Undergraduate Curriculum Forum

Revised AGENDA
Engleman Hall, Room B121A
Thursday,
May 14, 2009

I. Call to order

II. Announcements

III. Approval of UCF minutes of April 30, 2009

IV. Standing committee reports (minutes and committee motions)
   a. NPIC
   b. NMC
   c. WACC
   d. PRAC
   e. UWIC

V. Ad hoc reports (per committee request)

VI. New Business
   a. Election of UCF Chair
   b. PRAC motions
   c. GETF to LEPC transition (see accompanying proposal)

VII. Adjournment
Undergraduate Curriculum Forum

Minutes
Adanti Student Center, Room 301A
Thursday,
April 30, 2009


Guests:

I. Call to order

II. Announcements

- Thanks to all the members that attended the meeting. We were able to have a quorum.
- K. Laing announced that all final grades are due on June 1st by noon. Please remember that “I” grades hinder financial aid and students may get dropped from classes.
- L. Rebeschi reminded us that the LEP vote is due on May 1st and you will need to hand carry the vote to Pelz 002 if you vote on Friday.
- Q. Bright (student) announced the Speak-Out on Racism event on May 6th from 11-4pm. There will be food, music and speakers throughout the day.
- Honors Convocation is Sunday. Please attend.

III. Approval of UCF minutes of April 16, 2009

- All approved minutes of April 16, 2009, with one abstention.

IV. Standing committee reports (minutes and committee motions)

a. NPIC – minutes received and courses logged
b. NMC – minutes received
   - Motion to accept two revised course proposals:

   PCH 431 – Health Promotion Interventions
   REC 207 – Adapting Recreational Sports Activities
      - All approved motion.
   c. WACC – minutes received (no courses to approve)
   d. PRAC – minutes received (no self-studies to approve)
   e. UWIC – minutes received
V. Ad hoc reports (per committee request)
   • No ad hoc reports today

VI. Old Business –
   f. The provost approved the credit load for the Undergraduate Program Review.
      Beginning retroactively from Fall 2008, all departments will receive .6 credit per
      semester for a total of 6 credits per five year review cycle. The .6 credit is
      adjusted to be greater for those programs on an accelerated review cycle.
   g. The PRAC timeline of Undergraduate Program Review will be online and
      available.

VII. New Business – Undergraduate Program Review Discussion

   h. Consideration of presentations to UCF general assembly
   i. Action regarding programs whose reviews do not meet the standards
   j. Scheduling of review times (scheduling conflicts)

   • Discussion about the presentations included whether or not they should
     be optional or required and how long they should be. Many liked the
     model of short, optional presentations.
   • S. Grace suggested that PRAC not change the standards in the until all
     programs have gone through one five-year cycle. He also suggested that
     we offer conditional approval so that departments do not have to revise
     and resubmit.
   • D. Weiss suggested that we consider changing the review cycle from 5
     years to 7 years in order to make it possible for PRAC to keep up with
     the schedule and also to reduce the funds needed for external reviewers.
   • Several members discussed the implications of non-approval of
     department reports by PRAC and whether or not any action should be
     taken. It was recognized that PRAC is an advising body and has no
     authority to take action other than to recommend or not recommend the
     report for approval. The recommendation of non-approval will come to
     UCF for a vote and will also be sent to the appropriate dean. If
     resources have played a role in the non-approval of a department’s
     report, it will be up to the dean to attempt to remedy this situation for the
     department’s next 5 year cycle.
   • Several members requested that a department that is approved by an
     outside body be exempted from submitting a new report to PRAC.
   • It is planned that during the next meeting, motions regarding the above
     will be presented for discussion from PRAC and/or the Steering
     Committee.

Adjournment – the meeting was adjourned at 10:50am.
Called to order at 9:45am
Present: G. Cochenet (Chair), E. Cornwell, D. Marino

I. Old Business
A. NPIC plans to pursue the issue of special topic sections being cross listed with “real” course at the beginning of fall semester. Between now and then, further information will be collected.

