New Business:

1. **School Curriculum Committees (SCCs).** In accordance with the motion from last April, see below, UWIC is beginning to evaluate the effect that the removal of SCCs from the new and revised programs had on the proposal process. The committee is developing a questionnaire to be sent to: school deans, department chairs, DCC chairs, and those that submitted program proposals over the past year.

During discussion of SCCs the idea that schools could continue to house SCCs if they wanted/needed arose as did some discussion of the utility of SCCs. Even if UCF does not require SCC approval, several schools including the school of Business and Health and Human Services would continue to want to use SCCs. The question is how that would be structured with the removal of SCCs from UCF (if that occurs)?

SCC Motion from April 2018:

A pilot program shall be implemented during AY 2018-2019, during which time New and Revised Program Proposals will not be required to undergo review by the School Curriculum Committees (SCCs).

Within 3 UCF meeting dates of the end of the AY 2018-2019, UWIC will evaluate the impact of the pilot program to determine whether it should be continued or discontinued. During this trial period, forms and directions for new and revised programs, including the flow of proposals, will be revised to remove the SCC component.

Old Business:

1. **Accelerated Pathways**, combined bachelors and masters degrees. Draft document shared by I. Crawford, “Accelerated Bachelor’s to Master’s Degree Pathway”. This document outlines the minimum requirements for programs offering an accelerated pathway and how students will be accepted into those programs. These requirements include a 3.0 GPA with a GPA check at the beginning and end of Junior year. If students do not succeed in graduate courses their senior year but meet the requirements of the bachelors degree they will graduate with a bachelors and be encouraged to apply for the traditional masters program.

UWIC is developing guidelines for proposers of these degrees to ensure the above is included as well as how electives/credit load is handled. Degrees will be able to include gates above the GPA requirement.

*Minutes submitted by M. Barboza*
UNDERGRADUATE CURRICULUM FORUM
DIRECTIONS FOR PREPARING A NEW PROGRAM PROPOSAL

1) Complete the UCF Signature Sheet
   • Indicate the program and associated departments.
   • Primary contact person and their contact information
   • Votes and signatures from the either the departments or the Development Committee*
   • Include revised proposal dates as needed.

*When applicable, this committee will act as a DCC for the new interdisciplinary program and the membership list shall be included in the program submission.

2) Complete the New Program Proposal - Summary Sheet
   A. COMPLETIONS LIST: Complete all items in the Completions List and check off all boxes.
   B. AFFECTED DEPARTMENTS: 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 of notification is not required, if received, it should be included with the submission.
   C. LIST OF 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.
   D. NEW PROGRAM DESCRIPTION: 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 Information.

Although you are not required to complete the entire BOR “Application for New Program Approval” at the time you submit this proposal to the UCF, certain portions of the BOR application will assist you in completing this section of your UCF proposal (Section 2, Section 3; see below) You may also opt to submit the partially competed BOR application along with your New Program Proposal. Please complete:

A. RATIONALE
   • 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).
   • 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?
     ▪ What 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 are expected to be recruited from current departmental majors and where would the remaining proportion of students come from?

B. LEARNING OBJECTIVES/OUTCOMES
• Refer to the relevant portion of the BOR application [first portion of Section 3: Program Quality Assessment (Learning Outcomes)].
• Outline the intended learning outcomes for students completing this program.

C: ASSESSMENT: Program/Learning Outcome Assessment
• Reference the relevant portion of the BOR Form: The first portion of Section 3: Program Quality Assessment (Learning Outcomes).
• Briefly outline any current plans to assess the program and student learning with regard to the larger learning objectives of the program.

D: CURRICULAR MAP: Advising plan and full required courses pathway
• Outline a curricular map for a student entering your program.
• This pathway must take into account any pre-requisites for required LEP, Cognate, or Major courses.
• The plan should take an ‘average’ student perspective.
  • Course pre-requisites must be outlined, even if it is possible that higher performing students may place directly into them.
  • There should not be an expectation that students will have specific preparations, e.g., advanced placement course waivers, without clear and detailed justification supporting this expectation.
  • A pathway to graduation in 4 years (8 regular term semesters), with exceptions for 4+1 or 3+2 undergraduate/graduate programs, is expected.
  • Students should not be expected to take winter or summer term courses in order to complete their degree in 4 years.

