I. Call to order:  9:37am

II. Announcements:

1. CMD sponsoring viewing of the documentary, *Speechless* about living with Aphasia, tonight in EN A 120 and it is free.
2. MaryJo Archambault shared that an individual who is a Paralympic Athlete will speak today at 12:30 – 1:30 regarding their journey.
3. Meredith Sinclair shared a screening of Backpack Full of Cash for this evening at 5:00pm.

Moment of silence for the victims of the shooting that occurred in California last evening.

III. Approval of UCF minutes of October 25, 2018

*Approved by all*

IV. Standing Committee Reports

a. NMC – Notifications Management Committee

*All Program and Course motions listed in the NMC minutes were approved, with the exception of:*

1. A request to postpone approval of the revised program; BS COM Advertising and Promotion name change to Advertising and Public Relations as well as the revised course proposals for COM 221, COM 338, COM 402, COM 472, COM 493. The suggestion was for the program and course developers to be certain to provide notification to other programs and departments on campus that may have shared content or names, i.e. English-Professional writing.

   *Meredith Sinclair made the motion to table these proposals pending appropriate notifications, Mike Shea, seconded. All accepted.*

2. ENG 125 course had been tabled pending notification to Judaic Studies. Following this notification, the English Department and Judaic Studies met and have decided to have this
course offered through Judaic Studies.

b. WACC – Writing Across the Curriculum Committee
   All course proposal motions listed in the WACC minutes for designation as W courses were approved.

c. UWIC – University Wide Impact Committee
   No comments or questions

d. PRAC/StAR
   Faculty Senate has formally approved StAR as a UCF committee
   No comments or questions
   Minutes will be in the next UCF packet

e. LEPC – Liberal Education Program Committee
   No comments or questions

f. Special Topics courses – UCF Chair
   The following courses were logged:
   1. ECO 398 – Economics of Immigration (1st time offered)
   2. FRE 398 – Contemporary French & Francophone Cinema (2nd time offered)
   3. FIN 298 – Financial Modeling (2nd time offered)

V. UCF Chair report
   1. November 29th and December 13th are our last two meetings of the semester.
   2. December 13th meeting will be held from 8:00am – 10:00am. Food will be provided and we need all members to attend for a quorum for the numerous motions that will need to be voted on for this meeting.

   3. Faculty Senate:
      • Concern for students who will have class after 5:00pm on the day dorms to close at the end of the semester. Process is for students to request extension so they may stay in the dorm until later in the evening or until the next day. The student incurs a fee if they choose to stay over the evening until the next day.

      • Faculty Senate addressing concern regarding an increasing number of students receiving counseling for anxiety and depression. Requesting materials to guide Faculty to resources for students in crisis.

      • Faculty Senate working on term limits for chairs.

      • Provost arranged a meeting between Deans, UCF President and Faculty Senate President to discuss concern regarding SCCs. Deans would like greater
involvement in the development of programs and courses. One item under review is establishing a better understanding of the role of the SCCs in School, Department or Program accreditation.

*Member comments:
- Concern regarding possible perspective that UCF should be dissolved and replaced by SCCs.
- One indicated that a possible rationale for change is to increase efficiency and become more streamlined.

VI. Updates from:
   a. Writing Center Director Dr. Marie McDaniel (HIS)
      W-Course Guidelines and Forms for pilot program unanimously approved (see below)
   b. LEP co-directors –
      Dr. Terri Bennett (MAT) transfer and policy issues
      No updates
      Dr. Karen Cummings (PHY) assessment and scheduling.
      No updates
   c. TAP – Dr. Terri Bennett (MAT), Southern coordinator
      Attending the TAP FIRC meeting (see LEPC minute)

VII. Old Business
   a. WACC
      Motion 1: To adopt the new W-course approval process and Guidelines for Designing and Teaching W-Courses as a pilot for three semesters starting in Spring 2019.
      Note: See attachments with Oct. 25 packet-- Pilot-W-Course Proposal Form and draft new WACC guidelines.
      No discussion
      All approved

VIII. New Business
   a. Motion 1 (from EXS and Steering Committee): To endorse the request of a department name change from Exercise Science Department to the Department of Health and Movement Sciences.
      Note: See attachment letter from Dr. Gary Morin, EXS
      One question raised regarding the similarity of the name to a new program being developed as well as to the Department of Public Health. Dr. Morin indicated that notification had been provided with no request for a change.
      All accepted endorsement
   a. Guest speakers – Year-long Scheduling -- Alicia Carroll, Registrar; Dr. Craig Hlavac, Associate Dean Arts & Sciences
      Provided presentation, “Academic Year Scheduling Task Force” with the following bulleted points shared via PowerPoint:
      - Background shared on the development of the annual schedule policy
      - Purpose of the new scheduling policy is to address on-time degree completion and the challenge students face in accessing courses. Plan is to
“alleviate course bottlenecks with planned rotations.”
  o 88% of students indicated they would use a waitlist feature to hold their spot in a course if offered
  o 59% of students indicated that they would use the new schedule for long term planning

- Recommendations from Task Force
  o Centralized course waitlist
  o Improved student registration experience
  o Committee to review current course timeslots and academic calendars
  o Departmental review of prerequisite pathways to identify and eliminate barriers to student progress
  o Select and implement student education planner tool

- UCF member questions and comments with responses provided:
  o Will faculty be able to inform education planner tool?
    ▪ Robust tool and who can edit and how it is added to the advising platform to be determined
    ▪ Possibly included as part of advising model
  o How will this address the issues of ‘fill rates’?
    ▪ Waitlist would possibly allow tracking of students
    ▪ Concern is whether students will waitlist for a preferred time when other time slots are available for them
    ▪ EAB previously recommended 85% fill rates to ensure space for students
  o The year-long schedule will be available for students a year out? What are the benefits for this year long schedule for students and university?
    ▪ Intended to reduce bottle neck so students see courses offered in the future
    ▪ Nontraditional students may prefer for planning
    ▪ Changes to the schedule for faculty is a potential challenge

b. Adjournment

10:55am A motion to adjourn was made by Deborah Weiss, Seconded by Karen Cummings.