Undergraduate Curriculum Forum

AGENDA
Adanti Student Center, Room 301A
Thursday, March 21, 2013

I. Call to order

II. Announcements

III. Approval of UCF minutes of March 7, 2013

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   b. WACC – Writing Across the Curriculum Committee
   c. PRAC – Program Review and Assessment Committee
   d. UWIC – University Wide Impact Committee
   e. NPIC – New Programs and Innovations Committee
   f. LEPC – Liberal Education Committee

V. Old Business
   a. Update on procedure for Tier 3 transition courses.

VI. New Business
   a. Announcement that the election for next year’s UCF Chair will be April 25, 2013.

VII. Adjournment
Undergraduate Curriculum Forum
MINUTES
Adanti Student Center, Room 301A
Thursday, March 7, 2013


I. The meeting was called to order at 9:48 a.m.
   - Quorum (50% + 1) was reached at 9:48 a.m.

II. Announcements
   a. M. Shea reminded UCF of the President’s P&T meetings, and suggests faculty attend and bring colleagues. They are intended to be informational and believes it sends a message if many faculty participate. The dates are: Monday, March 18, 2013, 1 pm - 3 pm (Teaching and other load credit); Wednesday, April 3, 2013 1 pm - 3 pm (Creative Activity); Monday, April 29, 2013 1 pm - 3 pm (Productive Service)
   b. M. Shea urges faculty to run for an AAUP office positions.
   c. M. Hartog reported that at a Faculty Leadership Council meeting with President Papazian, she plans to have other meetings with the SCSU community.
   d. Tuition hikes are being addressed by students next Wed. 3/13 rally at 1pm and at 2pm a movie JE/MO - co-sponsored by AAUP.

III. Approval of UCF minutes of February 21, 2013
   a. Motion to approve minutes of February 21st. Motion approved with one abstention.
      {Correction: D. Petroski – last name spelling needs to be corrected under item V.d. His name ends in an “i”.}

IV. Standing Committee Reports
   a. NMC
      i. Discussion of 2/28 meeting
         1. NMC needs course descriptions to start with what the course will do with the introduction “This course will”.
         2. Motions to approve the following proposals:
            1) New Course Proposals
               - MUS 250 Arts and Ideas: Experiencing the Arts in New Haven
               - WLL 208 Contemporary Chinese Society and Culture
               - GEO 190 Exploring Geography: Opportunities and Your Future
               - GEO 290 Research Methods in Geography
- GEO 303 Principles of Sustainability
- GEO 360 Introduction to GIS (Graphic Information System)
- GEO 403 Applied Sustainability
- GEO 405 Environmental Justice
- ENG 219 Human/Machine/World: Experiences in Technology

2) **Revised Course Proposals**
- CHE 101 Chemistry in Contemporary Issues
- ESC 105 General Meteorology
- ESC 107 Astronomy/Meteorology
- ESC 205 Principles of Meteorology

3) **Revised Program Proposals**
- BS Business Administration
- BA Earth Science
- BS Earth Science: Environmental Earth Science
- BS Earth Science: Secondary Education Certification
- BA Geography
- BS Geography: GISc & T
- BS Geography: Secondary Education
- BS Geography: Sustainability

**Motion**: approved unanimously

i. Minutes of the 2/28 meeting received

b. **WACC**

i. Discussion of 2/28 meeting
   1. **Nancy Morano Writing Contest** call for proposals with due date of March 15th with presentation to winners at May 2nd UCF meeting.
      1) M. Hartog noted that the last meeting of the UCF is April 25th so this May 2nd date will not work. K. Burke will bring this information back to WACC.

ii. Minutes of the 2/28 meeting received

c. **PRAC**

i. Discussion of 2/28 meeting
   1. **Motion**: PRAC’s recommends continuing approval for the department of Special Education and Reading.
   2. **Motion**: approved unanimously

ii. Minutes of the 2/28 meeting received

d. **UWIC**

i. Discussion of 2/28 meeting
   1. **Motion**: to approve the following LEP courses:
      1) MAT 496 Tier 3
      2) ITA 200 T1 MC
      3) JPN 200 T1 MC
      4) GER 201 T1 MC
      5) RUS 200 T1 MC
      6) REC 120 T2 MB
      7) ANT 311 T3
      8) PHI 242 T2 CD
9) MUS 250 T2 CD  
10) MUS 115 T2 GA  
11) BIO 101 T2 NW2  
  