E: ADDITIONAL REQUIREMENTS: 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 explaining why this is necessary.

F: ADDITIONAL RESOURCES:
• Refer to 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.
• Outline resources needed. You may choose to flag certain resources as being essential for the program to run, but it is not required.

G: INTERDISCIPLINARY PROGRAMS:

An interdisciplinary program may be established through divisions or other major groupings of departments, with some common interest. Such programs are established by the University Administration with the advice of the Senate (UCF) following consultation with appropriate faculty bodies. By definition, such programs have multiple stakeholders and faculty from different departments/disciplines who teach a significant number of courses in the program. Refer to the UCF Policy on Interdisciplinary Programs for complete details regarding such programs. In addition to the information required above, please complete the following information:

1. Department Relationships
   • Interdisciplinary programs are proposed by a Development Committee comprised of the various stakeholders for the program. Describe this committee and how it was formed.
   • Describe the roles and relationships of the various departments and disciplines involved in the program.

2. Steering Committee
   • Include guidelines that outline the proposed initial composition of the program’s Steering Committee (SC).
   • Although the Steering Committee will write the bylaws that will govern the interdisciplinary program, the Development Committee may include suggested information that the SC is advised to include in the bylaws.
   • Bylaws are not required to propose a new program but must be in place before the program is offered. These must be filed with the UCF. These bylaws should include a model for advisement in addition to issues relevant to the committee such as number and composition of members and their election, election of chairperson or program director, etc. The steering committee is encouraged to utilize the Faculty Senate elections procedure when appropriate.
   • If the program will be housed in one or more departments without a separate steering committee, the bylaws shall outline this and the subsequent sections of those departments’ bylaws which will regulate the interdisciplinary major.
Undergraduate Curriculum Forum

New Program Proposal - Signature Sheet

Date ______

**DIRECTIONS:** Please complete this form and submit with: 1) UCF Signature Sheet, 2) Summary Sheet, 3) Required Materials form, and 4) any additional required materials as described in *Directions for Preparing New Program Proposal* to the UCF office (EN C216). When submitting a revision of this proposal, use the original form indicating the date of the revision in the space below.

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<tr>
<th>Department(s):</th>
<th>Program Title:</th>
<th>Concentration:</th>
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<th>Contact Person:</th>
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<td>Phone:</td>
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<td>Campus Address:</td>
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Complete the following before submitting the proposal to the UCF

**Department 1 or Development Committee**

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<th>DCC/Development Committee votes</th>
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<td>Chairperson, Dept. Curriculum Comm.</td>
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*The following are for interdisciplinary programs and should be completed only if no Development Committee was formed.*

**Department 2 (if applicable)**

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**Department 3 (if applicable)**

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*The following section will be completed when the proposal is approved by the UCF*

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<th>date</th>
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<td>Provost (or designee)</td>
<td>date</td>
</tr>
<tr>
<td>Chairperson, UCF</td>
<td>date</td>
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<tr>
<td>Other signature and title</td>
<td>date</td>
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Date of Revised Proposal Submission: 1st Revision: ______  2nd Revision: ______  3rd Revision: ______
New Program Proposal - Summary Sheet

A. COMPLETIONS LIST: Before submitting your proposal, please validate that you have addressed the following, and completed the appropriate sections for each on this form and in the Rationale.

☐ LIST OF REQUIRED COURSES
☐ CATALOG/PROGRAM DESCRIPTION
☐ IDENTIFY SPECIALIZATION(S)/CONCENTRATION(S)
☐ PROFESSIONAL/CERTIFICATION REQUIREMENTS
☐ DEGREE STATUS
☐ MINOR PROGRAM (Please attach Minor in a Program addendum)
☐ OTHER (Please specify)_____________________________

B. AFFECTED DEPARTMENTS: Are other departments affected by this proposal? If so, list these departments and include notifications sent and letter(s) of acknowledgment from Chair(s) of Department(s) (when received) with this proposal and/or include their signature(s) on the signature form.