II. New Business
A. Notification of five special topic sections were presented and logged. Notifications were reviewed both in person and electronically.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester</th>
<th>Times taught</th>
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<tbody>
<tr>
<td>FLA 298</td>
<td>Portuguese I</td>
<td>Fall 2009</td>
<td>0</td>
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<tr>
<td>MDS 298</td>
<td>Contemporary Media Debates</td>
<td>Spring 2010</td>
<td>1</td>
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<tr>
<td>MDS 298</td>
<td>Masculinities in Pop Culture</td>
<td>Spring 2010</td>
<td>2</td>
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<tr>
<td>SPA 498</td>
<td>At the Movies*</td>
<td>Spring 2010</td>
<td>0</td>
</tr>
<tr>
<td>WMS 298</td>
<td>Men's Studies**</td>
<td>Fall 2009</td>
<td>0</td>
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</table>

* logged pending transcript title provided
** cross listed with SOC 216: Men’s Studies

Description of logged courses

**FLA 298 - Portuguese I**
The course offers an introduction to the Portuguese language through speaking, writing, reading authentic texts and interaction with cultural manifestations. An hour session in the language laboratory is required each week. Students with one or two years of secondary school Portuguese may not take FLA 298 for credit.

**MDS 298 - Contemporary Media Debates**
This course will explore contemporary media debates that affect media consumers, media educators, media producers, media organizers, and media policy makers.

**MDS 298 - Masculinities in Pop Culture**
Examines gendered representations of masculinities in popular culture.

**SPA 498 - At the Movies: Lat. Amer. Culture Through Film**
The proposed course will explore contemporary Latin American and Caribbean cinema. The course will examine Latin American cultural practices and the cinematic representation of specific historical periods including the Cuban Revolution, the Dirty War, and the Trujillo Dictatorship.

**WMS 298/ SOC 216 - Men’s Studies**
Sociological research in men’s studies. Theories of masculinity, male socialization, interactive patterns, intimacy patterns, and roles in the family. Data and discourse on change and persistence of male roles in society.

B. Deadlines for special topic notification were discussed at the previous steering committee, and based on when the schedule is posted and when students are able to register; the following deadline will take effect fall 2009. For special topic sections to be taught in the fall semester, notifications are due to UCF one week prior to the last meeting of the previous fall semester. For sections to be taught in the spring, notifications are due one
week prior to the first meeting of the fall semester. Actual dates will be posted on the UCF website.

Meeting adjourned at 10:20am.

Respectfully submitted by: Greg Cochenet
Meeting called to order at 9:40 am

New Course Proposal

ANT 376 – Anthropology of Education
ANT 476 – Fieldwork Methods in Ethnography of Education
ANT 496 – Research Internship in the Ethnography of education

Motion to approve: TABLED – Need clarification
Motion:
Motion passed:

FIN 470 – Practicum of Investing

Motion to approve:
Motion: C. Simoneau; M. Kiarie
Motion passed: 8-0-1

GEO 280 – Geographic Information Systems for Inquiry in the Social Sciences

Motion to approve:
Motion: A. Abugri; S. Grace
Motion passed: 8-0-0

HIS 376 – Alexander the Great and the Hellinistic Age

Motion to approve: pending SCC signature
Motion: electronically approved
Motion passed:

MAR 140 – The World Ocean
MAR 340 – Coastal Processes and Environments
MAR 460 – Field Laboratory Techniques in Marine Studies

Motion to approve:
Motion: C. Simoneau; A. Abugri
Motion passed: 5-0-3

PSY 318 – Emotional and Social Development

Motion to approve:
Motion: K. Laing; A. Abugri
Motion passed: 8-0-0

REC 220 – Inclusive Recreation

Motion to approve:
Motion: C. Simoneau; K. Laing
Motion passed: 8-0-0

REC 390 – Grant Writing

Motion to approve:
Motion: K. Laing; S. Grace
Motion passed: 6-0-0

Revised Course Proposal

ANT 322 – Forensic Anthropology (Course title change)

Motion to approve:
Motion: C. Simoneau; S. Grace
Motion passed: 8-0-0

ANT 497 – Anthropology Internship (catalog description change)
ANT 499 – Independent Study (catalog description change)