**Motion:** approved unanimously  
ii. Minutes of the 2/28 received  

**e. NPIC**  
i. Discussion of 2/28 meeting  
1. Special Topic Courses:  
   1) PHI 398 Ultimate Nature of the Universe  
   2) WLL 498 Brazilian Civilization  
2. Updating Special Topics form  
3. Reassigned credits for committee chairs discussed  
   
ii. Minutes of the 2/28 meeting received  

**f. LEPC**  
i. Discussion of 2/27 meeting  
1. LEPC will continue to meet on Wed. afternoons 3:25-4:40pm next semester, but will consider Thurs. alternate week time block (like other UCF subcommittees) with UCF meeting times.  
2. Question came up in LEPC meeting as to whether or not Tier 3 course selections need to be consistent with Tier 2 course in terms of the area of knowledge (i.e., New World/Mind and Body). D. Weiss said there is no statement in LEP document to suggest that the Tier 2 is prerequisite to the Tier 3. The requirement is that they present a capacious issue, include a discussion of value, and tie together the Liberal Education Program. Tier 3 can be taken in an area of knowledge without having a Tier 2 in that same area of knowledge.  
3. Tier 2 Natural World Affinity Group (AG) approved a motion to require a minimum of 24 hours of lab or field experience in T2 NW courses. This motion was not presented to LEPC yet, but it was considered in terms of the ability of the AG to make a motion. The LEP document does not states that AG can make a motion, so LEPC will revise the LEP document so that AG can propose motions in the future.  
   1) M. Ballanda asked what the NW AG should do with the motion at this time. D. Weiss would like this to come to LEPC when ready for their discussion.  
4. LEP document states the AGs can propose one annual action item. H. Lockwood called attention to this statement, wondering if this is practical considering the frequency of AG meetings throughout the year. H. Lockwood recommends that there be more communication and sharing – documents, ideas and technologies – to facilitate the work of the AGs. Currently H. Lockwood uses a blog, but it was recommended that a Wiki be considered.  
5. A Tier 3 Affinity Group will be added in the near future.  
6. Students can take Tier 2 courses when they have completed Critical Thinking and any prerequisite Tier 1 courses for Tier 2 courses.  
   
ii. Minutes of the 2/27 meeting received.  

**V. Old Business**
a. H. Lockwood presented the PPT on IT Policies with the Faculty Senate, and then with the President and Jaye Bailey
   i. Recommended that a “stay” be requested to suspend the implementation of this policy at this time since the semester is nearing the end.
   ii. March meeting cancelled
   iii. M. Hartog asked for an action plan in response to the Policies. He asked for a show of hands in support of his talking to Sue Cusato regarding a request to the President to suspend the implementation of the Policies at this time. The consensus of the UCF was to seek such an action.

VI. Update on meeting with Provost Kennedy to discuss reassigned credits for chairing committees
   a. M. Hartog and some UCF committee chairs made a case for reassigned credits not to be reduced at this time. However, there is a proposal to suspend assessments and PRAC for one year, pushing the whole cycle forward for one year (8 year cycle instead of 7 years). This would translate to saving credits typically distributed to department faculty that are in charge of assessment tasks and receive credits for this activity. Then, the PRAC chairs would not receive credits during this time either. This should save over 35 credits.
   i. C. Dellinger-Pate is the assessment coordinator in her dept. so she asked if data will still need to be gathered in the suspension year. M. Hartog thinks that it may depend on the department, but for reports coming through PRAC you would have the year off – instead of a seven year cycle it would be an eight year cycle. M. Shea recommends that departments not collect data for that year since there will be no credits allocated.
   ii. P. Kalbaugh asked how many assessment coordinators are taking these credits and – we are banking our credits so there may not be the savings anticipated. M. Shea – concern over money costing endeavors/grants like REACH that they will reap more financial benefits there than in suspending assessment/PRAC.
   iii. Several cases were made for the chair of PRAC, Sue Clerc, to retain reassigned credits during the suspension if PRAC will still be required to work.

