

UCC Council Meeting
January 30th, 2018
12:30-1:45pm
Cheng Library- Amy Job Classroom 114a

Attendance: J. Ekeocha, L. Verrani, K. Swanson, A. Baron, P. VonDohlen, T. Joachim, K. Rabbit, N. Weiner, D. Weisberg, L. Orr, D. Hack, P. Kaur, J. Owlett, N. Gill, C. Weissenborn

Meeting Called to Order at 12: 36

1. Adopt Agenda

- Agenda Adopted.
- No Abstentions. No Oppositions.

2. Approve Minutes from 12/8/17

- Minutes Approved
- No Abstentions. No Oppositions.
- No further discussion.

3. Directors Report: Jon Bone

- Welcome Back!
- Catching up on a variety of UCC work that has been conducted in absence.
- There are a number of council tasks to work on this upcoming spring semester.
- Important aspect of the council is to evaluate, discuss and then vote on courses that are moving through the course review pipeline.
- Stress the timeline related to the approval process. This is especially for those UCC courses that are intended to be offered in the following semester so that students will be aware what's available and what they can register for.
 - Want these courses to be "on the books"/ approved by the registrar before registration opens up
 - Current date for upcoming registration for Summer '18 and Fall' 18 is not yet known or decided.
 - Early Summer registration may make it very hard for courses to be considered for approval this upcoming summer.
- Office has been encouraging those sitting course submissions in their queues to review and vote on them in a timely manner. Emails reminders have been sent out and will continue to be sent out periodically.
 - Direct conversational reminders to faculty proposers in regards to language tweaks etc. so that the maximum number of courses can be taken into consideration before the registration window opens.
 - Working to minimize "procedural issues" in order to focus on greater needs of each course proposal.
 - Upcoming March and February meetings will potentially have a number of courses to review.
 - Full council discussion will still take place regarding each course.

- Council has two reports to present to the Senate.
- Senate secretary has been contacted to get us on the agenda near the end of the semester to deliver necessary reports.
 - In turn, we have to prepare a presentation.
- Pol 2240 Course was approved last fall pending multiple clarifications from the Tech Intensive Panel.
- Met with the proposer on Monday, January 29th to address the concerns made by the council and noticed individually. Hopeful that these situations can be solved fairly quickly.
- Going forward in regards to this course and others: does the council feel the need to review the amended proposals and/or outlines before sending it forward to Provost?
 - Most often the case is simply updated language or bibliographies.
 - This course in particular is more substantive edits, but do note that it is in no hurry to be approved as it won't be offered until Spring of 2019.
- Overall, it was decided that there should be a re-review of the POL 2240 class. And for all upcoming classes that need section re-writes.
- For courses that simply need wording tweaked etc. approving it without full council review is acceptable... should inform the course proposer of what is going to happen if the course needs to be sent back to them.

- If a student has taken a course that later becomes a UCC course? Can it then be applied to UCC requirements? Needs to be taken on a case by case basis.

- Other UCC Director work not so fully related to the council is working with the Registrar and Provost Lincoln to get the new administrative course proposal/ management system deployed.
 - Still need to write documentation for faculty users. Beta –test it, create a timetable for conversion, run workshops on its use etc.
 - Jon Bone nominated himself to continue on working out the nuts and bolts for the system for the remainder of the semester.
- Talk about a comprehensive review of UCC Offerings to determine to who, what, where, when we're offering UCC courses.
 - Registrar was able to put together a list of UCC Courses since 2011, and students enrolled in them. We now have a copy of this list.
 - There are cross listing problems making it difficult to gather meaningful information
 - Going to need to aggregate the courses to make it meaningful, whether that be done manually or through an Excel/Banner macro etc.
 - Primarily Arts and Humanities College with a number of crossovers.
 - Problem relates to the way courses are listed in Banner.
 - Have a side problem with the Mercer College Sections.
- Some UCC Courses are not being offered as regularly as they're supposed to be according to UCC Framework... 2 year rotation isn't happening.

- Some cases there is superseded courses... other times it's when courses are offered but don't attract sufficient enrollment.
 - Superseded courses need to be removed... this is especially relative in the Education courses due to changing State requirements.
 - If courses were removed from the list, and students needed to retake it have the option to repeat the course that replaced it.
 - Going to have to address the matter of UCC courses that are no longer offered but students are looking to retake, or how the non-existent course relates to the UCC offerings presently.
- There are a number of duplicate courses course proposals that have crept into the submission pipeline, a total of 19 inadvertent proposals have been entered in the system sin summer 2017.
- Specific iterations of the courses can be deleted as this action has been made readily available to Jon Bone. No longer a need to re-instate an active one.
- Clean up will be occurring soon!

- Cortney sent out a reminder email the previous Thursday for registrar to approved courses sitting in the queue.
- Review Panel (and other pipeline position) reminder emails will be sent out every two weeks to keep moving courses through the system.

- In regards to Peter's course and going forward with other WI courses it was proposed that holding students to an assessable standard that already exists. (ie: APA Style in regards to their assignments.)
 - Lesson Plans do count as prose.

4. Assessment Update: Lynne Orr

- Science Reports are going to be proofread.
- Presentation for the Director's council: Math and Science together.
 - Katie has the Science presentation powerpoint / Report
- Area 5 analysis and TI analysis still needs to be completed.
- New assessments evaluating overall UCC Program.
 - Assessment polling the students on UCC program has also been mentioned.
- An assessment is needed for the Well- Being courses. An easy way to assess this is to collect the well-being plans and go over the student work. Similar to the WI assessment.
- Want the UCC requirements clearly identified in the course outlines and descriptions in regards to the UCC Faculty assessments
 - May need to educate individuals on UCC framework and goals in regards to explaining it in outlines and proposals.
- Suggestion to gather faculty input on the UCC Program first.
 - Use to be that the colleges would provide an annual report on courses and UCC objectives etc.
 - New faculty coming in may not be educated on each of the UCC requirements
 - A powerpoint was left for such situations, but seems to not have been put in place or overlooked.

- Adjunct faculty handbook was revised and a section was put in regarding UCC
- Might be a good idea to put something on WPConnect for faculty to reference on their own.
- Department chairs can send them a link of resources, or send them an annual/bi-annual link to watch and then complete a form/ certificate in regards to UCC.
- Discussion on the new course management system, having that integrated in WPConnect as a module to complete.
- Faculty assessment survey questions/ topics to address.
 - Awareness
 - Utility
 - Adequacy in documentation
 - Understanding of UCC
 - Where to go with questions
 - Are you teaching a UCC course? (yes/ no/ not sure what that is)
 - How has the UCC attribute changed the way the course has been taught?
 - How have the courses and/or requirements changed?
 - Demographics (FT/PT, College, how long have you been working at the university.)
- Want to direct this survey through the entire faculty population
 - Are they going to have provided answers, or is there going to be open- ended response opportunities.
- End of survey should link to an educational tool, power point, list of relative people.

5. Course Approvals

- ENG 2280- Latino(a) Literatures in the US- Area 4 Diversity and Justice
- No points of discussion
- Vote:
 - Approved: 15
 - Abstain: 0
 - Opposed: 0

6. Upcoming Meetings

- The February 22nd Meeting is on a Monday Schedule.
- A doodle poll will be sent in regards to next meeting date.
- Presently the upcoming meetings are on the following dates:
 - Thursday Feb 22nd 12:30- 1:45pm in Cheng Library 114a
 - Friday March 23rd, 12:30- 2pm in UC 208
 - Friday April 20, 12:30- 2 pm in UC 208

7. Adjournment- Meeting Adjourned 1:31pm