

UCC Council Meeting Minutes

Friday, September 23, 2016

12:30pm-2:00pm

UC 168A

Attendance: M.Bovor, M. Williams, J. Bone, N. Weiner, L. Orr, R. Baird, N. Trelisky, P. Von Dohlen, J. Lincoln, A. Joachim, P. Griswold, N. Zeller, K. Rabbitt, P. Nagaraj, K. Swanson, L. Fowler-Calisto, J. Stern

Meeting called to order at 12:38pm.

1. **Agenda Adopted**

2. **Welcome and Introductions**

We welcome some new faces to the UCC Council:

- Jesse Stern as the new Graduate Assistant for assessment.
- Jonathan Bone as the new UCC Director. Former UCC Director Maggie Williams will be present to help with the transition and was thanked for her service.
- Neici Zeller from the history department and the global review panel
- Tony Joachim from the library
- Anette Barron from Marketing and Management.
- Lauren Fowler Calisto from Music

3. **Minutes from 4/29/2016 approved**

4. **Elect Co-Chairs**

- The UCC council has two co-chairs. The floor is open for nominations.
- Lynne Orr nominates David Weisberg and Nancy Weiner to be the Co-chairs. Motion is seconded and the vote unanimous.
- Lynne Orr will be staying on with the council but focusing on assessment this year.

5. **Review of Faculty Senate UCC Charges**

- Senate Vice-Chair Nicole Magaldi could not be here today, but she will be at our October meeting.
- There are no new charges from the Senate so we are continuing what we have been doing, which is a focus on assessment and an emphasis on Course approvals.
- We have an updated UCC council contact list with the review panels on the reverse side.
- We are trying to figure out how accurate it is as there are some inconsistencies.
- There are also some vacancies in the review panels.
- Every Review panel had a UCC member on them, but some have lost members. We need people to step up and fill those roles.

- If any Deans in the room know of any new staff who would be a good fit, please recommend them.
- Tony Joachim and David Weisberg volunteered to serve on a panel where needed.
- Tony will be placed on the W.I Panel. David will be placed on the Civic Engagement Panel.
- Global awareness is short on people. Cinzia Richardson was on the panel as professional staff but it is unclear if she is still part of the review panel.
- The panels meet as needed, when courses are in need of review. This is not very regularly. The panels can also meet virtually
- Annette Barren Volunteered for the W.I panel.
- Kara Rabbitt suggested Lianne Robertson or Matt Kendrick for the W.I panel.
- Review panel chairs will be contacted to determine the accuracy of Review Panel rosters.

6. Director's Report

- Jonathan Bone from the history department is the new UCC Director as of September. Thanks to outgoing UCC Director Maggie Williams and to GA Katie Sundstrom for their services to the UCC, as well as thanks to the present council leadership.
- We are talking about what the UCC council ought to be doing this year because the Senate has no new charges.
- We should be moving courses through the pipeline and occupying ourselves with the assessment of the UCC as laid out in the assessment plan that was developed in response to Middle States.
- There is a lot we don't know with how the UCC is embedded in the curriculum and how we are doing with areas of the UCC. We would like the council to be working on implementing the framework that was already laid out.
- We currently are working on a rubric based assessment of T.I, as well as finishing off the Scientific and Quantitative assessments. The data has been collected for the Quantitative assessment and the Scientific assessment is almost done.
- Towards the end of 2015 to the late spring of 2016 there was a W.I rubric assisted survey of student results. The results of that were compiled by Maggie, Lynne and Katie Sundstrom.
- We will be holding a 'Closing The Loop' workshop on Thursday 29th for the W.I Assessment, all are invited to participate.
- We are working on plans for implementing structural changes to W.I based on the information that the survey gave us. Particularly in Implementing best practices and suggestions for faculty.
- Jonathan Bone:
 - I see my role as 'factotum': someone who does the things that needs to be done.
 - As a facilitator and custodian: Introduce improvements in UCC practices, process and documentation. Also to engage in cleaning up and streamlining, identifying courses

that are stalled. In some cases, the courses have been sent back by review panels for revision, but there are also abandoned entries that span back years.

- We have spoken with Joe Alaya about removing defunct and abandoned entries.
- As a Representative: the UCC Director represents the UCC to faculty and students in the university.
- As a Reviewer: working with Lynne Orr and Jonathan Lincoln on assessment; having a comprehensive look at course offerings in a particular. Are we offering enough courses in enough areas to meet student demands, and if not, what can we do to re-allocate or re-emphasize?
- We agreed to do a sunshine review of UCC courses, including creating a mechanism to deactivate/remove UCC designation from courses we have decided to drop.
- Some/all sections W.I courses can only be identified by matching syllabi with attributes that the UCC courses are supposed to have, and we haven't been doing that. We should reach out to chairs and ask if courses are being offered. The registrar should also have the information.

7. Civic Engagement Activities

- We asked Donna Minnich Spuhler from Campus Activities to join us today but since she was unavailable, she plans to join us at our next meeting.
- There are 28/29 new activities and new website: wpunj.edu/Civic-engagement/
- Historically we have had involvement with C.E, but as a council we need to decide how much involvement we want.
- Student activities has moved forward very nicely with C.E and the badge system.
- UCC guidelines had reflection on C.E as allowable in C.E courses.
- Area 5 is the one piece of the UCC that has no analogue in the old curriculum. In order to get a course through as Civic Engagement, the learning outcomes allow for a difference between a practical or theoretical engagement. Student development has moved forward with practical engagement.
- Jonathan Lincoln:
 - The badge system is set up – with broad expectations for our students in terms of their involvement in civic engagement. We set up the goals of a certain percentage of students achieve low level activities e.g. events that don't involve the level of reflection we want to see. There is also a call for at least two higher level experiences such as completing UCC area 5. We also want the majority of our students to have additional experiences.
 - This is an area that needs opportunities to grow, not just through student development.
 - We want to gather information from the departments and highlight C.E courses on the current website, which is not just for student development. Faculty and department doing great things, there are a lot of great things going on university wide.
 - We are bringing in marketing and public relations to help promote C.E through small videos.

