UCC Council Meeting Minutes

December 2, 2011

Present: Kathy Malanga, Jean Levitan, Murli Natrajan, Guiliana Andreopoulos, Carol Granoff, Robert McCallum, Rebecca Fegeley, James Hauser, Lynne Orr, Theresa Cruz Paul, Lauren Razzore, Rosa Soto, Maggie Williams, John Peterman, Jennifer DiNoia, Steve Marcone, Molly O'Donnell, Ian Marshall, Kathy Silgailis, Keumjae Park and Donna Patacco.

AGENDA

1. **Adopt Agenda**

2. **Minutes of the November 7, 2011 meeting**
       The minutes were approved.

3**. Co- Chairs Report:**

       Heads and/or representatives of the Review Panels were invited to the meeting. They were thanked for their work and leadership on the panels.

       The Co-chairs will organize the Spring 2012 meetings and will be meeting with the Co-chairs of the Center for Teaching Excellence to plan faculty development workshops.

       The Council needs to approve the Assessment Plan, although a new group will be charged with implementing a plan and may make revisions. There will be a UCC assessment committee created by the Provost. Part of their efforts will be to look at syllabi to make sure Program and Area SLOs are being met.

       The Spring semester will be starting on a Wednesday and there will be some courses to approve in January when we return from break.

4. **Implementation Issues**

       The Council discussed some of the implementation issues that have recently come up needing recommendations.

       a.   Can an independent study be considered a UCC course?

       The Council reviewed the current process for independent studies. A student is not permitted to do an independent study when there is an existing course with the same focus available. The question was asked "Should the independent studies process have more layers?" As it stands

now the student writes a proposal, the chair approves it, and then the Dean approves it. For the UCC, sending a proposal on to the appropriate Review Panel could be required.

b. Guidance for transfer admissions – WI/TI courses, Area Five courses

Currently, most problems are focused on meeting the needs of the transfer students who do not have the Associate's degree. Better communication is needed between departments and with the Registrar. Advisors have not had access to transfer syllabi which would aid in having courses already taken count for W.I. and T.I. designation. The chairs may put in substitutions and waivers of courses and this is especially helpful for T.I. courses.

5. **Review Panel Discussion**

The Council and Review Panel members discussed a variety of issues relative to RP's:

- What are the advantages/disadvantages of the review panels as part of the course approval process?
- Should UCC implementation (and the review panels) be extended for one more year?
- Should Review Panels be made a permanent part of the UCC course approval process?
- If so, should the function of the review panels be broadened and or changed to incorporate faculty development?

Jim Hauser was present as a stand in for Donna Perry, chair of the W.I. committee. He voiced the opinion that their panel is now highly competent about W.I. courses and wishes to continue on for more than one year. Giuliana argued for the value of having people of particular backgrounds and training serve on the review panels; the more experienced the review panel, the more efficient the review process.

It was noted that two years has been the general practice for the time served for the review panels and that they are considered ad hoc. Murli reminded all that faculty development is not what we (the UCC committee) do. The RP could have more of a role in faculty development.

A motion was made (McCallum/Griswold) to make review panels standing committees of the UCC council, with no expiration date. After some discussion about extensions and the benefits of consistency and expertise on the panels, it was decided to continue the discussion and vote on a proposal to forward to the Senate at a future meeting.

6. **Course approvals**

ARTH 3380 Islamic Art and Architecture   (Area six)   15 Yes, 1 Abstention
SLOs will be removed by Kathy but outline is correct

HIST 3610 Modern Japan   (Area Six)   16 yes

AWS Eastern Africa and the IOW   (Area Six)   16 yes
Recommendation to rework course title

GEO 4030 Geographic Information Systems (TI)   15 yes, 1 abstention
Approved with recommendation to edit bibliography

7. Adjournment

Respectfully submitted,

Carol Granoff
Jean Levitan (revisions)