Motion to approve:
Motion: C. Simoneau; A. Abugri
Motion passed: 8-0-0

GEO 270 – Maps and Map Interpretation (title & catalog description change)
GEO 371 – Cartography I (catalog description change)
GEO 460 – Geographic Information Systems (GIS) (title & catalog description change)
GEO 461 – Geographic Information Systems II (title & catalog description change)

Motion to approve:
Motion: S. Grace; C. Simoneau
Motion passed: 9-0-0

PCH 201 – Wellness (catalog description change)
PCH 270 – Stress Management and Health Promotion (title & cat. description change)
PCH 353 – World Health (title & catalog description change)

Motion to approve:
Motion: K. Laing; S. Grace
Motion passed: 8-0-0

PSC 475 – Capstone Seminar

Motion to approve:
Motion: K. Laing; C. Simoneau
Motion passed: 8-0-0

PSY 210 – Infant & Child Development
PSY 215 – Adolescent Development
PSY 219 – Lifespan Development
PSY 415 – Topics in Child Development

Catalog description changes

Motion to approve:
Motion: electronically approved
Motion passed: 5-0-1

REC 321 – Programming in Community Recreation
REC 350 – Recreation and Park Areas
REC 456 – Recreation Voluntary Youth Service Organizations

Title and Course number changes

Motion to approve:
Motion: S. Grace; C. Simoneau
Motion passed: 9-0-0

SOC 339 – Fundamentals of Forensics

Motion to approve: TABLED
Motion:
Motion passed:

THR 121 – Intro to Performance (Catalog description change)

Motion to approve:
Motion: S. Grace; A. Abugri
Motion passed: 8-0-0

Revised Program Proposal

B.S., Anthropology; Concentration: Linguistics

Motion to approve:
Motion: K. Laing; S. Grace
Motion passed: 8-0-0

B.S., Anthropology; Concentration: Anthropology of Education

Motion to approve:
Motion: K. Laing; S. Grace
Motion passed: 8-0-0

B.A., English; Concentration: All, including students w/o concentrations
B.S., English; Concentration: All, including students w/o concentrations

Motion to approve:
Motion: C. Simoneau; K. Laing
Motion passed: 8-0-0

Minor in Marine Studies

Motion to approve:
Motion: C. Simoneau; A. Abugri
Motion passed: 5-0-3

B.S., Public Health

Motion to approve:
Motion: C. Simoneau; A. Abugri
Motion passed: 8-0-0

B.A., Psychology; Concentration: GEN
B.A., Psychology; Concentration: Mental Health
B.S., Psychology; Concentration: Research

Motion to approve:
Motion: electronically approved
Motion passed: 5-0-1

Rec. & Leisure Studies; Concentration: Sports Management
Rec. & Leisure Studies; Concentration: Community Recreation and Youth Development
Rec. & Leisure Studies; Concentration: All core requirement

Motion to approve:
Motion: K. Laing; S. Grace
Motion passed: 6-0-0

Approved Motions

New Course Proposal
FIN 470 – Practicum of Investing
GEO 280 – Geographic Information Systems for Inquiry in the Social Sciences
HIS 376 – Alexander the Great and the Hellinistic Age
MAR 140 – The World Ocean
MAR 340 – Coastal Processes and Environments
MAR 460 – Field Laboratory Techniques in Marine Studies
PSY 318 – Emotional and Social Development
REC 220 – Inclusive Recreation
REC 390 – Grant Writing

Revised Course Proposal
ANT 322 – Forensic Anthropology
ANT 497 – Anthropology Internship
ANT 499 – Independent Study
GEO 270 – Maps and Map Interpretation
GEO 371 – Cartography I
GEO 460 – Geographic Information Systems (GIS)
GEO 461 – Geographic Information Systems II
PCH 201 – Wellness
PCH 270 – Stress Management and Health Promotion
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REC 321 – Programming in Community Recreation
REC 350 – Recreation and Park Areas
REC 456 – Recreation Voluntary Youth Service Organizations
THR 121 – Intro to Performance
REC 350 – Recreation and Park Areas

