 – 3 p.m., the first date to be determined.

IX. New Business

Introduction of NMC, WACC, UWIC, PRAC/STAR and LEPC to the body. Selection of standing committees by the representatives and alternates.

NMC approves curriculum proposals.
WACC is the writing program, now a UCF committee instead of an elected committee.
UWIC is the University Wide Impact Committee, which reviews new programs and issues of the university at large.
LEPC is an elected committee that oversees the Liberal Education Program.

Note on voting rights for members of subcommittees. If a member is not able to attend, then the alternate member votes in UCF meetings. For committee meetings, each member, and alternate member, has their own vote unless they opt to serve on the same committee. In that case, the department has only one vote. Elected at-large members have their own voting rights.
X. Adjournment
  Meeting adjourned at 10:50 a.m.

Respectfully submitted:
Jodie Mozdzer Gil