Meeting adjourned at 10:55 a.m.
These minutes are respectfully submitted by M. Vancour.
New Programs and Innovations Committee Minutes

March 14, 2013

Called to order at 9:35 a.m.

I. New Business

A. Notifications of 7 special topics offerings were presented and 6 were logged.

Logged courses with transcript titles:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Transcript Title</th>
<th>Semester</th>
<th>Times taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 398</td>
<td>History of Graphic Design</td>
<td>Fall 2013</td>
<td>1</td>
</tr>
<tr>
<td>ECO/JST 398</td>
<td>Crime, Violence &amp; Genocide</td>
<td>Fall 2013</td>
<td>0</td>
</tr>
<tr>
<td>LIT 498</td>
<td>Russian Fairy Tales</td>
<td>Fall 2013</td>
<td>1</td>
</tr>
<tr>
<td>LIT/JST 498</td>
<td>Holocaust: Ital Perspectives</td>
<td>Fall 2013</td>
<td>0</td>
</tr>
<tr>
<td>MGT 498</td>
<td>Negotiation &amp; Conflict Res</td>
<td>Fall 2013</td>
<td>0</td>
</tr>
<tr>
<td>THR 398</td>
<td>Musical Theatre Singing</td>
<td>Fall 2013</td>
<td>1</td>
</tr>
</tbody>
</table>

Description of logged courses with full titles

ART 398 – History of Graphic Design

The course explores the evolution of graphic communication from prehistory to the end of the 20th century, and postmodern and digital design. The course concentrates on the development of graphic communication in manuscript writing, posters, book illustration, and other forms of graphic works.

ECO/JST 398 The Economics of Crime, Violence & Genocide

This course uses economics to research the causes and consequences of crime, violence & genocide and to evaluate alternative mitigation strategies within the US & abroad. Topics include firearms, underground markets, prostitution, smuggling, domestic violence, and genocide

LIT 498 – Russian Fairy Tales

A wide selection of Russian fairy tales and values that they reflect. The course addresses the continuing influence of fairy tale and folk beliefs in folk art, painting, music and films and provides an introduction to the study of folklore and fairy tales, providing a broad spectrum for the interpretation of fairy tales, including psychoanalytic, feminist and sociological approaches.

LIT 498/JST 498 – The Holocaust from the Italian Perspective

Through literary and historical works authored by Italian writers who experienced, and in some cases escaped, the Nazi killing machinery, the course explores the developments, incongruities, and paradoxes that marked the persecution, round-ups, and deportation of
Italian Jews to death camps. The course analyzes the socio-historical and socio-cultural contexts within which anti-Semitism developed in Italy.

MGT 498 – Negotiation & Conflict Resolution

Introduction to the fundamentals of negotiation and conflict resolution. Topics include integrative vs. Distributive negotiations, Best Alternative to a Negotiated Agreement (BATNA), reservation point, barriers to reaching an agreement, cognitive biases, building and assessing trusts, and forms of alternate dispute resolution.

THR 398 – Musical Theatre Singing Technique

Private voice lessons for theatre majors in musical theatre singing styles. Students will be expected to attend one 55-minute lesson per week with the instructor and one studio night per month. Meeting times are mutually scheduled. Topics covered include the vocal mechanism, proper breathing techniques, etudes, repertory books, and acting through a song.

B. NPIC updating the Special Topics Notification Form.

Meeting adjourned at 10:55 a.m.

Respectfully submitted by Gregory Adams
Notifications Management Committee
MINUTES March 14, 2013
ASC 306 (9:35-10:50 am)

**Present:** Corey Hannah (Co-Chair); Cindy Simoneau; Gregory Robbins; Helen Marx; Derek Taylor; Jeremy Chandler; Jodi Gil (Alt.) Mitchell Bills; Sobeira Latorre; Erin Larkin; Jennifer Ruggiero; Elizabeth Rodriguez-Keyes; Sophia Myers (UCF secretary); Sean Grace (Alt.)