Revised Program Proposal
B.S., Anthropology; Concentration: Linguistics
B.S., Anthropology; Concentration: Anthropology of Education
B.A., English; Concentration: All, including students w/o concentrations
B.S., English; Concentration: All, including students w/o concentrations
Minor in Marine Studies
B.A., Psychology; Concentration: GEN
B.A., Psychology; Concentration: Mental Health
B.S., Psychology; Concentration: Research
B.S., Public Health
Rec. & Leisure Studies; Concentration: Sports Management
Rec. & Leisure Studies; Concentration: Community Recreation and Youth Development
Rec. & Leisure Studies; Concentration: All core requirement

**Tabled Proposals** (require clarification)

**New Course Proposal**

ANT 376 – Anthropology of Education
ANT 476 – Fieldwork Methods in Ethnography of Education
ANT 496 – Research Internship in the Ethnography of education

**Revised Course Proposal**

SOC 339 – Fundamentals of Forensics

**Revised Program Proposal**

Meeting adjourned at 11:55am
MINUTES
Writing-Across-the-Curriculum Committee (WACC)
May 7, 2009
9:00 am to 10:30 am
ASC 229

Present: D. Carroll (ex-officio), S. Corbett (ex-officio), N. Marano, K. Marsland, D. Petroski, K. Lacey, T. Ferrucci (ex-officio), S. Ellis, D. Smith, K. Lacey

Guest: Dr. Bruce Kalk, Associate Dean of Arts and Sciences

1. Meeting called to order at 9:40

2. Abraham Lincoln Bicentennial Student Contest presented by Dr. Kalk
   a. Essay contest being sponsored by Student Government Association planned for fall 2009
   b. Ideas for promoting this: WACC can post and send out email; students tell us they pay attention to posters; Facebook; WACC will try to provide support in the way of an additional award; promote in ENG 112; communications and media studies would be appropriate.
   c. Consider visit to capital for winner to read essay – to get State support and visibility of SCSU

3. Updates from D. Carroll
   a. D. Carroll working on additional funds to support assessment through CSU grant for 2009-2010 work. She will complete proposal and will send out for feedback.
   b. WACC brochure has been updated and will be ready soon
   c. Teaching Academy Program – schedule being finalized and confirmed.
   d. Budget: D. Carroll working on this and will submit to Provost
   e. D. Carroll will stay on as interim director next year. Plan in place to transition to new director in the spring 2010.

4. Updates from K. Marsland
   a. K. Marsland will do waivers over the summer
   b. UCF Steering Committee met to discuss deadlines for all sub-committees. Plan to have all communication for deadlines come out of UCF office rather than from sub-committees. Suggestions made to provide examples.

5. W-Course Policy for Summer or Winter Session approved by WACC 6-0 – K. Marsland will take to UCF Steering Committee for feedback.

6. Review of Proposals

   Course: ENG 329 Modern British Poetry
   Faculty: Karen Remedios
   Committee Recommendation: Approve
Committee Vote: 5-0 (Ellis recusing)

Course: PSY 490 Senior Seminar in Psychology
Faculty: C. Novosad
Committee Recommendation: Approve
Committee Vote: 5-0 (Marsland recusing)

Course: ART 398 History of Russian Modernism
Faculty: A. Ter-Stepanias
Committee Recommendation: Approve
Committee Vote: 6-0

Course: ART 398 Art and Revolution
Faculty: A. Ter-Stepanias
Committee Recommendation: Approve
Committee Vote: 6-0

7. Revised W-Course Guidelines
   a. Changes reviewed with minor revisions suggested (requirement of submission of
      cover memo and supporting materials)
   b. Approved with amendments

8. New proposals: Will be distributed on Monday 5/11 for review by Tuesday 5/12 p.m.
   Vote to take place by email by Wednesday 5/13 a.m. K. Marsland will submit motion to
   UCF on 5/14.

