

**UCC Council Meeting Minutes**  
**Friday, September 21<sup>st</sup>, 2018**  
**12:30pm-2:00pm**  
**UC 216**

**Attendance:** P. Kaur, R. Ojo Ohikuare, A. Feliciano, K. Rabbitt, C. Weissenborn, P. Griswold, J. Lincoln, N. Weiner, D. Weisberg, L.Orr, P. VonDohlen, A. Baron, J. Ekeocha, J. Owlett, K. Swanson, C. Zhang

**Meeting Called to Order at 12:34pm**

**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 4/20/18**

- Minutes were approved
- No Pending Changes

**4. Elect Chairs**

- Nominations for UCC Chairs:
  - Lynne Orr nominated by David Weisberg. Nomination accepted.
  - David Weisberg and Nancy Weiner nominated by Lynne Orr. Nominations accepted.
- No objections to tri-chair council.
  - Approved: 11/Opposed: 0/Abstained: 0

**5. Council and Faculty Senate Charges- *Peter Griswold***

- Thanks to everyone for serving.
- Thanks to administrative liaisons- Johnathon Lincoln and Kara Rabbitt
- There are five additional charges added.
  - The first two of the additional were submitted last year on the yearend report.
  - The last three were suggestions
    - Number three selecting conducting of review of Area 1
    - Number four was related to TI Outcomes, which need to be more specific on what is considered acceptable technology use/tools.
    - Number Five is to monitor and support implementation of recommendations for each area (Area 5 and TI)

**6. Director's Report- *Johnathon Lincoln***

- Jon Bone, previous UCC Director has retired and was a major impact on this council- Retirement party is October 2nd
- Will be circulating a call for a new director in the following week.
  - Hoping that the new director will be able to start come spring semester.

- Johnathon Lincoln and Cortney Weissenborn will be working to cover the duties of the office until then.
- Projects to be worked on:
  - Reviewing, revising and updating the webpage for UCC to make it more student-user friendly.
  - Due for Middle State site Visit in Spring 2021.
    - As well as accreditation visits for AACSB 2019, CAPE 2020
    - In preparation for Middle State we intend to upload and utilize Campus Labs for goals, and planning, etc.
    - Want to keep Campus labs up to date so that we can point accreditation teams in a useful direction.
  - Will continue to move forward and hear more in regards to continuing assessments in general.
  - There has been a slight delay in the use and set up of Curriculog due to Jon Bone retirement and turn over in the registrar office.
    - Gathering training materials and training sessions as well as hoping to get feedback so that Curriculog can be in use by next year.
  - Lynne would like any changes in assessment coordinators sent to her so that she can keep the UCC approval system updated.
- General Conversation
  - Area of general education was a big focus... there was a five year report that could be used, are we well along in Middle States feedback 5 year periodic review report.
    - Yes we are well along, there are some more assessments to be done.
    - May bring in an external reviewer to make sure we are on track and do a double check on all the uploading and documents. Another reason why Campuslabs would be so helpful.
    - Chalk and Wire is now owned by Campuslabs, which may demonstrate a change to see more student-uploaded information to be used for assessment.
  - No worry of Middle States coming, there is belief by J. Lincoln that we are in “pretty good shape”
    - If we are weak anywhere it is in the process of gathering the documentation of what is being completed
  - Conversation of updated review panel members.
    - There is information from May/June of 2018 as to who will/will not be returning this upcoming academic year, but it is currently incomplete.
    - Peter Griswold will be emailing the rest of the Review Panel members to determine the final staffing as well as asking for suggestions and volunteers to staff the Panels.

- Specifically Area 4 as there are only 3 current member on that0 panel
  - For the UCC Course approval system, George Abaeunza is listed for the Registrar.

#### **7. Assessment Update- Lynne Orr**

- Tech Intensive and Area 5: Community and Civic Engagement reports were sent out via email before this meeting.
- The writing for each was completed this past June.
- For each report if members can proofread edit or send any changes it would be very helpful.
- The concurrent step would be to get someone to contact the Senate so that the UCC can get on the schedule for TI and Area 5.
  - David volunteered to contact.
- Same goes for contacting the Directors Council. Ten-minute presentation of Area 5 and TI. Nancy and Johnathon will do some research and try to find someone to reach out to.
- For the next meeting it is requested that we discuss “close the loop.”
  - Discuss what is considered TI and for Area 5 is the civic engagement part considered hands on, and what is the definition of experiential learning.
- Rubric and outline for Area 1 Well Being was put together so we can start moving forward for that assessment
  - Looking to collect student’s work at the end of the semester on the wellness plans they develop in their Area 1 courses as a direct assessment.
  - Team would be put together to evaluate student work based on the developed rubric for Area 1.
- Faculty Librarian Professional Staff Survey started; we got some feedback and will continue to look at and then discuss later in the semester.
- Think about putting a little more pressure on the departments to provide materials/syllabi for assessments so that they understand their need to participate up to UCC Standards.
  - The departments are supposed to collect syllabi from staff for preparation for Middle states so there should be a practice in place and it should be continuously enforced.
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#### **8. Course Approval Updates**

- None for this meeting but there are three in the queue and there are eight at the Review Panel level.
  - The object for reviewing courses is to look at and analyze the courses before the meeting to discuss what criteria is/is not met and what may need to be changed.
  - If anything needs to be changed then the changes go back to the proposer to change, not back to the review panel level.

- Cortney is in charge of sending out information for review to council before meetings as well as keeping review panels updated.

**9. Upcoming Meetings**

10/19/18 (12:30-2pm) UC 216

11/16/18 (12:30-2pm) UC 216

12/07/18 (12:30-2pm) UC 216

**10. Meeting Adjourned at 1:24pm**