**Absent:** Margaret Das (Co-Chair); Troy Rondinone

**Call to Order:** 9:37 am

**I. Announcements:** None

**II. Old Business:**

**New Course Proposals**

**Revised Course Proposals**

**** PCH 270 - Stress Management
   Motion to APPROVE; (Jen Ruggiero; 2\textsuperscript{nd} E. Rodriguez-Keyes)
   Vote: 10-0-0

REC 401 - Practicum II
   Motion to APPROVE (C. Simoneau, 2\textsuperscript{nd} S. Latorre)
   Vote: 11-0-0

CMD 200 - Introduction to Developmental Communication
CMD 201 - Introduction to Communication Disorders in Medical Settings
CMD 317 - Anatomy and Physiology of the Speech and Hearing Mechanism
CMD 319 - Language Development: Ages Birth to Five
CMD 419 - Language Acquisition: School Age-Adolescence
   Motion to APPROVE 5 CMD RCP’s (J. Ruggiero, 2\textsuperscript{nd} E. Larkin)
   Vote: 11-0-0

**Revised Program Proposals**

BS in Communication Disorders
   Motion to APPROVE; (C. Simoneau; 2\textsuperscript{nd} J. Ruggiero)
   Vote: 11-0-1

**III. New Business**

**New Course Proposals**

BIO 360 - Plant Growth and Development
Motion to **APPROVE**; (C. Simoneau; 2\(^{nd}\) Jen Ruggiero)
Vote: 11-0-1

**Revised Course Proposals**

MAT 490 - Mathematics- Secondary School

  Motion to **APPROVE**; (J. Ruggiero, 2\(^{nd}\) M. Bills)
  Vote: 11-0-1

MAT 498 - Seminar in Mathematics

  Motion to **APPROVE**; (C. Simoneau, J. Ruggiero)
  Vote: 11-0-1

BIO 205 - Forensic Biology

  Motion to **APPROVE**; (C. Simoneau, 2\(^{nd}\) E. Rodriguez-Keyes)
  Vote: 11-0-1

BIO 239 - Introductory Physiology

  Motion to **APPROVE**; (D. Taylor, 2\(^{nd}\) C. Simoneau)
  Vote: 11-0-1

BIO 320 - Genetics

  Motion to **APPROVE**; (E. Larkin, 2\(^{nd}\) C. Hannah)
  Vote: 11-0-1

BIO 339 - Plant Physiology

  Motion to **APPROVE**; (C. Simoneau, 2\(^{nd}\) S. Latorre)
  Vote: 11-0-1

BIO 340 - Animal Physiology

  Motion to **APPROVE**; (C. Simoneau, 2\(^{nd}\) J. Ruggiero)
  Vote: 11-0-1

BIO 432 - Field Mycology

  Motion to **APPROVE**; (J. Ruggiero, 2\(^{nd}\) E. Rodriguez-Keyes)
  Vote: 11-0-1

BIO 230 - Morphology of Vascular Plants

  Motion to **APPROVE**; (J. Ruggiero, 2\(^{nd}\) M. Bills)
  Vote: 11-0-1

BIO 233 - General Microbiology I

  Motion to **APPROVE**; (C. Simoneau, 2\(^{nd}\) J. Ruggiero)
  Vote: 11-0-1
BIO 351 - Histology
  Motion to APPROVE; (C. Simoneau, 2nd H. Marx)
  Vote: 11-0-1

BIO 400 - Ecology
  Motion to APPROVE; (S. Latorre, 2nd M. Bills)
  Vote: 11-0-1

BIO 430 - Marine Biology
  Motion to APPROVE; (C. Simoneau, 2nd J. Ruggiero)
  Vote: 11-0-1

BIO 436 - Cell Biology
  Motion to APPROVE; (E. Larkin, 2nd C. Hannah)
  Vote: 11-0-1

BIO 437 - Medical Entomology
  Motion to APPROVE; (S. Latorre, 2nd E. Rodriguez-Keyes)
  Vote: 11-0-1

BIO 440 - Animal Parasitology
  Motion to APPROVE; (C. Simoneau, 2nd S. Latorre)
  Vote: 11-0-1

