I. Call to order

II. Announcements

III. Approval of UCF minutes of September 28, 2017

IV. Standing Committee Reports
   a. NMC – Notifications Management Committee
   b. WACC – Writing Across the Curriculum Committee
   c. UWIC – University Wide Impact Committee
   d. Ad hoc Assessment Committee
   e. LEPC – Liberal Education Program Committee
   f. Special Topics courses
      1. JRN 398 – Reporting and Writing about Science
      2. JRN 398 – Drone Journalism
      3. ART 398 – Emerging Media
      4. SED 498 – Global Studies in Special Education

V. TAP Transfer Pathways under review – http://www.ct.edu/initiatives/tap#pathways
   - no pathways under review

VI. Updates from LEP co-directors

VII. Unfinished business

   Motion from Steering Committee. The SC has unanimously approved the following motion:

   Follow the LEP Charter recommendations: Tier 1: Foundations, “In order to focus effectively on providing students with fundamental academic competencies, Tier 1 courses are generally capped at 20 students.”

VIII. New Business

   Guests – Nicholas Valsamis, Director of User Services (IT) and Trever Brolliar, Director of Academic Technologies (IT)

IX. Adjournment
I. Call to order
Called to order at 9:38 am. A quorum (50% + 1) was reached at 9:38 am

II. Announcements
b. University Forum for Fall will be on WWI and will include a Southern Graduate (Historian) as well as other speakers – November 9th from 9:30 am to 11 am at Lyman Center
c. October is Disability Awareness Month and DCR will be hosting events.
d. Reminder about Oct 2nd – P & T session with Provost; P & T session on Oct 6th for DEC members and chairs

III. Approval of UCF minutes of September 14, 2017
A. Minutes approved unanimously

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

   BIO 236 – Cell Biology
   NUR 250 – Health Care Has a Narrative

   Motion approved unanimously
2. Revised Course Proposals

ANT 442 – Advanced Forensic Anthropology
IDS 110 – Experiencing the Arts
MIS 365 – Systems Thinking for MIS
MIS 370 – Business Information Systems
MGT 240 – Legal Environment of Business
MGT 300 – Management and Organization
MGT 301 – Entrepreneurship/Sm Bus Dev
MGT 335 – Business Law
MGT 345 – Real Estate Law
MGT 405 – Employment Law
MGT 412 – Diagnosing Management Problems
MGT 430 – Mgt of Multinational Corps
MGT 450 – Business Policy and Strategy
MGT 460 – International Business

Motion approved unanimously

3. Revised Program Proposals

BA Biology
BS Biology
BS Biology CONC_7-12
BSN Nursing #1
BSN Nursing #2

Motion approved unanimously

4. Departmental Minor Proposal

Computer Science MINOR

Motion approved unanimously

Minutes of September 21, 2017 were received

B. WACC

Motion to approve:
To petition the Faculty Senate for a revision to the all-university committees list which would, first, dissolve WACC as a stand-alone committee and, second, create a new subcommittee of the University Curriculum Forum to which WACC’s former responsibilities would be assigned.
Discussion:
Potential drawback for junior faculty who may not have opportunity to participate if department selections are limited to two for UCF.
New proposal would potential not allow for equal representation for all schools but overall the change is supported.
In favor- currently difficult to do curriculum things with general election. When the subcommittee is part of UCF it would be directly tied to curriculum issues.
Question if there was a particular reason WACC has not had enthusiastic participation; however, it was noted that it is not a WACC issue but in general participation in all committees is down.
In favor because UCF has plenty of people to populate the committee.
Another question from the body was if the committee change from general election to a subcommittee of UCF should be a pilot to allow for a return to the general election structure if it does not work out. Others in favor of this option too; however, if the general sense was that if it does not work as part of UCF, a new motion can be made at that time.

Jeff Webb called the question and seconded by Cindy Simoneau

Motion approved with 41 in favor and 3 opposed

Electronic meeting minutes for 9-21-17 were received.

