Undergraduate Curriculum Forum Minutes
Thursday, Sept. 13, 2018


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

II. Announcements
   a. Professional Assessment digital file pilot information session, Friday Sept. 14, 1 – 2 p.m. ASC Theater
   b. Curriculum workshop for LEP proposals on Sept. 21, 10 a.m. – noon. Contact Meredith Sinclair for more information. Deadline for LEP course submission is Nov. 1.
   c. State of the University with President Joe Bertolino, Sept. 18 at noon in the ASC Ballroom
   d. CSU President Mark Ojakian to visit campus on Friday, Sept. 28 from 1 – 2:30, ENGA120.

III. Approval of UCF minutes of August 30, 2018

Minutes approved unanimously

New members, including student representatives, were welcomed to UCF.

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee

   New Course proposals
   DSC 100 – Data Science I
   DSC 101 – Data Science II
   MAT 328 – Time Series Analysis
   MAT 329 – Bayesian Analysis and Decision Making
   MAT 428 – Mathematical Foundations in Machine Learning
   MAT 429 – Modern Nonparametric Statistics

   Motion to approve all new courses approved unanimously.
Revised Course proposals
MAT 178 – Elementary Discrete Mathematics

Motion to approval all revised course proposals approved unanimously.

Minutes from Sept. 6, 2018 meeting were received.

b. WACC – Writing Across the Curriculum Committee

WACC elected Matthew Miller its chair. The committee met for the first time and is still getting established.

Minutes from Sept. 6, 2018 meeting were received.

c. UWIC – University Wide Impact Committee

The committee discussed the new data science major and minor, and approved both, contingent on the classes all passing NMC. The full package will be brought before UCF after the final course is approved.

Minutes from Sept. 6, 2018 meeting were received.

d. PRAC/StAR

No minutes to log, as committee has not met yet. The first meeting will be on Oct. 15, 2018 from 1 – 3 p.m. in Buley 449.

Programs up for review this year include: IDS, Nursing, Psychology and Art.

e. LEPC – Liberal Education Program Committee

Barbara Cook and Mike Shea were nominated co-chairs of the committee.

The committee is developing a survey to understand department restrictions of LEP courses, which will be sent to chairs by Oct. 9.

There are two vacancies on the LEPC, which will be filled through a Faculty Senate election.

Minutes from Sept. 6, 2018 meeting were received.

f. Special Topics courses – UCF Chair
1. MGT 498 – Arts & Business (Spring 2019-Second time offered)

Course logged by UCF Chair.

V. UCF Chair report

The UCF Steering Committee seeks input on what issues departments want UCF to take up this year.

A discussion was held regarding the pilot program to suspend School Curriculum Committees this year, as the decision has prompted discussion and follow-up questions from deans and faculty. The pilot program was continuing a move made three years ago to stop having SCCs review course proposals, and instead only review new/revised programs and minors.

VI. Updates from LEP co-directors – Dr. Terri Bennett (MAT); Dr. Karen Cummings (PHY)

LEPC now has a stand alone website, where all of the requirements are listed. It’s labeled “General Education Requirements” for ease of search for outsiders who do not know about the LEP program get. All departments should review their websites to see where they reference LEP requirements, and replace those references with a link to the main website, which will be kept up-to-date.

An advising guide will be distributed this fall.

Karen Cummings spoke about assessment of the LEP, and planning of courses. LEP courses need to be assessed. Two areas of knowledge are being focused on each year. Last year it was sciences and ENG 112, this year LEP is working on Quantitative Reasoning and Critical Thinking.

Cummings spoke about consistency among areas of knowledge, giving the example of different lab hours in the sciences. LEP is asking affinity groups to reconvene and come up with examples of what they expect as a standard in their area of knowledge.

A discussion was held on large enrollment courses and assessment.

VII. TAP update – Dr. Terri Bennett

Presidents at all CSU campuses have been asked to convene groups to discuss different components of TAP at meetings on Oct. 15 from 1 – 2 p.m. in the Adanti Student Center Theater. Invitations are being sent out to the appropriate groups.

VIII. Unfinished business

a. UCF Constitution changes
1. WACC

Moving ahead to Faculty Senate to submit change voted on last spring that WACC be appointed committee instead of elected committee. Need someone from School of Education on the committee.

2. StAR/ PRAC

Need two meetings of consideration on constitutional changes for new StAR committee before UCF can vote on it. The item will be on the agenda to vote on at the next UCF meeting, then will be brought to the Faculty Senate.

IX. New Business

a. Guest speaker: Dr. Kathleen de Oliveria, director of Academic Success Center, Buley 307

Kathleen de Oliveria presented on the programs and usage of the Academic Success Center, now in its fourth year of operation. She focused on the tutoring programs, including peer tutors and the SI/PALS program.

With Peer Academic Leaders, student tutors are attached to gateway courses to provide additional support in those courses.

The center has 26 disciplines for tutoring and is growing. For example, there is now a bilingual literacy coach.

The coaching programs teach students academic skills such as organization, time management, reading strategies, and test-taking strategies.

Some successes were discussed:

- The total number of visits has increased
- Program reviews of SI/PALS found a 10 to 25 point difference in grades for those who visited six or more times.
- Example: CSC 212 DFW rate decreased once SI/PALS was instituted in the class.

X. Adjournment – 10:50 a.m.

Respectfully submitted:
Jodie Mozdzer Gil