9. Summary of approvals Spring 2009 Semester
   20 new proposals; 10 revised reviewed this semester; approved 23 as of
   5/7/2009

10. Review of Proposals: Completed Electronically

   Course: ENG 455 19th Century British Literature: 1837-1900
   Faculty: N. Fluhr
   Committee Recommendation: Approve with recommendation
   Committee Vote: 4-0 (S. Ellis recusing)

   Course: SOC 216 Men’s Studies
   Faculty: C. Moran
   Committee Recommendation: Approve
   Committee Vote: 5-0

   Course: ART 303 The History of the Art of East Asia
   Faculty: N. O’Connor
   Committee Recommendation: Revise and resubmit
   Committee Vote: 5-0
Respectfully Submitted,
Dr. Kimberly Lacey/ Secretary WACC

Motion for UCF to approve the following courses as Writing Intensive (W) courses:

Course: ENG 455 19th Century British Literature: 1837-1900
Faculty: N. Fluhr

Course: SOC 216 Men’s Studies
Faculty: C. Moran
1. Preparation of PRAC report addressing Undergraduate Program Review of the Media Studies Department – Discussion of Standards 1, 2, & 3.
   - Standard 1 – Met. Committee members discussed the explicit integration between the Department’s mission with the University mission.
   - Standard 2 – Met. Three major program goals/objectives have been well-identified.
   - Standard 3 – Met. Specific and measurable student learning outcomes and associated measurements have been identified by the Department.

   MOTION: PRAC recommends that the UCF approve the assessment of Standards 1, 2, & 3 conducted.

2. Preparation of PRAC report addressing Undergraduate Program Review of the Political Science Department – Discussion of Standards 1, 2, & 3.
   - Standard 1 – Met with conditions. The Political Science Department should continue to describe how the Department’s mission supports the mission of the University. The Committee recommends that the Department provides additional information to better describe how the department mission supports the university mission.
   - Standard 2 – Not met. Three general program goals/objectives have been described by the Department. However, these are general goals that lack specification to the discipline of political science. Additionally, PRAC is concerned that these goals cannot be well-measured.
   - Standard 3 – Not met. The measurements described in the report are all embedded within courses. A concrete plan for program assessment, not just course assessment, needs to be explained. Additionally, it is unclear what criteria will be used to measure any of the student learning outcomes. PRAC would suggest creating specific rubrics that identify criteria for assessment.

   • L. Rebeschi/C. Coron will contact John Critzer and offer him the opportunity to revise the report and resubmit to PRAC in early fall. We will also suggest that he seek the consultation from the Office of Assessment over the summer if he chooses.

3. Alumni and Employer Surveys – Members of PRAC would like the opportunity to continue to refine these surveys. In the meantime, departments needing to collect data over the summer can utilize the surveys as is.
4. Undergraduate Program Review process discussion –
a. Departments that obtain national accreditation – should these programs be exempt from PRAC review? Since the purpose of program assessment is for departments to engage in self-study and improvement, then this would be reasonable.
   a. MOTION made and seconded – Departments receiving outside accreditation can submit their accreditation report and specific accreditation standards as evidence of undergraduate program review. (9 yes, 0 no, 1 abstention).

b. Assessment cycle – should the current 5-year cycle be revised to a 7-year cycle? Discussion regarding this issue very much supportive. However, PRAC feels that a specific rotation plan be developed prior to making any recommendations for change at this point. This will be an agenda item for early fall semester.

c. Presentation by Departments to UCF – overwhelming support to offer departments the opportunity to present an overview of their self-study to UCF.

5. Meeting adjourned at 11am

Respectfully submitted by,

Lisa M. Rebeschi, PRAC co-chair
Name of Department: __________________________________________

Professional Accreditation Agency: ____________________________

Date of Accreditation: _______________

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<tr>
<th>Standard</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Have formal learning outcomes been developed?</td>
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<tr>
<td>Where are learning outcomes published?</td>
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<tr>
<td>Other than GPA, what data/evidence is used to determine that graduates have achieved the stated outcomes for the degree? (e.g. capstone course, portfolio review, licensure examination)</td>
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<td>Who interprets the evidence?</td>
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<td>What is the process?</td>
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<tr>
<td>What changes have been made as a result of using data/evidence?</td>
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Please attach self-study and accreditation report to this cover sheet.
Undergraduate Program Review Report: Department of Media Studies

The Department of Media Studies submitted their self-study report to UCF on March 30, 2009. Professors Ro Conforti, Chairperson, and Wes O’Brien met with PRAC on April 23, 2009. The department’s mission, program goals, student-learning outcomes, and methods for measurement of student-learning outcomes were discussed with committee members, and revisions were suggested. A revised report was submitted on April 28, 2009.

