Undergraduate Curriculum Forum

AGENDA
Adanti Student Center 301
Thursday, November 17, 2016

I. Call to order

II. Announcements

III. Approval of UCF minutes of November 3, 2016

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   b. WACC – Writing Across the Curriculum Committee
   c. UWIC – University Wide Impact Committee
   d. PRAC – Program Review and Assessment Committee
   e. LEPC – Liberal Education Program Committee
   f. Ad hoc Transfer Committee
   g. Special Topics courses

V. TAP Transfer Degrees under review – http://www.ct.edu/initiatives/tap#pathways
   The following pathways were approved at the 11/11/16 TAP FIRC meeting and will be forwarded to SCSU departments for their recommendations:
   • ECTC – Early Childhood Teacher Credential
   • Exercise Science

VI. Unfinished business
   Elizabeth Kalbfleisch – Director of Writing Center and WAC – update and continuation of discussion on university writing program

VII. New Business
   Christina Baum, Buley Library Director of Library Services and Cindy Schofield, Head of Technical Services, Lead for Library Automation Implementation Project
   Presentation - Library automation system; all campuses in the CSUS are part of this project that will go live on January 9th.

VIII. Adjournment
UCF Meeting Minutes
November 3, 2016


I. Call to order
Called to order at 9:35 am. A quorum (50% + 1) was reached at 9:41 am

II. Announcements:
Social Justice Week
Indigenous people presentation
Newtown documentary, panel discussion, Nov. 10 @ 7 pm
Reflection Garden forum, Nov. 10 @ 1 pm
Simpson Scarborough hired for marketing Tues., Nov.8 ASC Theater 1:30pm

III. Approval of UCF minutes of October 20, 2016

Minutes approved unanimously

IV. Standing Committee Reports
A. NMC – Notifications Management Committee
1. Motion to approve Revised Course Proposals

   HIS 497 – History Internship
   LEP_HIS 241 – Modern Middle East ** T2/SS,C & C
   PHI 215 - Logic
   PHI 403 – Contemporary Challenges to Religion

   Motion approved unanimously

2. PSC 497 – Political Science Internship - tabled

Minutes of October 27, 2016 were received
B. LEPC – LEP Committee

The positions of LEP Co-Directors have been officially secured (Assessment and Transfer). Applicants for LEP Co-Director for Assessment must apply by Wed. 10/26/16.

Terri Bennett (LEP Co-Director for Transfer) presented an overview of concerns, observations and suggestions from her first few months in the position.

Minutes of October 24, 2016 were received

Electronic Minutes of October 26, 2016 were received. The following motion was brought forward from the committee:

**Revision of LEP Tier 3 capstone course prerequisite**
Currently the LEP requires that students complete nine Tier 2 areas of knowledge. The current prerequisite required for the Tier 3 capstone course is completion of seven of the nine areas of knowledge.

The revised LEP will require that students complete eight Tier 2 areas of knowledge. Given this change, it is recommended that the prerequisite for the Tier 3 capstone course be revised to completion of six out of eight Tier 2 areas of knowledge.

Motion that the Tier 3 prerequisite language be revised to:
Prerequisite for Tier 3 capstone course: Completion of 6 out of 8 Tier 2 areas of knowledge

**Motion approved unanimously**

C. UWIC – University Wide Impact Committee

1. Nicole Henderson and Deb Weiss met with the committee to discuss INQ and TAP.
2. The committee was also given an overview of a new charge to explore exceptions to the current rule that no more than 9 credits of graduate coursework can be applied to an undergraduate degree.

Minutes of October 27, 2016 were received

D. PRAC – Program Review and Assessment Committee

1. Journalism PRAC Report Revisions were received.
2. PRAC Calendar 2018-2025 was discussed. A new calendar will be developed to evenly distribute the open meetings. The original order of programs will be maintained.
3. LEP Assessment Calendar was discussed.
a. Scheduling could be based on status of the rubrics.
b. Rubrics generated by affinity groups were reviewed.
c. Affinity groups without rubrics were identified

4. PRAC Chairperson, Rebecca Silady clarified the following issues:
a. Ad Hoc Assessment Committee membership - UCF members must choose between remaining a member of their current standing committee or joining the new Ad Hoc Assessment Committee.
b. UCF members teaching in the LEP are encouraged to actively participate in their affinity groups. The affinity groups will be the primary authors of the rubrics used for LEP Assessment. The Ad Hoc Assessment Committee will develop rubrics for areas of knowledge without active affinity groups.