- A number of digital badges, most of them are grounded in activities in student development i.e. leadership, career development.
 - For the Civic engagement badge students have to document the completion 2 lower and 2 higher level activities.
 - For some events we have the ability to scan I.D for automated recording, and some require a more active involvement.
 - We need to build collaboration between student development and the UCC.
 - We are the first institution in NJ to include C.E in our curriculum.
 - We are forming an advisory group including faculty from different colleges. one of the issues we need to address is the reviewing of the badge to ensure quality for outside use.
 - There is an engagement portfolio. We can turn portfolios on but we are still figuring out management of it. This is through Pioneer Life but you have to be added or actively seek it out and specifically part of the curriculum.
 - Donna has set up an infrastructure to facilitate faculty members getting students to on-site locations for UCC area 5 courses.
- The Council should ensure UCC Area 5 is doing what it said it would do. We have not been really effectively documenting our student involvement. There is much more going on that we don't know about, even going back a few years. If we begin to document properly we may find that the hours of engagement are much higher than previously recorded.

8. Assessment Report

- We finished the quantitative assessment this summer and we are finalizing the report. We should have that for the next meeting.
- One more score to reconcile for Scientific so it is near completion.
- We are starting T.I assessment. We are asking faculty to share both syllabi and assignments. With just the syllabus we were not getting enough information for assessment. We have not heard anything back yet, so we might need to approach the Deans asking for samples.
- Not all T.I instructors received email, so we need to double check database.
- Middle States will be looking closely at what we have done for assessment in 4 years
- We have just done the periodic review for Middle States. We had a lot to give them and we feel it looked good. We don't have final assessment from middle states yet.
- At the next visit, Middle States will be looking for changes we have made based on assessment.

- How to reach out to faculty and students as far as UCC is doing and PR: Are they aware of the UCC? In some syllabi, UCC is not mentioned, are faculty talking about the UCC in this instance?

9. Writing Intensive Closing the Loop

The event is on 9/29 at 12:30pm in UC 168A. Anyone who wants to come is encouraged to do so. This will be part A of closing the loop. We intend to set up a framework for further inquiry and response from the broader W.I community.

10. Course Approvals

I. CHEM 4440- Medicinal Chemistry – Area 6- Global Awareness

i. Questions were raised regarding the global content for this course.

- Global awareness is the focus is on multiple cultures and how they interact. Getting students to take something outside of their own experience.
- Nowhere in the global awareness does it mention the need to be cultural.
- The primary focus should be on cultures other than US and EU. Something needs to be added/changed.
- We understand the guidelines but it's not rigid – interconnectivity rather than cultural. The subject is cultural even if doesn't mention culture
- Something specifying these underlying influences in the proposal improves the course - articulation is very important.
- We need to encourage a sciences or business person to be on the area 6 panel.
- The Panel does not see themselves as gatekeepers but as facilitators, working with the faculty to improve their proposals.
- It is hard to see the global awareness aspect in this course.
- This is a narrow scope look at medicine chemistry. It does not match up with drug development. There are many companies based in a particular country that operate worldwide. There are no cultural differences because they are regulated by their country of origin.
- The original incarnation of this course had this aspect much more pronounced.
- Concern that it was a course about US pharm companies operating overseas rather than the other way around.
- This course has been through the Global awareness panel before and has taken up a lot of time for adjustments. The panel needed more input from an outside source.
- Course would be better called "A Comprehensive Global Look at Drug Development and its Impact".
- The prerequisite of this course is very strict so only a very small selection of students would take this course, potentially majors only.
- We have to consider what courses students would not take if they took this course instead.
- There are also logistical questions. Money and staffing prevent departments from offering a course more broadly. They are legitimately allowed to create an internal course, if they wish.

- However, there is no reason to keep students home, the UCC is not an overwhelming burden on the students.
- This course doesn't seem to know what it wants to be.
- The fundamental issue with this is that the topical outline doesn't match global awareness.

○ **Vote: Approved 4 /Against 10 /Abstained 1**

II. HIST 3780- Mughal Empire – Area 6 – Global Awareness

- The reason why this course is like it is, is that the original preparer left the university. The position will be filled by the new hire.
- With a history course in Global Awareness – there has to be some relevance on the impact on today.
- The idea behind global awareness history courses is that you understand history other than your own, it affects your understanding of present global cultures. You cannot understand present without understanding the past.

○ **Vote: Approved 14 / Against 0 / Abstained 0**

III. MGT 3360 - Cross-Cultural Business Behavior in Spanish-speaking Latin America –Area 6- Global Awareness

- We have new business minor: Spanish for the professions. This is a cross-college minor.
This course is developed to go along with this.
- The course is taught in Spanish- what is the added element by doing this?
- It is very common in nursing programs and science/health to have content taught in other languages aside from English
- A concern that the language requirement might exclude a lot of people for whom this might be beneficial.
- We need to trust the regular curriculum to do their job. This is not an issue that the UCC needs to consider. We need to consider if it meets the Global Awareness criteria.

○ **Vote: Approved 15 / Against: 0 / Abstained: 0**

11. Upcoming Meeting dates. Meetings are scheduled from 12:30pm-2:00pm

- I. 10/14 UC 216
- II. 11/04 UC 209
- III. 12/01 UC 209

12. Adjournment at 2:10 pm

Minutes taken by Maria Bovor