C. UWIC

Motion to approve:

Exercise Science 3+2 Athletic Training program proposal.
American Studies Civic Leadership program.
PHI Science, Values, and Society minor.

Motion approved unanimously

Discussion – about new programs and the status with DOE. The recommendation is to continue to move forward and any new program would go into pipeline for approval with DOE

Minutes of September 21, 2017 were received

D. Ad Hoc Assessment Committee
Discussion: The ad hoc committee developed plan for meeting with the final six affinity groups this semester. Dates included in September 21, 2017 Ad Hoc Assessment Committee.
Other discussions included: The separation of LEP and PRAC assessments; clarification on the issue was received and LEP will be treated as another Program Area.

Minutes of September 21, 2017 were received

E. LEPC – LEP Committee

Several areas of discussion; with the major discussions including class size and critical thinking as reported in September 21, 2017 minutes.

Jeff Webb to fill at-large position on LEPC which it will bring the committee to 8 after the election.

Minutes of September 21, 2017 were received.

F. Special Topics:
1. PSY 398: Human and Non-Human Animal Communication
2. PSY 398: Social Psychology of Stereotypes
3. MGT 498: Mindful Leadership

UCF Chair has logged these courses

V. TAP Faculty Implementation Review Committee

The most current versions of the Pathways can be found at: http://www.ct.edu/initiatives/tap#pathways.

No new Pathways for approval

VI. Updates from LEP Co-Directors

Terri Bennett:
Email was sent to UCF this morning with clarification on WLL policy and 6 of 7 policy change as well as changing catalog year if needed. Terri has asked that this email be shared with all department members.

LEP faculty guide to be developed and will include changes.

Terri is also working on catalog pages that will need changes due to UCF changes.

Karen Cummings:
Four main areas:
1. Investigating comprehensive assessment plan for the writing – exposure, WACC, English, writing in other settings like Tier 2 and in program courses. There is a need data that is not redundant but useful.
2. Looking at the flow of data (learning outcome data) – who gets it, what is done with it, and how does administration review it.
3. Collecting portfolio information on small number of freshman students.
4. Looking at how to measure growth in critical thinking.

Question from membership on the focus of writing, i.e., argumentative essays. Karen Cummings responded that there is first a need to get a handle on what is being done and what is an appropriate time to assess; and then may be able to better address the direction of writing.

VII. Unfinished business – none

VIII. New Business

a. Motions from Steering Committee. The SC has unanimously approved the following motions:

i. Per commitment of the previous administration of Provost Selase Williams, the cap on class size for writing classes (W classes) is to be reduced to its original cap of no more than 20 students per class. The temporary increase in W class size to 23 was agreed upon by the UCF, however has not been returned to the original size as promised. The following plan is proposed to phase in this change: Decrease the maximum class size for W classes by one student each year until the 20-student maximum has been reached as follows:
   1. Spring 2018 – 22
   2. Fall 2018 – 21
   3. Fall 2019 - 20

Discussion –
Previous documentation should be included in the motion. A question was discussed regarding a need for more W courses as the cap goes down. Suggestions from members included a discussion with administration that it is not just a workload issue and that class size in W courses is linked to learning and retention. Academic Policy Committee is asking for a similar motion and there is documentation from 2009 that can be included.

Marybeth Fede called the question, seconded by Mike Shea

Motion approved unanimously

Motion:

ii. Follow the LEP Charter recommendations: Tier 1: Foundations, “In order to focus effectively on providing students with fundamental academic competencies, Tier 1 courses are generally capped at 20 students.”
Discussion: how do we know that 20 students is appropriate for all Tier 1? Should be tied to pedagogy and not a broad statement.
Discussion ended due to time constraints.

