

UCC Council Meeting Agenda

Friday, April 17, 2015

12:00-2:00

UC 216

Attendance: M.Bovor, C.Stranoff, N.Weiner, J.Bone, W.Davis, P.Macdonald, R.Baird, J.Ekeocha, P.VonDohlen, K.Swanson, M.Williams L.Orr, K.Sundstrom

Minutes taken by M.Bovor and K.Sundstrom.

Meeting called to order at 12:10 PM

1. Agenda adopted.

2. Minutes from 3/27/15 approved.

3. Director's Report

David Weisberg was unable to join us today.

Several topics covered in the directors report are also agenda items and are appropriately categorized.

- meeting with Mary Beth in PR Dept. She said we should send her items that would aid the promotion of the UCC such as
 - o Photos of students getting involved for Area 5
 - o Can also send news stories regarding what you're teaching.
 - o Etc
- Senate passed that completing Area 4 is no longer requirement for Area 6. We intentionally left out the relationship between 4-5 until we have further discussion. The main issue is interest in maintaining structure that will ensure students take Diversity and Justice course before later years.
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- Maggie scheduled time to meet with Social Justice people. Area 4. Related to sequencing question She will discuss with them on the 28th, and bring it back to this body.
 - o Comments: Senate seems to be reasonable, because there doesn't seem to be much concern from people regarding Areas 4-5.
 - o "If it ain't broke, don't fix it." Are students benefiting from present structure? If yes, then we don't have to do anything.
 - o Small departments having issues benefit from having Area 4 no longer being a requirement for Area 6.
 - o Maggie: Should 4 be the cut-off for 2000 level courses?
 - o Too many seniors taking their UCC in senior year. Advisor notes document what students are advised to do, over and over again, but students choose to defer it to the very end.
 - o Many students register for those courses in earlier years, but choose to drop them because they are not doing well. After it is dropped, they are focused on other things, and don't re-register till senior year.
 - o We default to thinking of a traditional student on a four-year schedule. Things that get in the way of students graduating in four years are bad things! Especially transfer students are on a tight schedule.
 - o There is a desire for students to have exposure to certain things earlier on, because it enhances experience later.
 - o This is easier to get through than GE system.

- Do we want to say we are no longer allowing courses at the 2000 level in 5 and 6? This would create some sequence.
 - Do we want to think more about pre-packaging?
 - Considering:
 - Questions about Area 4 sequencing is content-based.
 - On the other hand, need to take 18 before that is somewhat due to Middlestates sequencing, and not getting a senior in your 1000 level class.
 - UCC is about allowing more choice, we don't want to get cumbersome like GE again by adding limits about numbering of courses in certain areas.
 - John adds that there is cognitive dissonance between our intention with numbering sequence, and the way students perceive it. They perceive: 1000 is for first year, and 4000 is for senior year.
 - Pre-requisites that are not part of program are undue burden.
 - John: keep in mind that sequence is more about idea of embedding some parts of UCC in major and upper level courses.
 - Lynne asks if it would be useful to have advisor check-in meeting. Last one was last year, and training was in fall 2011. There have been additional advisors added, and changes made, since then.
 - advisor updates are useful every year!
 - It was suggested that the section on UCC page with changes from last advising session you had.
 - Summer project: ways to streamline the website, so that most important info is bulleted and highlighted.
- Session Proposals due for next AGLS (Association General Liberal Studies) Conference May 15th.
- Title: Diversity: [something] Diverse Populations, Dynamic Outcomes

4. Assessment

- WI Pilot:
 - May 1st 10:30-2 rubric training and norming session for group of people. Food is ordered and a quarter-credit stipend reward.
 - Add: Rebecca Fegeley-Bird, Karen Swanson, Jonathan Boone (History Dept.),
 - History Day is the 2nd, so unfortunately most of the faculty suited to help are already committed to other things.
 - 10 papers from midterm point of 1100 and 1500. Varying grade-level.
 - We are using Campus Labs- hopefully papers can be submitted online, and rubric results can be entered there.
- Second Step: Assessment
 - Papers from 3000+ courses. Ideally, one class from each of the colleges. Katie will remove identifiers from papers so anonymity will be kept.
 - Have not clarified how many reviewers or documents are needed, but it is approximately 100 documents. The more reviewers we have, the fewer documents each reviewer has to read.
 - Steve Hahn seems willing to offer further compensation for this step, as well.
- We had a meeting with Donna Perry and Jim Hauser to review the process. Have met with Assessment council as well. Including many perspectives to come to final decisions for how to handle this.
- Looking for staff, faculty, library staff, etc.
- Campus Labs: Becky Fegeley-Bird is one of University administrators of it. She offers to help us with it
- She said it would be easier if we started in the system on the 1st.
- We will get together with Jane Zeff and Kendall Martin for Campus Labs.
- Maggie says that Kendall connection is how UCC ended up in there. She and Kendall were volunteered to be in charge of a larger committee regarding assessment.

5. Civic Engagement follow-up

- Reserved room Oct. 22nd with idea that if UCC Council decides we want Round Table for Area 5- related event, we can use it.