The Program Review and Assessment Committee (PRAC) reviewed the revised documentation for the Undergraduate Program in Media Studies and offers the following appraisal.

**Standard 1 – The department/program’s mission supports the university’s mission.**
√ Met

The mission of the Department of Media Studies is in alignment and very well-integrated with the University’s mission. Media Studies is characterized as an “interdisciplinary and liberal approach to critical studies”. Students learn to apply current and critical approaches to media analysis.

**Standard 2 – The department/program has clearly stated program goals and objectives**
√ Met

Three program goals were delineated and are tied to program objectives and measurements. The goals include viewing media as an ecological system, thinking and writing critically and understanding the dynamic relationship among media, culture and society.

**Standard 3 – The department/program has clearly stated program-level expected student outcomes and methods for measurement**
√ Met

According to the self-study, student-learning outcomes were derived primarily from faculty consensus following review of similar programs across the nation during the approval process of the program from 2003-2005. The department’s self-study includes 2-3 expected student outcomes for each stated goal, as well as measurement practices and instruments for each.

Strengths include both direct and indirect measurement, including peer review of student work, a variety of course-specific applied likert-scale survey instruments, ongoing assessment including sampling 15% of coursework using developed rubrics for each course, and a capstone course designed to test the efficacy of program goals and outcomes.

Summary

The Program Review and Assessment Committee thanks the Department of Media Studies and Professors Conforti and O’Brien for the effort put forth in the preparation and presentation of
the self-study report. PRAC has assessed that Media Studies has met all three standards, and requests that the University Curriculum Forum APPROVE PRAC’s assessment of the undergraduate program of the Department of Media Studies.


May 14, 2009
Present

Guest: Elena Schmitt (Chair, World Languages and Literatures)

I. Call to Order

The meeting was called to order at 9:40 am.

II. Old Business

No old business was on the agenda.

III. New Business

Elena Schmitt from the Department of World Languages and Literatures and the sub-committee discussed proposed changes to the language present in the Undergraduate Catalogue regarding WLL’s world language waiver policy. The changes to the language attempts to clarify and establish guidelines for the granting of waivers for the world language requirement.

The proposed changes to the language in the Undergraduate Catalogue regarding the Department of World Languages and Literatures’ world language waiver policy was passed by a vote of 6 yeas, 0 nays, 0 abstentions.

The sub-committee then discussed whether the date for the submission of changes to the undergraduate catalogue affecting AUR courses would follow the same as NMC.

Next the sub-committee discussed the issue of evaluating forms drafted by the Gen Ed task force in the attempt to help transition AUR courses to LEP equivalents.

IV. Adjournment

The meeting adjourned at 10:50am.

Minutes prepared by Byron Nakamura
Current Catalogue Description:

Students who have already achieved fluency in writing a foreign language may take a waiver examination. They should contact the FLD for details. Students who have studied a foreign language for four years or more in high school or are native speakers cannot take a first semester course in that language for credit.

New Catalogue Description proposal:

Students who have already achieved oral and written fluency in a language other than English may take a waiver examination. They should contact the Department of World Languages and Literatures for details. Students who have studied a language other than English for three years or more in high school or are native speakers cannot take an entry level elementary language course (for example, Spa 100, Ita 100, Fre 100, Ger 100) in that language for credit.

Proposal for World language waiver policy:

Students may be granted a waiver of world language requirement with credit based on the following:

1. Waiver/Placement exam\(^1\) including written and oral parts. Oral part of the exam must be taken within 30 days of the receipt of the results for the written test. Test results will be valid for one semester. Depending on the score, 3 or 6 credits may be waived.
2. Advanced Placement (AP) exam (a score of 4 grants a 3 credit waiver; a score of 5 grants a 6 credit waiver).
3. CLEP exam.