Motion to table until next meeting by Mike Shea and seconded by Cindy Simoneau. **Motion to table unanimously approved.**

b. Guest: Provost Robert Prezant

Welcomed by UCF membership

Opening Remarks:
Provost Prezant opened the conversation with a brief statement about his background and connections to writing courses. He offered the following areas for consideration/suggestions:

1. Consider development of new curriculum and emerging disciplines (just beginning to be on the radar)
2. Consider how UCF partners with graduate program? Are there opportunities for more 3 + 2 programs, etc.
3. Examine how UCF and Grad Council work with Provost Office?
4. How do we include experiential learning? It is the best type of learning from the literature – embed a little more deeply and become more vocal about what and how we are doing this.
5. Hot topic among his colleagues: Competency based education – (although Provost Prezant is not sure how he feels, it is an emerging issues). Some schools giving badges – does SCSU want to consider this track?
6. Finally, he is looking forward to working with UCF.

Questions from Membership to Provost Prezant:

Q: Provost had initially expressed that there have been many changes to the LEP and at this point, it should be left alone for a while. Does he still support this view?
A. It was his initial thought but he needs to re-think, especially about differences between BS/BA programs. UWIC is currently investigating BS/BA and the Provost would like to connect with UWIC on this topic.

Deb W. offered some background information on credit heavy programs – rather than just looking at from BS/BA and free electives; the past free electives have mostly been through exemptions – such as Nursing, Education and Computer Science. UCF and UWIC hope is for more uniform approach.

Q: asked about the provisional status with DOE (technically Spring of 2019).
A: Response from Ilene Crawford that there has been steady progress, especially related to our attendance policy which is viewed thoughtful and rigorous and accurate. Education
Certification Preparation Programs – changes were made to pre-packet them as pre-MS and post-BA certifications (currently they are with DOE and hope to be in place for Fall 2018). There is no prohibition on sending programs forward (within the two petitions per year). At this point it appears that the approval of programs submitted is indicating that DOE believes we have capacity to meet requirements.

Q: concerned about billboards advertising University of Maine in New Haven. Do we now need to think that we are competing regionally?
A: CT may need to look at tuition reduction like other neighboring states.

Q: Asked for further discussion on competency – based education (CBE).
A: CBE gives credit for things such a ‘life experience.’ Questions SCSU will need to consider: Do we value real-life experiences? Are we willing to give credit for it? How is CBE being recognized and used? Is it a competency demonstration and criteria to get credit? All questions that will need to be considered. Suggestion to look at Charter Oak that is already doing competency based education.

Q: Suggesting looking at how we accommodate non-traditional students and scheduling?

Discussion ended due to time but look forward to future discussions between Provost and UCF.

IX. Adjournment
The meeting was adjourned at 10:50 am.
Respectfully Submitted:

Cheryl Resha
Notifications Management Committee  
October 5, 2017  
MINUTES

Present: Meredith Sinclair (Co-Chair); Braxton Carrigan (Co-Chair), MaryJo Archambault, David Chevan, Russell Engel, Michael Fisher, Rich Glinka, Md Shafaeat Hossain, Mike Skinner, Sang Yoon, Ebonee Brown, Jamie Aschenbach, Dushmantha Jayawickreme, Mehdi Hossain, William Flores, Kyle O’Brien,

Absent: Jeremy Chandler, Marty Hartog, Jeff Webb

Call to Order: 9:35am

New Course Proposals

ILI 360 – Data Literacy and Presentation  
Motion to Approve pending clarification: (M. Fisher, 2nd M. Archambault)  
Vote: 15-0-0

ACL 200 – Civic Leadership in American Society **T2, SS, C&C  
Motion to Approve pending ACL Program approval: (M. Fisher, 2nd R. Engel)  
Vote: 16-0-0

Revised Program Proposals

BS IMS  
Motion to Approve: (M. Fisher, 2nd M. Archambault)  
Vote: 15-0-0

BS Earth Science  
Motion to Approve: (M. Fisher, 2nd B. Carrigan)  
Vote: 16-0-0

BS Business Administration_CONC_Management  
BS Business Administration_CONC_International Business  
BS Business Administration_CONC_Management Information Systems  
Motion to Table: (B. Carrigan, 2nd R. Engel)  
Vote: 15-0-0

I. Adjournment

** Classified as LEP courses
WACC meeting 10/5/2017

WACC met electronically this week; the participants were Claire Novosad (chair), Robert Forbus, Matt Miller and Marie McDonald.