____

C. LIST OF REQUIRED COURSES
List courses that are included as part of this New Program Proposal; include Department, course number, and title.

____

D. NEW PROGRAM DESCRIPTION
Provide the New Program description which will be used for preparing the catalog. Please attach additional sheets if needed.

DEPARTMENT ____
SPECIALIZATION(S) (IF APPLICABLE) _____
CATALOG DESCRIPTION _____
### A: RATIONALE: What is the rationale for proposing this program?

### B: LEARNING OBJECTIVES/OUTCOMES: What are the learning objectives/outcomes for this program?

### C: ASSESSMENT: What is the plan for overall program assessment, and assessment of how students meet the learning objectives for the program?

### D: CURRICULAR MAP: Please attach a 4-year curricular map (see directions) for students completing this program. This plan must include all potentially necessary pre-requisite and cognate courses for both the LEP and major course requirements for students in this program.

### E: ADDITIONAL REQUIREMENTS: Please specify if there are any additional requirements beyond the stated curricular requirements for this program.

### F: ADDITIONAL RESOURCES: Are there resources needed for this program that are not accounted for in the text above? Please elaborate.

### G: INTERDISCIPLINARY PROGRAMS; for interdisciplinary programs, include:

1. Department relationship:

2. Steering committee, including the plan for approving associated bylaws:
Interdisciplinary Programs

Establishment

An interdisciplinary program may be established through divisions or other major groupings of departments, with some common interest. Such programs are established by the University Administration with the advice of the Senate (UCF) following consultation with appropriate faculty bodies. By definition, such programs have multiple stakeholders and faculty from different departments/disciplines who teach a significant number of courses in the program.

Following the initial steps of consultation with appropriate faculty bodies, University Administration, and with the advice of the Senate (UCF), a faculty committee (Development Committee), comprised of program stakeholders to explore the feasibility of the program and to design such a program shall be formed. The Development Committee shall consult regularly with the University Administration to ensure the availability of resources for creating the program. Responsibilities of the Development Committee shall include completion of all required documentation to receive curricular approvals and guidelines regarding initial composition of the program’s Steering Committee (if relevant).

Interdisciplinary programs may be:

1. housed cooperatively within several departments that share responsibility for the governance and administration of the program;
2. housed external to the stakeholder departments with an independent governing and administrative body in the form of a Steering Committee (*external interdisciplinary program).

Responsibility for Program

The members of the several departments involved, or those who regularly teach in the program, shall have responsibility for the content and development of the courses and curriculum of the program, unless specified otherwise in the establishment of the program. In establishing the departmental assignments for members who teach in interdisciplinary programs, the Department Chairperson shall consult with appropriate members in the interdisciplinary program. The interdisciplinary program may establish and administer policies on grading and admissions to and academic standings in its programs, providing such policies are consistent with University-wide policies.

*Steering Committee

A Steering Committee shall be established for all external interdisciplinary programs and may be established for those programs housed within several departments. The Steering Committee shall have representation from all major stakeholders, e.g., departments and/or persons who teach within the program and/or are otherwise involved in administration of the program. The committee may also include non-stakeholder members and/or ex-officio members.
Initial composition of the Steering Committee for external interdisciplinary programs shall follow the recommendations of the Development Committee; however, the Steering Committee shall thereafter establish bylaws that include issues relevant to the committee such as number and composition of members and their election, election of chairperson or program director, etc. The Steering Committee is encouraged to utilize the Faculty Senate elections procedure when appropriate. The committee’s bylaws shall be approved and filed with the Undergraduate Curriculum Forum on behalf of the Faculty Senate in accordance with the Collective Bargaining Agreement.

**Program Director**

Programs of sufficient size or complexity may require a Program Director who shall be selected in accordance with University procedures. Selection of Program Directors for external interdisciplinary programs shall follow, to the extent possible, the procedure for selection of Department Chairpersons with the Steering Committee serving in place of the department.