Undergraduate Curriculum Forum  
Thursday March 21, 2019


Guest: Dr. Helen Marx, (EDU) Academic Advising

I. Call to order 9:37 a.m. – Quorum present at 9:37 a.m.

II. Announcements
   a. Tricia Lin - “Memory, Community, Hope: Holocaust Survivors in Germany, 1945” Monday, April 8, 2019, 1:00 – 2:00 pm, ENG A 120; “Queering & Indigenizing the Curriculum: Teaching for Social Justice in the 21st Century,” Friday, April 12, 2019, 9 am to 3 pm in ENG B121 A&B
   c. Alex Girard – Announced SCSU Healing Project #MeToo Quilt Workshop. Last workshop on Thursday March 21, 2019, from 2-4p Earl Hall, 216
   d. Barbara Cook – March 21, 2019 is World Down Syndrome Day - awareness day.
   e. MaryJo Archambault – Smash Bowl 2019 AB Wheelchair Rugby Tournament, Saturday, March 23, 2019, Pelz Gymnasium from 9:30 am – 1:00 pm.
   f. Robert Smith – Will Hochman Excellence in Writing Award, winner selected and two runners up. Winner will be presented with an award at Honors Convocation on May 5, 2019. Teaching Academy on May 20, 2019 will focus on Writing. Call to go out to faculty interested in putting together a session.

III. UCF minutes from February 28, 2019

Minutes from 2/28/19 – Approved Unanimously

IV. Standing Committees
   a. NMC – Notification Management Committee

New Course Proposals

EGR 252 – Engineering Mechanics II – Dynamics
Approved Unanimously
Revised Course Proposals

MAT 320 – Probability and Statistics I MAT 320 – Probability
SCE 496 – Student Teaching Seminar – Science
Approved Unanimously

Revised Program Proposals

BS Political Science
BA Mathematics
BS Mathematics_CONC_7-12
BS Mathematics_CONC_Applied MAT
Approved Unanimously

BS Earth Science_CONC_7-12
BS Chemistry (7-12)_CONC_CHEM 7-12
BS Biology (7-12)_CONC_BIO (7-12)
Post–Bacc Teacher Cert. Major: BIO, CHE, PHY (minutes from NMC 3/7/19 meeting should indicate PHY not PHI), ESC 7-12_CONC_BIO, CHE, PHI, ESC 7-12
Approved Unanimously

BS Anthropology_CONC_Bilingual Multicultural Education-TESOL M.S. Accelerated Pathway Motion to TABLED by NMC

Expedited Proposals

BA&BS English_CONC_All BA (literature/professional writing/creative writing); BS & ALL Minors
Mathematics (MAT 322, 378, 488)
Mathematics (MAT 325, 326, 488)
Approved Unanimously

NMC approved the following proposals pending clarifications on 2-7-2019

Departmental Minors (Addendum)
Honors
Philosophy
NMC approved the preceding proposals that were pending clarifications

Clarifications received 2/20/2019, proposals accepted by UCF Chair

b. WACC –

No W-course proposals this week. Motion to approve revised waiver application.
Motion not voted on by UCF and will be revisited after current pilot program for new W-course guidelines is adopted by UCF
Writing director found 59 instances of W listings that were either not approved as a W or not approved for the specific faculty. Writing director has been reaching out to departments (In UCF Tracker) Existing course/faculty with W designations can keep that W format for the course/faculty – however, new faculty or new courses will need to submit a W proposal under new pilot guidelines.

c. UWIC –

School Curriculum Committees - The forum was held on Monday, March 18th from 1-1:50 pm in ENG C112. Good turnout for the forum and legitimate concerns raised by School of Business (demonstrated need for SCCs) and Education.

Accelerated Programs – guidelines passed and to be presented to graduate council by end of March. Interdisciplinary Programs - Clarification from faculty senate on external committees.

d. StAR – No motions this week. Committee did not meet due to the inclement weather. Next meeting on April 1, 2019

e. LEPC –

Discussion regarding challenges for students related to major restrictions in the LEP. Possibility of sharing up to 3 courses between a major and LEP and restructuring Degree Evaluation to increase transparency of the various requirements separating LEP from major. NECHE indicates this would be acceptable. Student Government Association to meet with LEPC co-chairs and UCF leadership to discuss the results of the LEP forum they recently held. A date and time TBD.

f. Special Topics courses – UCF Chair

The following courses were logged:

BIO 398 – Fall 2019 – First time offered
BIO 398 – Fall 2019 – First time offered

V. UCF Chair Report

Special topics courses will be removed from schedules that do not have paperwork filed with UCF. It was emphasized that special topics are to only be offered a maximum of three times. After that, these courses must be made into permanent courses or they should be changed to a different topic. Special topics courses cannot be used as Tier 3 courses.

