

## UCC Council Meeting Minutes

Friday February 20, 2015, 12:00- 2:00, UC 216

Attendance:

M. Bovor, D. Weisberg, L. Orr, K. Sundstrom, C. Stenoff, N. Weiner, K. Makerec, K. Swanson, P. Von Dohlen, J. Ekeocha, C. Chao, J. Bone, B. O'Brien, P. Griswold

Minutes taken by Maria Bovor.

Meeting called to order at 12.08 pm.

### 1. Agenda Adopted

2. Minutes from 1/23/15 will be circulated to be voted on next meeting.

### 3. Director's report.

- The report was given by Co-Chair Lynne Orr in lieu of Maggie Williams, due to an arranged absence.

#### Writers on Writing:

- 'Writers on Writing' is planned for 3/31, the day before scholarship day.
- A call for proposals will be circulated to all instructors teaching W.I in spring 2014, fall 2014 and spring 2015.
- There was a discussion on how we could increase student involvement with the event.
  - People on the panel can encourage their students to participate. Students that have work presented could be invited to attend.
  - There is a writing anonymous group on campus that we could reach out to for participation.
  - The newspaper is also student run.
  - Involve social networking.
  - Business/academic fraternities and sororities could be invited to give their opinions.
  - Reach out to Tristan Tosh, Assistant Director of Campus Activities and Student Leadership.
- There is some question over why W.I day is not on the same day as scholarship day.
- Please send any additional suggestions to the UCC director and Co-chairs.

#### Civic engagement day:

- We are planning on continuing to work on civic engagement by repeating last year's civic engagement day this coming fall.
- Outside non-profit organizations that were involved last year would prefer to be part of the job fair instead.
- We would like to repeat the poster session, and bring in a more round-table type of event instead of lectures. Maria Bovor, the UCC Graduate Assistant will be working with Maggie Williams on planning Civic engagement day for the fall.

### 4. Assessment Report

- The UCC assessment plan has been updated and is available on the blackboard shell. Printed copies were also handed out at this meeting.
- The Faculty Senate is asking for an update on how assessment is progressing.
- There has been a lack of moving forward until now due to there not being an Assessment Coordinator. We have decided to move forward regardless of having someone assigned or not. There will be a lot of assessment carried out in the near future.

- There will be a 10 minute presentation to the faculty on our progress, given by David Weisberg [I thought this was Maggie who was doing this, or am I terribly wrong?] The presentation includes a year by year breakdown of what our intentions are.
- It was pointed out that the presentation did not mention areas 3d and 3e for years 2016-2017. These will be added to the presentation
- We are currently looking at W.I courses to begin assessments, and there will be 3 stages of the assessment process. In the English department, there are 2 student portfolios and 12 reviewers. We are trying to determine how many people need to be on our assessment team to achieve the correct balance and consistency across the assessment process. We will be collecting portfolios from ENG1100 and ENG1500. We will then talk to higher level instructors about sending writing samples for comparison, to see if there is a difference. Although these W.I samples are just from the English department, they are representative of students across the system.
- There was some discussion over the possibility of doing a longitudinal study, potentially having the university offer scholarship money to students to be tracked on their W.I skills over a 4 year period, for example, with designated journal entries. It was determined that time was the biggest factor preventing this kind of approach, as Assessment needs to be well underway by the time Middle States arrived.
- People who are part of the Assessment group or would like to be were asked to stay at the end of the meeting for discussion.

## 5. Faculty Senate Presentation

- a. Assessment Update was given as previously discussed in 4. Assessment Report.
- b. The wording for the area 4, 5 and 6 resolutions has been finalized and sent out for review. Essentially, we are proposing area 4 will no longer be a prerequisite for commencing areas 5 and 6 of the UCC.

The council moved to vote: 12, all in favor.

## 6. Fast tracking

The purpose of Fast tracking is to help facilitate situational or time-sensitive UCC classes to be approved quickly. We would like to be able to temporarily approve a course before the completion of the prerequisite paperwork has been finalized.

Several points were made:

- The Dean of a college can currently approve a special topic temporarily. Some concern was had over if an individual should be able to approve a course alone as it may increase the variation in standards due to Jack of process. At a minimum, it was suggested these courses should go through the UCC council.
- Normal courses may opt to fast track because of the speed, and not out of necessity.
- It was suggested we could create a list of non-departmental courses under a unifying title e.g. current events.
- We could also time limit fast tracked courses with an expiration date.
- There will be further discussion on this matter at the next meeting.

## 7. Discussion and proposal for remaining current size-UCC Council

The current council size consists of two people from each college. We need to decide if we want to revert to a smaller council

The general consensus is that the current size is working well. Being smaller would offer less flexibility (Current size virtually guarantees at least one person from every department is present for meetings) A larger sized council also offers a diversity of opinion and a keener eye on documents being reviewed.

The council moved to vote to keep the council the current size: 14, all in favor.

## 8. Discussion and proposal for keeping Review Panel (TI, WI and Area 5), and Panel Updates

- There are currently 10 different review panels. Some panels have not had any courses come through in years. There is a concern members are keeping the review panel position as it fulfills the service requirement, but are not actually doing anything within it.
- The panels could be kept for the additional involvement in the assessment process.
- We could disband the review panels and create them on an ad-hoc basis should the need arise, or we could keep but reduce the numbers.
- It was suggested we kept one review panel for areas 1,2 and 3; one for 4, 5 and 6, and keep W.I and T.I as separate panels.
- There will be a systematic polling of the review panel chairs as to provide evidence of a need for change.
- If a member of the UCC council has any other ideas and suggestions, please talk to or email David Weisberg.

## 9. AACU Report.

- Jon Bone went to the 100th AACU annual meeting. He has written up a report that was handed out to attendees. [I was thinking we should get a digital copy of his report so we could hand it to people who wanted it -Should I say something like 'Please contact [WP-Core@wpuni.edu](mailto:WP-Core@wpuni.edu) if you would like a copy
- WPUNJ does not have an institutional membership to the AACU but it was suggested we should consider it.
- Jon bone chose to attend seminars based on the areas of civic engagement and assessment. He also drew attention to the fact that WPUNJ is not the only university who has swapped their GE education for something more like the UCC, and are just beginning to assess it. One college in particular uses a program called Livetext to conduct their assessments.
- The Bonner foundation was also mentioned, which offers full tuition scholarships that have a substantial civic engagement quotient E.G mentoring other students. WPUNJ is encouraged to become involved with the Bonner foundation.

## 9. Course approvals

ARTH3330 Silk Road Art -W.I

This course was not approved by the W.I panel and should not have been passed on to the UCC council. Voting was skipped.

HIST 3510 Intro to Public History -W.I Approved with amendment a) -13 in favor/0 against /0 abstentions.

a) W.I needs to be added to the course description.

## 12. Future meetings

3/13 has been switched for 3/27 as it is after spring break. There will be an update regarding the room location. Other meetings for this semester will be on 4/17 and 5/01 in UC216 from 12to 2 PM.

13. Meeting adjourned at 1.49pm