

UCC Meeting Minutes

Friday, January 23, 2015, 12:00- 2:00, UC 216

Attendance:

J.Ekeocha, L.Orr, D. Weisberg, M.Williams, K. Swanson, P. Von Dohlen, R. Baird, P. Griswold, K. Rabbitt, S. Simmons, M.Bovor

Minutes taken by Maria Bovor.

Meeting called to order at 12:13 pm.

1. Agenda adopted

2. Susan Dinan

- The senate meeting was moved from the Feb 10th to the 24th due to schedule conflicts.
- Susan requested that any information the council would like to discuss be shared with the Senate Tuesday a week before the meeting.
- Susan asked if this was the year the council needed to make the appeal to keep the council doubled in size. Last year, the council asked for a 1 year renewal, so the decision will be made for next year.
- Regarding review panels, it was asked if all the panels need to be standing now, and some things need to be vetted by the council.
- It was asked if there was enough T.I courses. The response was that it was not a dire situation, but a closer look was needed.
- Students in certain majors find it difficult to find WI courses so there have to go outside their majors to fulfill the requirements.
- When there is a more accurate list of which departments need help with W.I and T.I courses, the UCC will investigate the situation. It was suggested that a good list of which departments needed help should be drafted by the 9th of February, but if the schedule was too busy, it would not be needed until the senate meeting.

3. Director's Report

a) Assessment:

- Maggie Williams went to an assessment Round Table with Stephen Hahn, at Bergen Community College. The meeting was with various people from around the state and is of interest because Bergen has carried out what the UCC has planned to do.
- There is a meeting on Monday with the assessment council.
- In the interest of transparency, the previous UCC chair had written an assessment plan similar to the one currently proposed. There was some argument over the need for a UCC assessment director as several colleges have assessments planned but have no communication at a central point. The solution proposed is to bring in an assessment Graduate assistant. There is a 90% certainty that the UCC will be getting an additional Graduate Assistant to handle the assessment process.
- There are plans for collecting assessment artifacts and database input using value rubrics from AACU, which are available for viewing on the blackboard shell.

- Writing outcomes will be first for assessment. The College writing course asked the professor to collect a portfolio from their students. We have asked if we can utilize the same documents for evaluation using rubrics. This is not to be an evaluation of individual students or professors.
- We plan to have a discussion and put a team together of 5-7 people to have a day long session going over the values rubric and train on usage of rubric standards to establish a baseline. The group will use existing writing products with identifying information removed. It would be advantageous to involve a few people who have had experience with assessment before.
- Once we have the mechanisms of assessment in place, we can expand how we use the assessment process.
- Student voice is renamed to Campus labs. Campus labs can be used to upload samples of documents to go alongside the rubrics.
- The UCC will have to be defined as a department to have the correct access to functions of Campus labs software.

b) W.I Panel and W.I day

- The W.I Panel is short of members and needs at least three people to join. If you know anyone in your department who would be interested please contact them. It would be advantageous to have people who are already involved in W.I courses, and at least one person from the English department.
- W.I day has a goal of helping faculty to feel more comfortable with submitting higher level W.I courses.
- There is a tentative plan to have a poster session and a mini symposium around research & scholarship day, possibly on the same week. There is a concern over having too much going on at once, preventing people from attending the event.
- There is a rough draft of a call for papers. The plan is to draft an email to all faculty who taught WI in the spring/fall of 2014 and ask for W.I success stories, including examples of assignments they are proud of, how they integrated progressive writing assignments into their courses, and how feedback has worked to help students learn to edit and revise their own work.
- It was commented that W.I day needs to be much more condensed than Civic engagement day was.
- An alternate title of Writers on Writing was proposed.
- The involvement of social media was discussed, with possible interviews from faculty about WI courses.
- It was also suggested that people from outside businesses should be involved, to discuss what they are looking for in an employee's writing skills.
- We are planning ahead for another civic engagement day in fall 2015. There will be a meeting set up with Julie Rosenthal, the area chair.

4. UCC Council Updates

- The institution on general education and assessment has an even at the University of Oklahoma on June 2nd – 6th.
- A team of 5 people will be sent, and a consultant will work with the team on general education and assessment. The application deadline is February 13th. It needs to be decided if we want to put together a team, so we can apply. A different team from previous years should attend.
- An email is being sent out with an updated list of panels and UCC members for spring 2016.
- We are currently continuing the process of going through the UCC applications and sending emails. There continues to be a decent number of courses that are coming through.
- We need to ensure that faculty are aware of why the courses have been stalled or stopped.

5. Course approvals

1. ANTH- Understanding Culture: Approved- 10 in favor/0 abst./0 against.

2. COMM - Filmmaking I: Approved with amendment A- 9 in favor/1 abst/0 against.

3. COMM - Strategic Writing: Approved with amendment B- 10 in favor/0 abst/0 against.

4. ANTH – Health and Healing: Approved 10 in favor/0 abst/0 against.

5. Seminar in Integrated Science: Voted 6 in favor/0 abst/1 against. Additional votes will be gathered from absent members.

Amendments:

A) The UCC recommends that the designation of TI needs to be included in the course description. There are several typing and grammatical errors which also need to be corrected. There is a discrepancy between ‘final film’ in the description, but is described as a series of short films elsewhere. A clarification of which outcome is expected is needed. There needs to be more specification of how the students will fulfill the T.I outcomes, especially in section 6 a). The approval of this course is to be made with the consideration that the UCC is here to facilitate rather than block progress. An example of a T.I course description will be sent to the appropriate parties to aid turnaround.

A motion was made to vote to return it to the authors with the provision that they make the proposed changes in order to move forward. 7 in favor/0 abst/0 against.

B) The UCC recommends that the proposal outline be amended to state word count of electronic writing assignments, as opposed to page numbers.

6. Future Meetings

3/13 may be an issue due to absentees, so 3/27 was chosen instead as it is after spring break. There will be an update regarding the room location. All other meetings for this semester will be on 2/20, 4/17, 5/01 in UC216 from 12 to 2 PM.

9. Meeting Adjourned at 2.09 PM