UCC Council Meeting Minutes
Friday, December 7th, 2018
12:30pm-2:00pm
UC 216

Attendance: P. Kaur, K. Rabbitt, C. Weissenborn, N. Weiner, D. Weisberg, , P. VonDohlen, A. Baron, J. Lincoln, , C. Zhang, L. Verzani, J. Ekeocha,T. Joachim, L. Birge, L. Robertson, D. Hack, K. Swanson

Meeting Called to Order at 12:33pm

1. **Agenda Adopted**

2. **Approve Minutes from 10/19/18**
   - Minutes approved.
   - Change date of previous minute approval.
   - Brief discussion of previous director's report regarding course flow meetings with registrar and departments.

3. **Directors Report-** *Jonathan Lincoln*
   - Still no current UCC Director. There will be an upcoming conversation with another perspective individual.
     - o The previous individuals either accepted a separate opportunity, were determined not fit, or had separate research and personal commitments.
   - Upcoming conversations with the next prospect will begin next week.
   - Noted that there is a challenge in finding the correct individual who is looking to commit and help pursue the vision for the UCC.
   - Looking for someone to put in at least a three-year commitment in regards to the re-accreditation visit with Middle States.
   - Discussion in regards to town hall meeting for Middle State visit and recruiting volunteers to assist in research groups.
     - o Clarification that Middle States will be looking at future priorities and increasing standards rather than in the past.
     - o Looking for greater campus wide participation across all divisions and job levels.
     - o Look on WPUNJ.edu/Middle-States- Self- Study can give more information regarding what participants can do and other information.
   - Presidents Memo on "Key Performance Indicators" to inform the university about working together in order to achieve these.
     - o Indicator for student engagement; there is one in academic affairs in regards to High Impact Practices (ie: internships, student- faculty research.)
       - ▪ Note some of these high- impact practices are anchored in the UCC.
       - ▪ Use this to help students understand why they take UCC Courses.

- Discussion of Student Badges related to High Impact Experiences and a related Honors society.
- Discussion on Key Performance Indicators and how the university can positively impact students.
    - Can use this to help give the UCC a higher profile amongst students.
    - Note that suggestions in including KPI in UCC courses would be helpful, and want to figure out how to implement these strategies.

4. **Course Approval Updates**
- Courses COMM 2790, ENG 2070, and PHIL 1330 were voted upon via email due to the cancellation of the November meeting. A copy of the email voting and comments were provided to individuals.
- Each course was opened to discussion again at this meeting if necessary.

COMM 2790 (Area 5)
- In terms of the grading, participation is lab work. Clarification as to how a theater course could have lab work was needed.
    - It was clarified that there are theater labs in which students perform or rehearse as their lab work.

Approved: 10
Abstained: 0
Against: 0

ENG 2070 (Writing Intensive)
- Observation that the Communication department has a very similar course.

Approved: 10
Abstained: 0
Against: 0

PHIL 1330 (Area 3a)
- No discussion.

Approved: 9
Abstained: 0
Against: 1

WGS 3530 (Area 5)
- Commendation in regards to support of the Area Outcomes. Demonstrated support in how the course will achieve area outcomes.
- Conversation regarding how Area 5d will be assessed. Examples and SLOs should be provided and wording as to how this is accomplished should be edited.
    - Examples from page 2 of the proposal form should be listed and embedded into the course outline in section eight.

- Course description should include the fact that it is a UCC course.

Approved: 13
Abstained: 0
Against: 0

5. **Technology Intensive Outcome Discussion**
   - Language of sections three and four.
   - There will be update to the UCC website in regards to the language and some changes of the Technology Intensive Area.
   - The guidelines seem to be carried over, but not consistent to the changes.
     - It can be implied that there is not necessarily equal weighting to each of the sections.
   - Discussion of inserting the word substantially in sections 1 and 2 and in 3 and 4 it needs to be understood in regards to ethical and legality matters.
     - Sections 3 and 4 no longer need to be considered as substantial parts of the course.
   - Suggestion to use the word applicable in sections 3 and 4.
     - Need to take into consideration the fact that it may not always be applicable and in turn may not be included in the course.
   - Looking for ways to state that sections 3 and 4 do not need to be "substantial" parts of the course.
   - Conversation about using the word "understanding" because "applicable" can be used too loosely.
     - Understanding may not work because it is too vague
   - Conversation about using the word "addressed" in sections 3 and 4.
     - Moving in the right direction, but not a consensus.
   - Question was brought up if sections 3 and 4 even have to be included in technology intensive outcomes?
     - Ethical and legal issues are going to be brought up, its just a matter of how much and to what extent.
   - There is the realization that technology is a very broad term in itself.
   - Could leave "applicable" under the realization that the council and review panels determine what is considered applicable.
     - In this case then there might be a seeming gradation in what is then considered tech. intensive.
   - Have to realize that the tech professors are not experts in ethical and legal behaviors yet we are requesting them to teach about these topics.
   - Suggesting these changes would be helpful in order to increase the number of tech intensive course that we have.
     - Adding the "applicable" part makes it so the council and the panels have the leeway to make suggestions where and when necessary.

- Ultimately decided that there needs to be further conversation.
    - Will continue to form consensus through email and then vote upon at a future meeting.

6. **Upcoming Meetings**
    - Doodle poll will be sent out in the coming weeks to determine what the best time and days are for meetings in the spring semester.
    - Thanks was given to the council for efforts throughout the semester.

7. **Meeting Adjourned at 1:29pm**