
ex officio: C Simoneau

Meeting called at: 9:45 a.m. Quorum reached 9:50 a.m

New Business:
1. Interdisciplinary program document
   In response to a request from faculty senate, language was modified and CBA citations inserted into the interdisciplinary document in reference to ex-officio members of steering committees. Specifically ‘The committee may also include non-stakeholder members as ex-officio members who shall not vote on curricular issues as per the CBA’

   Motion to reconsider interdisciplinary program document.
   (S. Latorre; Second: J. Simon)
   13 – 0 – 0

   Motion to approve revised interdisciplinary program document pending insertion of appropriate CBA citation.
   (S. Latorre; Second: J. Simon)
   13 – 0 – 0

2. School Curriculum Committees
   In reference to UWIC motion from 3/28/19 below:
   Motion to approve discontinuation of the School Curriculum Committees (SCCs) pilot program at the end of the 2018-19 AY.
   (I. Crawford; Second: M. Barboza)
   14 – 0 – 0

Minimum requirements for SCC bylaws:

   For schools continuing to use a School Curriculum Committee, bylaws are required to be filed with the UCF office and must include at minimum:
   • Process for election of members
   • A minimum of 3 members
   • Process for election of chair
   • The term limits and length of term for members and chair
   • Frequency of meetings- recommended twice a month
   • A description of how bylaws get passed/revised
   • The SCC can be the same committee for graduate and undergraduate curriculum. The purview should be clearly stated in the bylaws.
Motion to approve minimum SCC bylaw requirements.

(D. Pettigrew; Second: J. Simon)
13 – 0 – 0

School Curriculum Committee Opt-out option:

Each school should determine how to initiate an opt-out process. School deans or faculty may initiate the opt-out process. The opt-out decision should be reevaluated at least every three years.

The opt-out process must provide the opportunity for feedback and votes from all faculty within the school. A minimum quorum of 50% +1 of the school’s full-time faculty must vote for the process to be valid.

It is recommended the Dean’s office oversees the vote collection.

Some suggested mechanisms include:
- A schoolwide survey.
- A vote taken at a school-wide meeting.
- Collection of faculty votes by the DCCs.

Motion to approve Opt-out option for SCCs.

(J Fields; Second: R Zipoli)
12 – 1 – 0


UWIC discussed the motion put forth by the curricular task force on social justice and human diversity. This motion includes a suggested framework on how to designate courses which include a social justice or human diversity component (SJD). Some concern that this will be seen as a political designation. There was a suggestion that the motion include a statement that courses with this designation are open to all as a forum to discuss ideas within these areas of study.

Motion to bring the idea of the SJD course designation to the full body of the UCF.

(M Barboza; Second: D Pettigrew)
10 – 1 – 0

Minutes submitted by M. Barboza
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.’ (CBA 5.14.1) 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’. (CBA 5.17.1). ‘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’ (CBA 5.17.2).

*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 as ex-officio members. Faculty must comprise the majority of any steering committee. The committee may also include non-stakeholder members as ex-officio members who shall not vote on curricular issues as per the CBA (CBA Preamble, 5.17, 5.17.1).
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. Such bylaws shall require approval by a majority of the full time faculty department members or faculty steering committee members and appropriate dean(s) in accordance with the Collective Bargaining Agreement (CBA 5.21). The Steering Committee is encouraged to utilize the Faculty Senate elections procedure when appropriate. The committee’s bylaws shall be filed with the Undergraduate Curriculum Forum and the Faculty Senate.

**Program Director**

Programs may require a Program Director who ‘shall be selected in accordance with University procedures’ (CBA 5.24). 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.