

UCC Council Meeting
Friday, October 14, 2011
UC 216

Attendance: Kathy Malanga, Jean Levitan, Karen Swanson, Ian Marshall, John Peterman, Nancy Weiner, Julie Rosenthal, Rebecca Fegeley, Giuliana Campanelli Andreopoulos, Alexandros Panayides, Stephen Marcone, Jennifer DiNoia, Sandra De Young

Meeting called to order at 12:16pm

1. **Agenda adopted**
2. **Minutes for 9/30 meeting** – minutes accepted as written
3. **Co-Chairs Report**
 - a. Kathy (college rep) and Rob (at large rep) have been approved to return to the council
 - b. Isabel Tirado has resigned from the council, there is now an opening for HSS
 - c. Meeting with Provost – discussed scheduling rhythm and concern about course approvals not meeting the deadline for Spring
 - d. Co-chairs are going to request from Nina (registrar) specific deadlines for upcoming semesters
 - e. Assessment Meeting in Washington DC in January – Jean, Murlie and others attending, Kathy may be reaching out to see if anyone else is interested in attending
 - f. Orientation for Adjuncts – over 50 participants, many colleges and departments represented. Group was very interested, receptive and engaged. Jean and Kathy provided a general overview and what the adjunct role is with UCC courses. More orientations will be offered in the future.
 - g. Presentation to Senate – requested that the Integration of UCC to Major is on the next senate meeting agenda
4. **Integration of the UCC with the Major**
 - a. Council approved document last meeting, with changes. Changes were made. Kathy and Jean added examples to the document to be shared with the Senate to help further clarify the document
5. **Assessment Working Draft**
 - a. Based on Middlestates review, the UCC needs to have an update/report ready by April 2012
 - b. Combination of Council, Senate and Department approach will need to be created
 - c. Provost has expressed his support of the document. Promotes the creation of a UCC Assessment Chair
 - d. Recommendation that a sub-council work to establish a timeline and process for UCC course review
 - e. Recommendation that Outcome 1 and Outcome 5 are the first to be reviewed
 - f. Recommendation that there are separate reviews of the SLO's and the program courses. Also ensure that it is not assessing faculty
 - g. Recommendation to try and create some common assignments to assess in various courses
 - h. NSSE questions have been added to the working draft
 - i. Discussion of rubrics – recommendation to create or utilize standard rubrics to review general areas (e.g. – oral communication, written communication, etc...)
 - j. Recommendation to review UCC outcomes and program outcomes – try to streamline language and establish common definitions to standardize program and UCC assessments
 - k. Recommendation for faculty participation in assessment processes – knowledge of subject matter is a critical component, faculty are also important to the development of a timeline and the coordination of the assessment
 - l. Recommendation to include Review Panels to collaborate and potentially facilitate some of the assessment process

6. Course Approvals

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|----|------|--------------------------------|---|
| a. | PSY | Senior Seminar | Approved (14 in favor, 0 abstentions) |
| b. | PSY | Experimental Psychology II | Approved (14 in favor, 0 abstentions) |
| c. | MGMT | Management Information Systems | Approved w/ revisions (13 in favor, 1 abstention) |
| d. | FINP | Financial Planning Capstone | Approved (14 in favor, 0 abstentions) |
| e. | HIST | French Revolution & Napoleon | Approved (14 in favor, 0 abstentions) |

7. Faculty Development Sessions

- a. Two upcoming sessions scheduled: October 28th and November 18th
- b. October 28th in UC 211 from 11am – 1pm, with the Center for Teaching Excellence, focus on Writing Intensive Courses

Meeting adjourned at 1:37pm

Minutes submitted by: Rebecca Fegeley-Baird