Faculty Senate has not yet voted to eliminate the A+ from the final course grades. They are scheduled to discuss again at next Senate meeting but a final decision has not yet been made.

Provost will attend April 4, 2019 UCF meeting.
VI. Updates from:

a. Dr. Marie McDaniel, Writing Center Director –

59 instances of W listings were found that were either not approved as a W or not approved for the specific faculty. Writing director has been reaching out to departments (In UCF Tracker) Existing course/faculty with W designations can keep that W format for the course/faculty – however, new faculty or new courses will need to submit a W proposal under new pilot guidelines.

b. LEP Co-directors: Dr. Terri Bennett and Karen Cummings –

With respect to Terri Bennett report below, Karen added that when advising, if student is a transfer student, faculty should be sure the student meets/met with transfer counselor.

**LEP Co-director, Terri Bennett - report (Included with the 3/21/19 UCF Meeting Package):**

“In response to a request from UCF membership, Alicia Carroll has completed a course search tool called “T3 Capstone--Open to All”. The courses on this list are Tier 3 courses that only have prerequisites that can be satisfied within Tier 1 and 2. Please share this information with faculty and professional advisors. If there are any other questions, updates, or corrections, please contact Terri Bennett.

The LAS agreements for Naugatuck Valley Community College and for Tunxis Community College have been signed. We now have five LAS articulation agreements in effect for Fall 2019 for the following CCs: Gateway, Housatonic, Norwalk, Naugatuck Valley, Tunxis. The following items have been mentioned in prior reports, and are here as a reminder.

Advising of incoming Summer and Fall 2019 transfer students begins in March for a limited number of students, and in April for most transfer students. Please remind your department that new transfer students should be meeting with a professional advisor in order to transition to SCSU.

Advising season is here—this is another reminder of the Tier 3 prerequisite. Students that have outstanding Tier 1 courses will need to register for those FIRST, and then they can register for a Tier 3 course in the same semester. All Tier 1 courses and 6 of the 8 Tier 2 courses must be completed before completing the Tier 3 capstone. In other words, students may take a Tier 3 course after completing 6 Tier 2 courses. In addition, all Tier 1 courses must either be completed prior to taking a Tier 3 course or be taken concurrently with Tier 3.”

An updated LEP advising document was sent to the UCF membership before spring break. Please distribute to faculty advisors.
**TAP update, Terri Bennett, (included in UCF 2/28/19 meeting package):**

“Programs that have a TAP pathway and that have submitted (and received approval for) program revisions that will be in the 2019-2020 catalog will need to update their TAP pathway documents. Department chairs received an email last week, and updates are due by March 27.”

c. **Dr. Karen Cummings (PHY) Assessment and Scheduling:**

Dr. Karen Cummings advised that LEP looking for volunteers to help with assessment for each standard of measurement.

**VII. New Business**

a. Motion 1: To reconsider UCF approval of Dec. 13 for Interdisciplinary Program Guidelines.
   Motion 2: To approve Interdisciplinary Program Guidelines.  
   **Unanimously Approved**

b. Motion to endorse departmental changes in School of Business:
   Management/MIS/IB will be known, starting in Fall 2019, as Management/IB. Former MIS now will be known as BIS – Business Information Systems as of Fall of 2019.  
   **Unanimously Endorsed**

c. Discussion regarding upper level courses, i.e., 400 level courses not having prerequisites. Courses in the upper division that do not have prerequisites might be subject to questioning.

d. Guest Dr. Helen Marx (EDU) Academic Advising discussed academic advising. There will be four faculty coordinators – if interested email Dr. Marx – the role eligible for reassign time. Thus far, STEM and School of Business have faculty coordinator roles filled. SSC Navigate available on our SCSU apps dashboard. SSC Navigate should be used to access information regarding faculty advisees, including PINS for registration. Faculty can use SSC Navigate to leave advising session notes that can be helpful for others involved in advising such as faculty advising coordinators or Terri Bennett, etc.

**VIII. Adjournment**
Meeting adjourned at 10:50 a.m.