Students who are native speakers of a language other than English may be granted a waiver of world language requirement with credit based on one of the following documents:

- High school diploma or its equivalent from the student’s native language country.
- ACTFL Oral Proficiency Interview (OPI) and Written Production Test (WPT) passed at Intermediate Mid level. To register for these tests, you may contact [www.languagetesting.com](http://www.languagetesting.com)

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\(^1\) Waiver/Placement exams are currently available in French, German, Italian, Latin, Portuguese, Russian, Spanish.
Proposal for Transition of GETF to LEPC

Givens:

1. The committee is to be comprised of 9 elected members and a number of ex-officio members who do not have voting rights.
2. According to Senate resolution F-06-02, the current GETF is to remain constituted until an appropriate committee is charge or created by UCF and approved by the Senate. The approved LEP states that a new committee shall be created as opposed to charging a current committee with the task.
3. There are no other clear guidelines on how to constitute the committee.
4. 3 new members were elected last spring to the GETF who began serving 3 year terms beginning in fall 2008.
5. 3 new members shall be elected in spring 2009 to the GETF.
6. There are currently 6 non-elected members on the GETF.

Proposed Transition from GETF to LEPC:

1. The LEPC shall be a standing committee of the Undergraduate Curriculum Forum.
2. All efforts shall be made to constitute the new LEPC in early fall and subsequently dissolve the ad hoc GETF.
3. Ultimately all 5 university schools shall have at least one member on the committee. The other 4 positions shall be open to any school. This may take several years to achieve; see details in #5 and #6 below.
4. The 3 GETF members elected in Spring 2008 and the 3 GETF members elected in Spring 2009 shall be offered a position on the LEPC. They shall be polled in order to ascertain whether or not they are interested in joining the new committee. The position of any member who is not interested in joining the LEPC shall be open for election in Fall 2009 for the remaining number of years in the member’s position.
5. Three members from the current GETF committee among the 6 non-elected members shall be offered a position on the LEPC to insure continuity. After polling the 6 GETF members in order to determine who is interested in remaining on the committee, if more than 3 members are interested, the UCF Steering Committee shall select the members based upon and in order of the following: a) school distribution and b) selection by lottery. Even if full school distribution is not possible initially due to the makeup of the current GETF, three members from the current committee shall be offered a position on the LEPC, however the desired distribution shall be remedied in the next election(s) until it has been attained.
6. Beginning at the end of the spring 2010 semester and in subsequent spring semesters, 3 or more (if members’ positions are terminated prematurely) members shall be elected to the LEPC through Faculty Senate elections. A balance of school distribution shall be achieved as expeditiously as possible and maintained thereafter.
7. The LEP Chairperson shall be elected by the committee during the first meeting of the fall semester to serve for no more than 3 consecutive one year terms.
8. The Committee shall create bylaws as one of its first business undertakings; it shall draw from the UCF and other standing committee bylaws as appropriate in order to insure uniformity.
9. A list of 3 alternates shall be maintained at all times in sequential order, to be comprised of interested individuals who ran for, but were not elected to LEPC membership positions based upon the number of votes they received. These alternates’ terms shall expire when the regularly scheduled spring election takes place and they shall be replaced by a new group to follow the same procedure. Alternates shall take the place of committee members who 1) resign from the committee or 2) are unable to serve temporarily due to reasons such as prolonged illness, sabbatical or other types of leave. In the case of a resignation, the alternate shall serve for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member’s position. In the case of temporary leave from the committee, the alternate shall serve until such time as the member is able to return to the committee. The alternate will then go to the bottom of the alternate list, but may serve again, within the same academic year after the other alternates have served. If 3 alternates are not available at any time following the election, the UCF Steering Committee shall fill the remaining positions by appointment.

10. Members should inform the chairperson of any anticipated absences from meetings. Given the importance of attendance, membership in the committee shall be terminated for any member who misses more than 3 meetings in a semester without just cause. If membership is terminated, an alternate will fill the position for the remainder of the academic year at which time the position shall be opened for election for the remaining number of years in the member’s position.

11. Members may run for consecutive terms. Alternates may run for membership positions, even if they have actively replaced a member during a given year.