

UCC Council Meeting Minutes

Friday, September 15th, 2017

12:30pm-2:00pm

UC 171

Attendance: J. Owlett, T. Joachim, L. Birge, A. Baron, L. Verzani, J. Ekeocha, P. Griswald, D. Hack, P. Kaur, K. Rabbitt, R. Ojo-Ohikulare, T. Cook, R. Bird, S. Astarita, N. Weiner, D. Weisberg, L. Orr, M. Gonzalez, C. Weissenborn, J. Lincoln

Meeting Called to Order at 12:31pm

1. Agenda Adopted

2. Welcome and Introductions

- Everyone present went around the room stated their name and the department they were from. Those who attended are listed in the attendance above.

3. Approve Minutes from 3/24/17

- Corrections to the third page on the final bullet under section A: History of Modern Education.
 - Change Peter Fallace to Tom Fallace, and Tom Alford to James Alford
- Need to correct the vote on page three under section A: History of Modern Education. Course was approved with approved votes of 2 and opposed votes of 2.
 - Vote for approved needs to be determined by re-tracing the email trail, as two to two is not realistic.
 - Suggested that vote is a typo and may be 12 to 2.
 - Corrections for this vote will be brought up at the next meeting.

4. Elect Chairs

- Nominations for UCC Chairs:
 - Lynne Orr nominated by David Weisberg. Nomination accepted.
 - David Weisberg nominated by David Weisberg. Nomination accepted.
 - Nancy Weiner also nominated for third chair position. Position accepted.
- No objections to tri-chair council.
 - Approved: 13/Opposed: 0/Abstained: 0

5. Faculty Senate Charges

- a. Peter Griswold (Vice-Chair Faculty Senate)
- UCC Council is nearly full this year and only needs one more representation from the business department.
 - Council reviews programs, coursework, bringing up recommendations for policy and recommending changes. All of which is brought up to the senate.

- Senate is a deliberative body that makes recommendations to the administration
- Thanks to all for who are on the council and welcome.
- Previous charges were accepted by the senate.
- Two categories of charges:
 - Standing Charges (listed in senate bylaws)
 - “University Core Curriculum council and the Undergraduate Core Council shall monitor the UCC Program and review and recommend to the Senate all proposed course and curriculum changes for UCC credit”
 - “The University Core Curriculum will review and make recommendations regarding all changes in UCC policy to the Senate.”
 - Additional Charges
 - “The UCC will liaison with the Assessment Council to continue assessment of UCC outcomes with a focus on Area Five: Community and Civic Engagement.”
- The online access to the membership committee is under the main tab or Academics, and then on the far right is Faculty Senate, and the access is under Faculty Senate. The Panels should be listed there as well.
- Review panels have been established to review courses that are submitted for approval by the UCC Council and the review panels need to be staffed. Many people are continuing their positions, but there are some openings as well.

6. Director’s Report

- a. Johnathon Lincoln for Jon Bone
- John Lincoln is not present at the start of this section as he is dealing with a Graduate Assistantship meeting. We will come back to this topic late in the meeting.
- Jon Bone is on sabbatical this semester; Johnathan Lincoln will be stepping into his position.

7. Assessment Update

- a. Lynne Orr
- We received approval to have Katie Sundstrom come back and work with us last minute.
- Still have to submit the final report for science and technology intensive, as well as technology intensive focus group.
- All those reports need to be written up and distributed.
- As soon as they are done L. Orr will bring them to the council and recommendations and changes will be discussed, and how moving forward in “closing the loop” will occur.

8. UCC Area 5- Focus Group 10/13/17

- A focus group for Area Five: Civic Engagement has been scheduled on October 13th, 2017 at 2:00pm. All are encouraged to join.
- Let Lynne Orr know if you would like to join. There are about eight volunteers already.

- Looking for feedback, suggestions, comments, within the focus group, discussing Area 5 of the course list.

9. Course Approval Updates

- The new system for course approvals is in.
- Not sure if the new system is in for the UCC courses yet, or if the UCC will be going through that system.
- There are about eight courses that need to be accepted at the registrar and placed into Banner to be completed.
- In regards to UCC courses there is one course in Area 5 and one in Writing Intensive that are currently in the review panels.
- No courses are being reviewed by the UCC at the time.
- Once it is determined if the UCC will be using/ has the new system, there will be follow up with any of the courses that are in the review panels.
 - Encouraged to meet, follow up and approve the course so that the courses can then go through to UCC
- Currently, it is still the same UCC System.
- Refresh on the steps of course approval:
 - First has to be approved by the Department Curriculum Committee.
 - Then the College Curriculum Committee
 - Then Review Panels. There is a review panel for each area. They will look at the course to make sure the learning outcomes are as close to complete as possible.
 - Then the course goes to UCC.
 - UCC checks to make sure, it meets expectations
 - Checks for any errors.
- If there are changes that can be completed very quickly at the UCC level, the UCC will vote to approve the course in question, pending the required changes.
- After the UCC, a course goes to the Provost office.
- After Provost Office the course then goes to the Registrar.

10. Upcoming Meetings

- Traditionally meetings are on Friday afternoons.
- N. Wiener will send out email poll will be sent out in regards to changing the dates and times of the meetings:
- Alternative options include:
 - Wednesday 2-3:30 PM
 - Thursday 12:30-2PM
 - Fridays either a shift to the morning or current timeslot.
- October 13th meeting with the Focus Group will not change.
- Desire for flexibility of the meeting times will hold true for the spring so that it is fair for others and hopefully more people can make it.

- Shift of meeting focus will be more towards assessment of areas and program itself, rather than course approval, and we want people to focus their efforts there.
- Want to make sure it is well established who is on the review panels and on what council, and have the information better organized and available, for ourselves and those who are submitting courses.
- Review Panels cover each area.

6. Director's Report (cont'd)

a. Johnathon Lincoln

- Jon Bone is on sabbatical in Poland and we do hear from him on very rare occasion.
- I am going to do my best to try and fill in and keep track of things that need to be moved through the pipeline for approvals. Jon Bone has done a lot of clean-up work and organization in the system. We are starting with almost an entirely clean slate in regards to the online proposal system.
- Update on working with the Digark product which produces the software that was used to produce the new undergraduate catalog. In regards to that we are still collecting feedback, but overall I have heard pretty good responses. One of the nice things about it is that it is easier to update and upload the courses. It presents more flexibility on how we show programs in certain categories. The new product has allowed us to make new categories and make the catalog look a little more like the proposals when they come through. Still receiving feedback from the departments
- Digark also comes with another new product called Curriculog- a curriculum management system. So overall we have created, with the company, a number of workflows to try and match what we do on paper. Once it works and looks the way we like it to, we will then come around to a number of bodies in the university that are involved in writing and creating proposals to demonstrate, implement, teach and see how it is working.
- Jon Bone was the one most familiar with the questions, but has indicated that he will answer some questions about how to get some of this done.
- Until the new program is up and running we will keep the old system up and running and remain paper based.
- Steve Hann is retiring, and was involved in the course proposal system. Instead of being replaced, he will just be removed from his involvement.

11. Meeting Adjourned at 1:02pm