We voted on the proposal:

- SMT 295: Evolution of Fantasy Sports & Sports Gaming by R. Cotrufo.

We approved the proposal: 4:0:0.

Respectfully submitted to the UCF,

Claire Novosad
In attendance: M Barboza (co-chair), K Stiver (co-chair), C Berei, K Gatzke, A Gidden, S Latorre, C Meyerhoffer, J Mielczarski, T Ryder, R Schlemmer, V Williams, A Zhitomi

I. Call to order ~9:40

II. Old Business:


b. American Studies Civic Leadership program. Approved conditional on approval of associated new required courses (C Meyerhoffer motion, V Williams second, motion passed 10-1-0).

c. Continued discussion of SCCs and bylaws.

d. Discussed issues of student credit usage, areas where more information is needed, plan for future discussion (not necessarily centered in UWIC).

III. Meeting adjourned 10:50

Minutes submitted by K Stiver
Ad Hoc Assessment Committee Minutes  
Joint Meeting with Creative Drive and Cultural Expression  
October 5, 2017

Present: Leon Brin (MAT), Costel Calin (AhAC), Ray Cotrufo (AhAC), Karen Cummings (AhAC), Marybeth Fede (AhAC), Jesse Gleason (AhAC, chair), Rebecca Goodheart (THR), Jonathan Irving (MUS), Heidi Lockwood (AhAC), Paul Petrie (ENG), Anthony Richardson (AhAC), Rebecca Silady (AhAC), Robert Smith (AhAC), Andrew Smyth (ENG), Pat Starvaggi (AhAC)

Absent: Charlie Dillinger-Pate

Meeting began at 9:40am

New Business: Meeting with affinity groups: Creative Drive (CD) & Cultural Expression (CE)

Discussion of how we can use data in ways that are meaningful to improve course outcomes

1. Tier 1: At this level, we are seeking development of “core” skills - Benchmarking
2. Tier 2: At this level, we are seeking evidence of student learning and where there is room for improvement. At this level, the faculty can decide what course goals are, and figure out what it looks like when they meet those goals, using measurement tools to reflect on courses to inform improvement. Where to begin: Identify 1-3 course goals in terms of content/skills you believe are important and seek ways of how to measure them; use Karen as a resource, if needed.
   a. There used to be a belief that all instructors in an area of knowledge would use the same rubric, but now we have found that that may not be true.
      i. Within sections of a same course, there may (should?) at least be something in common, perhaps all instructors can agree on certain elements that can be assessed with a common rubric in common.
      ii. In cases where sections of a same course are so different that no commonalities can be found (treated as the exception), individual course instructors still find elements to be assessed.
   b. Idea: In Creative Drive, it may make sense to measure student “dispositions” or “attitudes” toward creativity
   c. Question: Why are we doing assessment? Answer: At the Tier 2 level courses, assessment is supposed to be meaningful; instructors are doing it for themselves, rather than for an outside entity.
3. Tier 3+: Assessment of the Entire LEP will also be done with other measures

Meeting adjourned 10:50am
In attendance:
Mike Shea (co-chair), Helen Marx (co-chair), Resha Cardone, David Pettigrew, Robert Page, Barbara Cook, Kim Bean, Jeff Web, Nicole Henderson,

Start: 9:50

Motion made to approve change to the LEP document, page 8, as follows (changes indicated in blue):

Page 8: To ensure uniformity and rigor, in this tier, Written Communication, Quantitative Reasoning, and Multilingual Communication will be taught by the English, Mathematics, and World Languages and Literatures Departments respectively; exceptions shall be made only through approval by these respective departments.

Motion Approved: Vote: 8-0-0

Adjourn: 10:45