BIO 455 - Taxonomy of Vascular Plants
  Motion to APPROVE; (C. Simoneau, 2nd S. Latorre)
  Vote: 11-0-1

BIO 466 - Advanced Cell Biology
  Motion to APPROVE; (D. Taylor, 2nd E. Rodriguez-Keyes)
  Vote: 11-0-1

**Revised Program Proposals**

BS in Mathematics/Concentration: Secondary Education
  Motion to APPROVE; (C. Simoneau, 2nd J. Ruggiero)
  Vote: 11-0-1

BS in Biology
BS in Biology/ Conc. (7-12 certification)
BA in Biology
  Motion to APPROVE the 3 BIO RPP’s; (C. Simoneau, 2nd J. Ruggiero)
  Vote: 11-0-1
Departmental Minor Revision Proposals
Biology

Motion to APPROVE; (C. Simoneau, 2nd E. Rodriguez-Keyes)
Vote: 11-0-1

IV. Meeting Adjourned: 10:50 am

** LEP Courses
Southern Connecticut State University  
Writing Across the Curriculum Committee  
Meeting Minutes  
March 14, 2013

In attendance: Karen Burke (chair of WACC), Debbie Carroll (non-voting), Elena Schmitt, Dorothy Vasquez-Levy, Marie McDaniel, Deb Flynn

Absent: Tom Ferrucci (ex officio non-voting-proxy), Will Hochman, Patrick McBrine (Secretary) Sanya Grubacic, Steve Corbertt (non-voting) Astrid Eich-Krohm (Co-Director of the University Writing Across the Curriculum Program)

1. Welcome

   A. Welcomed Deb Flynn to the WACC Committee. She is serving as the representative from Health and Human Services.

2. Discussion and Updates

   A. A brief discussion ensued about the need to assess the WACC program.

   B. The dates to review and evaluate the Writing Across the Curriculum Student Contest have changed. The new dates include:

   1. April 3, 2013, Round One, completed electronic evaluations are due to Deb Carroll
   2. April 3, 2013, Deb Carroll will compile the evaluation results
   3. April 4, 2013, Round One, WACC meets to discuss the evaluation results and, based on our discussion, will determine the first round of eliminations
   4. April 4, 2013, WACC will be charged with reading the remaining student submissions
   5. April 17, 2013, Round Two, completed electronic evaluations are due to Deb Carroll
   6. April 17, 2013, Deb Carroll will compile the evaluation results
   7. April 17, 2013, Round Two, WACC meets to discuss the evaluation results and, based on our discussion, will determine the winners
   8. April 25, UCF, winner presentation.

3. Review of Course Proposals

   A. ENG 219: Human/Machine/World--Experiences in the Technologies that Shape Our Lives (S. Ellis) approved (5,1,0)

   B. JRN 200: Basics of Journalism (J. Gill), approved (5-1-0)

   C. BIO 360: Plant Growth and Development (R. Silady), approved upon revision to chair of the WACC Committee (5,1,0)

4. Future Agenda

   1. WACC committee will further discuss assessment of the program
2. WACC will work on the Writing Across the Curriculum Student Writing Contest.

Adjournment at 10:45am
Respectfully submitted by Karen P. Burke
Meeting came to order at 9:35

After much discussion, the Committee recommends that the university purchase software like TK 20 but NOT TK20 to gather learning outcome measures. Students would upload selected assignments, perhaps as part of a course requirement or as a collection of best work. Faculty would still need to review the work and would be able to decide which assignments should be included. The software could function like a FAAR for students and provide students with an electronic portfolio they could use when job-hunting.

The portfolios would serve as the method for measurement required for Standard 3, and Standard 3 would then become a description of outcomes and which assignments in the portfolio apply. Departments would be spared the burden of collecting the data, which is the most cumbersome part of Standard 3 and perhaps the entire program review process.

Standards 1-4 call for a lot of data already available from departmental annual reports, although the wording in the Digital Measures template and the Standards differs. It would streamline and improve the review process if the data from the template would automatically populate a form that could be used for program review. It would also be more efficient for NEASC.

The Committee wonders what other schools do? What does UConn do?

