I. Call to order ~9:40

II. Old Business

a. Motion to accept the revise New Program Proposal form and directions.
   
   *D Fairchild motion, T Ryder second. Motion passed 10-0-0*

b. Motion to allow programs to have an exemption from the 9-credit restriction on graduate courses applied to undergraduate degrees. Exemptions would be based on the needs of a particular program, with clear justification of why this is necessary for the program, and would require UCF approval during the program proposal or revision process.
   
   *M Barboza motion, M Savelli second. Motion passed 11-0-0*

c. Announcement that we have tabled the discussion of further LEP reductions/differentiation of the BA and BS LEP requirements, based on feedback from department chairs (very mixed reception).

III. Meeting adjourned 10:50

*Minutes submitted by K. Stiver*
SUMMARY OF CHANGES TO NEW PROGRAM PROPOSAL FORM:

1) There are several minor wording changes to the required materials portion of the form to clarify what is being requested.
   - Clarification of aim of “evaluating students” to specific that what is desired is some idea of program assessment
   - Matching language to what is on the BOR paperwork (e.g. (objectives/outcomes)
   - Slight expansion of additional resources clarification

2) Addition of a request for a 4-year curricular map for students. This is to encourage transparency in program development, and we ask that programs include in the planning pre-requisites to required courses, and consideration of the “start point” for the average, not the extraordinary, student who may be completing the program.

3) We have also developed more extensive directions for the form, with specific reference to associated sections of the BOR form that may be helpful in preparation.
UNDERGRADUATE CURRICULUM FORUM
NEW PROGRAM PROPOSAL – REQUIRED MATERIALS

Directions: Please fill out the following and submit along with:

1) UCF Signature Sheet
2) New Program Summary Form
3) Additional materials as described in Directions for Preparing a New Program Proposal

A) WHAT IS THE RATIONALE FOR PROPOSING THIS PROGRAM?

B) WHAT ARE THE LEARNING OBJECTIVES/OUTCOMES FOR THIS PROGRAM?

C) WHAT IS THE PLAN FOR OVERALL PROGRAM ASSESSMENT, AND ASSESSMENT OF HOW STUDENTS MEET THE LEARNING OBJECTIVES FOR THE PROGRAM?

D) PLEASE ATTACH A CURRICULAR MAP (4-YEAR – SEE DIRECTIONS) FOR STUDENTS COMPLETING THIS PROGRAM. THIS PLAN MUST INCLUDE ALL POTENTIALLY NECESSARY PRE-REQUISITES AND COGNATE COURSES FOR BOTH THE EXPECTED LEP AND MAJOR COURSE REQUIREMENTS FOR STUDENTS IN THIS PROGRAM.

E) PLEASE SPECIFY IF THERE ARE ANY ADDITIONAL REQUIREMENTS BEYOND THE STATED CURRICULAR REQUIREMENTS FOR THIS PROGRAM.

F) ARE THERE RESOURCES NEEDED FOR THIS PROGRAM THAT ARE NOT ACCOUNTED FOR IN THE TEXT ABOVE? PLEASE ELABORATE.
1) Complete the UCF Signature Sheet
   • Indicate the Program and associated Department(s)
   • Primary Contact Person and their contact information
   • Votes and signatures from the Department of the proposer.
   • Please include revised proposal dates as needed.

2) Complete the New Program Summary Form
   • Check the completions list.
   • Note any affected departments. The submitting department must notify the chair(s) of these departments, and you must provide proof of notification (email/memo) along with your proposal. Although acknowledgement is not required, it should also be included with the submission when possible.
   • Please list all required courses. Here, we expect only the final required course even if it is part of a sequence of pre-requisites, but please note that we require listing of the full sequence as part of a curricular map for the Required Materials form.
   • Please note the associated Department(s), list any specializations (if applicable), and provide the Catalog Description for the New Program.

3) Complete and attach the remaining Required Materials.
   • You are not expected to have completed the entirety of the BOR “Application for New Program Approval” form at the time of submission to UCF. However, as certain portions will aid in your proposal preparation (Section 2, Section 3; see below), we recommend completion of some sections as you prepare your UCF New Program Proposal. You may opt to submit the partially competed form along with your New Program Proposal. Please complete:
     • QUESTION A: Rationale.
       • Please reference the relevant portion of the BOR Form: The first two portions of Section 2: Program Planning Assessment (Alignment of program with Institutional Mission, Role and Scope; Addressing Identified Needs).
       • Please outline why this program is needed. Specifically (answer as many as apply):
         ▪ How does it serve the needs of our students?
         ▪ How does it address the needs of the CT communities/society?
         ▪ Who is the population that will be served by this program?
         ▪ What are the potential career outcomes for this program?
         ▪ How many majors are expected?
         ▪ What proportion of students do you expect to be recruited from current departmental majors?
         ▪ Of the remaining proportion, where do you see them coming from?
**QUESTION B: Objectives/Outcomes**
- Please reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Learning Outcomes).
- Please outline the intended learning outcomes for students completing this program.

**QUESTION C: Program/Learning Outcome Assessment**
- Please reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Learning Outcomes).
- Please briefly outline any current plans to assess the program and student learning with regard to the larger learning objectives of the program.

**QUESTION D: Advising plan and full required courses pathway**
- Please outline a curricular map for a student entering your program.
- This pathway must take into account any pre-requisites to required LEP, Cognate, or Major courses.
- The plan should take a “average” student perspective.
  - You must outline course pre-requisites, even if it is possible that higher performing students may place directly into them.
  - You should not have expectations for specifically prepared students as the “typical” entering student (e.g. plans that they enter with AP course waivers) without clear and detailed justification supporting this expectation.
  - The default plan should consider a pathway to graduation in 4 years (8 regular term semesters), with exception for 4+1 and 3+2 undergraduate/graduate programs.
  - We advise against plans that necessitate students completing required coursework outside of the regular school terms. That is, students should not be expected to take winter or summer term courses in order to complete their degree in 4 years.

**QUESTION E: Additional Requirements**
- Please note any requirements for graduation beyond those outlined in the required course list, and in the advising pathway.
- If your program requires more than 120 credits for completion, include a brief rationale to explain why this is necessary.

**QUESTION F: Additional Resources**
- Please reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Program Administration; Faculty; Special Resources) to help identify additional resources.
- Please outline resources needed. You may choose to flag certain resources as being essential for the program to run, but it is not required.