Minutes of October 27, 2016 were received

E. WACC – Writing Across the Curriculum Committee
   1. Motion to Approve new W course proposals
      
      SWK 321 - Human Behavior and Social Environment II, Julie Piepenbring
      MGT 430 - Management of Multinational Corporations, Gene Brady

      Motion approved unanimously
   2. Continued discussion about proposed Writing in Discipline program.

Minutes of electronic meeting on October 13, 2016 were received

F. Ad Hoc Transfer Committee

   Discussion of Appendix A from the LEP Charter: Transfer Students
   1. Discussed course categories (e.g., by discipline) of courses that could fulfill the NEASC general education requirements for possible use as decision points regarding how transfer credits would be applied to LEP requirements for students transferring in 60 or more credits but lacking an associate’s degree.

   2. Began discussion of possible revisions to the transfer guidelines for students who transfer with an AA/AS degree.

Minutes of October 27, 2016 were received

G. TAP Faculty Implementation Review Committee
The most current versions of the Pathways can be found at: [http://www.ct.edu/initiatives/tap#pathways](http://www.ct.edu/initiatives/tap#pathways).

No new motion or minutes

H. Special Topics Courses

- HIS 298: The Machine in America
- PSC 498: Presidential elections and transition
- CSC 398: Mobile Development

These courses have been logged by the UCF Chair

V. Unfinished Business – discussion of implementation of revised LEP

- Student choice – current students will be able to change their catalog year to 2017-2018 if they wish to take advantage of the revised LEP. To do this, department chairs will need to submit the students’ names through the Workflow process. A streamlined solution for this is being discussed.
- It was pointed out that there is much misinformation amongst students and many students do not fully comprehend what a catalog year is.
- The importance of providing clear information to faculty advisors was stressed.

VI. New Business

A. Ilene Crawford - Receiving Title IV Aid for Teacher Certification Programs – the complexities of this issue were discussed as well as the steps being taken for corrective action.

B. Elizabeth Kalbfleisch – Director of Writing Center and WAC

A series of meeting were held with a total of about 60-65 people across various departments to discuss the Writing Program proposal. There appears to be a lot of support for a disciplinary writing program but also a lot of concern about implementation difficulties. Liz will now meet with the WACC to start hashing out more detailed proposal(s) to create a new WID program or revise the current WAC program. The goal is to have a proposal to the UCF toward the beginning of the spring semester. The next meeting will dedicate a longer block of time for discussion.

VII. Adjournment

The meeting was adjourned at 10:50 am.

Respectfully Submitted:

Cindy Simoneau
Present: Meredith Sinclair (Co-Chair); Braxton Carrigan (Co-Chair); MaryJo Archambault, Cathy Berei, Jeremy Chandler, David Chevan, Russell Engel, Michael Fisher, Rich Glinka, Marty Hartog, Md Shafaeat Hossain, Jen Ruggiero, Sang Yoon, Sophia Myers (UCF secretary)

Absent: Steven Hoffler

Call to Order: 9:35am

Old Business

Revised Course Proposals
PHI 408 – Phenomenology and Existentialism
  Motion to approve pending clarification: (M. Archambault, 2nd R. Engel)
  Vote: 11-0-0

PHI 420 – American Philosophy
PHI 425 - Metaphysics
PHI 430 – Selected Philosophical Classics
PHI 480 – 20th Century Analytic Philosophy
  Motion to approve pending clarification: (B. Carrigan, 2nd M. Fisher)
  Vote: 11-0-0

PHI 490 – Philosophy Seminar
  Motion to TABLE: (J. Ruggiero, 2nd B. Carrigan)
  Vote: 12-0-0

New Business

New Course Proposals
MAT 100P – Introductory and Intermediate Algebra
  Motion to approve: (M. Hartog, 2nd M. Archambault)
  Vote: 12-0-1

MAT 112 – Algebra for Business and the Sciences
  Motion to approve: (M. Archambault, 2nd D. Chevan)
  Vote: 12-0-1

MDS 441 – Content Development for Social Media
  Motion to approve: (J. Ruggiero, 2nd M. Archambault)
  Vote: 12-0-0