- Maggie is on CE Committee, status of which has been rocky. (But it resulted in CE day last semester.) They will have meeting to discuss how to move forward with committee.
- Christine Kelly working on proposal to do more concrete Faculty Development around Area 5 courses. She was instrumental developing Area 5 in the first place.
 - o NJ Campus Compact Association, University presidents join it, it is related to CE type of activities. Incomplete communication b/w internal ideas and the organization. How can faculty reach out to these organizations?
 - o Paterson Research Institute: another place we should reach out to.
 - o Suggestion: Listing entities on Blackboard so professors can see resources they may use for courses. Christine has database, but it would be great if other people had access to it.
 - o Maggie will be connected, but not one of the people doing the development. Christine wants people who are going to be teaching an Area 5 course. Rosenthal is chair of Area 5 panel, hopefully she can be the link between them and UCC Council. Maggie discuss this with her! (As well as the blackboard suggestion.)
- Council wants to collaborate with other divisions. Important to us to remain connected with Student development. Personality conflicts were an issue, but we want to put that aside and continue relationship; student development is important to UCC.
 - o Jeff Wakeman has been replaced
- Ideas for October? We will try to come back to this at end of meeting.

6. WOW!!! (Or, Writing Day)

- Writers On Writing is coming up quickly, and will be In UC 216, Wed. 22nd from 12:30-1:45.
- So far, confirmed participants from all 5 colleges.
- Annette from College of Business is unable to attend. Steve Betts will replace her. Karen from Science and Health, and Justina from HSS, and Maureen Martin from Writing Center. Donna Perry also confirmed to attend.
- If mostly veterans talking, at least new people around too. Hopefully a round-table type discussion about what works/doesn't work.
- Promote event, tell people it is not that formal! Especially people in your department who have proposed a WI course and had difficulty getting through the process. Or, someone who wants to teach W.I but is nervous about it.
- Lunch provided!
- If goes well, maybe it will be a regular event, or we will have similar events for other areas.

7. Streamlining course proposal process

- Fast-Track
 - o Rob MacCallum's manifesto on 1-credit pop-up courses for temporary current-event courses such as the Presidential Election.
 - Mary Beth said that is the perfect PR thing: WPU is offering course on presidential election!
 - Wartyna: we just can't let everyone say that their course is timely. Can we put restriction that people can only run the course once, or for one year?
 - Jonathan says this is a great idea in principal, but it plays into other campus debate about course repeats. More substitute-able if they are 3 credits.
 - Wartyna: two years ago deans got together and wrote a proposal to change the repeat policy, but it got defeated early on. Keeps coming up, but hasn't been moved forward. She is amazed that repeat policy has made no progress, and that the current policy is so open. Progress can't be made because people get hung up on issues.
 - Proposal for courses that are of timely subject matter: Write up proposal, avoid "fast tracking" label, have online vote: course is 399, 3 credits, if failed must be repeated with course in same Area (not necessarily content). For approval, goes to department, then directly to dean for dean approval (as opposed to curriculum committee), and then to UCC council.

- Nina will say no- she knows the rules and following them. But she is also behind the logic of it. We just have to make it work, tell her how it will work, and then she will say yes.
 - Motion proposed, seconded, approved.
- 399 courses need UCC 399 code. What would the approvals process be for this? Maggie suggests it comes straight to this body, rather than through review panels.
 - What happens if students fail 399? Do we allow students to take another one to fail out that course? Someone says yes. Maggie suggests yes, and that the replacement course should be in the same area (e.g. failing Mural Painting, you can replace with another 399 Area 5.)
- Do we need a proposal and an outline?
 - Technologically, proposal is important as it is used within the database and to create a catalogue. Content-wise, the outline is important as it details the specifics of the course structure.
 - Is there a way to make the proposal less involved? The outline would have the content, Proposal would be like a cover sheet.
 - Streamlining outline further will be a big process, because different programs used within the system require different things.
 - If outline for UCC doesn't match one for the department, it may be confusing for people.
 - Wartyna says that she hasn't heard complaints about formatting and the technology, and that maybe we don't need to address this proposal/outline issue because it is not really the problem. The difficulty with course development is more in the back and forth between groups and the outcomes.
 - Maggie questioned why the text about how you are going to meet the outcomes is on the proposal. If it is easy to get rid of it, she thinks it would be a good thing to fix.
 - Possibly add a 'remove formatting' function for copy-pasting into the proposal to prevent formatting mistakes.
 - A similar process used to approve UCC courses has been implemented for all courses.
 - We should have a meeting with Joe about streamlining this process.

8. Course Approvals:

- **AWS 2013 Africa & World to 1885 – Area 6 – Global** **10 in favor/0 opposed/ 0 abst.**
 - The course proposal does not state which term(s) the course will occur. There needs to be examples and specifics of topics covered, in 6E especially. There needs to be enough information for another member of faculty to potentially be able to utilize the outline to teach the course.
- **AWS 2014 Africa & World Since 1885 – Area 6 – Global** **10 in favor/0 opposed/ 0 abst.**
 - Needs to include a header on their outline.
- **COMM 1220 Research Matters – Social/Behavioral Sciences**
 - Won't be discussed for TI today- waiting for approval of Social/Behavioral Sciences panel.

There are 20 courses currently waiting in review panels. It was suggested that as this is the last Council meeting this semester, voting could be done via email if people were comfortable with the idea.

9. Conferences AACU – Summer Institute on General Education – June 2-6, 2015

- The conference was not discussed.

10. Last Meeting 5/1 UC 216, 12-2 PM is replaced with a WI Pilot Assessment event.

11. Meeting adjourned at 1:50 pm.