Meeting adjourned 10:40

Submitted by S. Clerc
University-Wide Impact Committee Minutes 03/14/13


Absent: J. Irving, L. Lancor, A. Marsoobian (ex-officio), T. Regan, M. Shea

I. Call to Order
   The meeting was called to order at 9:42 am (quorum reached)

II. Old Business: Revised Proposals
   ENG 219 T2 TP resubmitted with revisions
   Motion: KK Moves to approve, seconded KS
   Vote: unanimous

III. New Business:
   A. WLL 208 T2GA
   Motion: LBP moves to revise/resubmit, seconded JF
   Vote: unanimous

   B. CHE 101 T2NW2
   Motion: HL move to approve with minor revisions, seconded SG
   Vote: unanimous

   C. ESC 105 T2NW1
   Motion: HL move to approve, seconded JM
   Vote: unanimous

   D. ESC 107 T2NW1
   Motion: HB move to approve, seconded JM
   Vote: unanimous

   E. ESC 205 T2NW1
   Motion: HL move to approve, seconded JM
   Vote: unanimous

   F. ART 150 T2CD
   Motion: SG move to approve with minor revisions, seconded LBP
   Vote: 12 approve, 1 apposed

   ART 225 T2CD, ART 250 T2CD, ESC 200 T2NW1 - proposals all tabled due to time. To be taken up at next meeting.

General discussion re: Science courses – To avoid confusion, UWIC recommends that the Natural World I and II affinity group discuss how the varying number of course credits is justified and communicated in proposals and to students. TAP framework indicates that science courses total a minimum of 6-7 credits, i.e. allowance for a 4 credit class (significant lab component included). It will be important for students to be aware of the variation.

II. Adjournment: The meeting adjourned at 10:50 am Minutes submitted by Scott Graves
Liberal Education Program Committee Meeting

Wednesday, March 13, 2013

3:00–4:45pm – ASC 201

Meeting Minutes

Present: Nicole Henderson, Monica Raffone, Polly Beals, Wendy Hardenberg (recording), Joe Fields, Wes O’Brien, Dave Petroski, Deb Weiss (chair), Elliott Horch, Liz Keenan, Mike Shea

• Meeting was called to order at 3:10 p.m.

• Minutes of 2/27/13 were approved unanimously.

• Announcements
  • Expedited Tier 3 courses that are approved will go into the LEPC minutes
  • Courses that have been approved are:
    • WLL 403: Second Language Acquisition
    • MDS 294: TV and Political Satire
    • ANT 470: Ethnographic Research Methods

• New Business
  • Discussion of issues that have arisen for students who take MAT 095 or ENG 110 - Nicole Henderson, Monica Raffone, Registrar’s Office, guest
    • It is frequently difficult to construct schedules for first semester freshmen who take MAT 095 and/or ENG 110 since they are not allowed to take Tier 2 courses in the first semester
    • 647 students last year placed into MAT 095 based upon Math SAT scores. Of these students, 468 had over a 2.0 after their first semester demonstrating that the majority of these students are successful.
    • Since some introductory courses to majors are in Tier 2, this restriction precludes these students from beginning their majors in the first semester.
    • MAT 095 may not be an accurate predictor of student-ability to achieve academically or be successful with a Tier 2 course in the first semester.
    • Statistics that the LPEC considered previously indicated that students are no less successful in Tier 2 courses than they are in Tier 1 courses.

  Motion: Students shall be allowed to take one Tier 2 course in their first semester.
  4 in favor; 2 opposed — Motion passed
The LEP document will be revised accordingly.

- Scheduling for students who fail either CT or INQ in first semester
  - Most students who fail one or both of these courses end up in Tier 2 their second semester because of scheduling constraints.
  - Nicole suggested that instead of the Tier 2 restriction, students who fail one or both of those courses might be provided with a mandatory academic coach.
  - Liz suggested that instead of the Tier 2 restriction we might require that they take INQ 101 and CT again
- Is the current restriction helping the students to better succeed?
- The dilemma is one of expediency vs. keeping unready students from advancing.
- Could some of these issues be instructor-specific?
- Discussion to continue at next meeting

Meeting was adjourned at 4:45 p.m.