PCH 371 – Food System and Food Justice **T3/ AE, M&B
  Motion to Revise/Resubmit: (M. Hartog, 2nd D. Chevan)
  Vote: 13-0-0
Revised Course Proposals
MAT 100 – Intermediate Algebra
  Motion to approve: (J. Chandler, 2nd M. Fisher)
  Vote: 12-0-1

MAT 122 – Precalculus
  Motion to approve: (M. Archambault, 2nd M. Fisher)
  Vote: 12-0-1

Revised Program Proposals
BS Comprehensive Special Education
  Motion to approve: (J. Ruggiero, 2nd M. Archambault)
  Vote: 13-0-0

Expedited Proposal for Minor Changes to Multiple Courses
Mathematics
  Motion to approve pending clarification: (M. Hartog, 2nd M. Sinclair)
  Vote: 12-0-1

I. Adjournment

** Classified as LEP courses
11/10/16 WACC meeting notes

Present: Elena Schmitt, Sarah Wojiski, Matt Miller, Claire Novosad (chair)
Guest: Elizabeth Kalbfleisch

We had a detailed discussion of the WAC Proposal that we hope to present to UCF in the beginning of the Spring Semester.

No new proposals were received.

Respectfully submitted,

Claire Novosad
In attendance: S Bernard (co-chair), K Stiver (co-chair), J. Alexander, M Barboza, D Fairchild, J Gagliardi, M Knell, C Meyerhoffer, J Mielczarski, P Starvaggi, E West.

I. Call to order ~9:40

II. Old Business

a. Committee discussed revisions to the New Program Proposal form and Instructions. Will be completed and voted on in next meeting
b. Discussion of charge to explore exceptions to the current rule that no more than 9 credits of graduate coursework can be applied to an undergraduate degree.

III. Meeting adjourned 10:50

Minutes submitted by K. Stiver
PRAC Minutes
November 10, 2016

Present: Costel Calin, Jesse Gleason, Charlie Dillinger-Pate, Yan Liu, Anthony Richardson, and Rebecca Silady (chair)

Absent: Marybeth Fede, Tricia Lin, and Jeff Webb

Meeting began at 9:40am

Old Business
1. PRAC Calendar
   a. Discussed the calendar further, but did not finalize it. Still need to schedule IDS, LEP, and the un-housed minors.

New Business
1. Revisions to PRAC By-laws
   a. Began to discuss how to revise the by-laws to include in the list of PRAC responsibilities that PRAC will accept reports from the Office of Assessment and Planning each semester listing the LEP classes that have submitted artifacts for assessment.
   b. Will vote on the revision at our meeting on Dec 1.
2. Discussion of the Philosophy Department’s follow up report from their PRAC report from December 2015.
   a. Met with Armen Marsoobian, Chair of the Philosophy Department
   b. Comments will be included in the minutes of our Dec 1 meeting, when we will also vote on the report.

Meeting adjourned 10:58am
Present: Elliott Horch, Wendy Hardenberg (recording), Helen Marx, Mike Shea, Cindy Simoneau (chair), Resha Cardone, Jim Tait

Call to Order: 9:45 a.m.

Announcements: None

Old Business:

- Edits to LEP Document—Committee members began the process of reviewing and editing the current LEP document. A page-by-page review proceeded, including suggested edits provided by UCF Chair Deb Weiss. Edits are updating of language and to reflect changes approved by the UCF since the last revision.

  In addition, committee members are developing a list of topics for future discussion or possible change.

  Plan is to continue edits at remaining committee meeting of semester then present package to UCF later.

No motion to present to UCF at this time.
Ad Hoc Transfer Committee Meeting
Minutes 11-10-16

Present: Liz Keenan, Carol Stewart, Barbara Cook, Vern Williams, Kalie Menders, Wes O’Brien, Lisa Lancor

Absent: Heidi Lockwood, Trish Regan
Guest: Deb Weiss

1. Discussion of Appendix A in the LEP Charter: Transfer Students
   a. Liz Keenan met with Dr. Terricita Sass and Dr. Terri Bennett and Dr. Deb Weiss on 11-9-16 to get feedback on draft revision ideas.
   b. Discussed feedback on draft ideas for LEP Appendix A revisions. Seeking to develop policy that is clearly and simply stated and able to be implemented through coding in Banner and in the transfer banks.
   c. Noted the continued need for resources to update the transfer banks and implement LEP revision decisions.
   d. After discussion, revised several parts of the Appendix.
   e. Will examine a range of transfer transcripts to test out the potential changes at next meeting on 12-1-16.