

UCC Council Meeting Minutes

Friday, February 26, 2016

12:30pm – 2:00 pm

Cheng Library 213

Paterson room

M. Bovor, L. Orr, K. Sundstrom, K. Swanson, P. Von Dohlen, H. Maratouk, J. Ekeocha, J. Lincoln, W. Davis, J. Bone, K. Makarec, R. Baird

Minutes taken by Maria Bovor

1. Agenda Adopted. Added topics of discussion : Voting on Panel members, Fast Tracking of Courses and The UCC Review.

2. Minutes from 1/29/16 approved

3. Directors report

- **Maggie Williams is at a conference in Boston, so Lynne Orr will be giving the director's report.**
- Communication with the Dean's council with regards to the writing assessment results seemed positive.
- The deans requested statistical analysis supportive of gathering faculty together for CTE activities. They are supportive of completing it and an event, but there's no further action on moving forward with the closing the loop event.
- We are encouraging the Library to continue their integration and coordination with W.I courses.

The review panel orientation

- A presentation and lunch was held on February 11th in common hour – with thanks to Jonathan for lunch.
- There were 12 attendees, with a few newer members to the review panels. We have seen slightly higher turnover recently.
- The purpose and outcomes of the UCC were discussed. It was a positive event we can set up periodically or a separate program for when new people come in.

Review panel vacancies:

- A ballot for review panel voting was handed out. Results were handed back to Katie and will be tallied and the results sent out via email.

UCC Council vacancies:

- We have two vacancies:
 - College of education – Pam Brillante
- The library, with no one named.

Area panel votes:

Discussion on Area 1:

- Elizabeth Victor was one of the people Maggie Williams reached out to and volunteered for the area 4 panel but is now up for the area 1 panel. Do we know if she is in area 4 still?
- If Elizabeth is willing to serve on the area 4 panel as a volunteer, she is loyal and willing to serve on area 1.
- Is there a restriction on serving on one panel only?
- We should vote, then place it on hold and find out her status.
- Primarily, the courses taught for area 1 come from kinesiology and PBH. We have one philosophy and one financial wellbeing course. Right now we do not have a nursing course.

Fast tracking:**Kate Makarec provided a draft proposal for fast tracking procedure.**

- The Art department 3990 area 5 as second pilot course – Mural painting.
- The biology and history department are working on offering an interdisciplinary course in area 6 and W.I
- History of medicine course 4250 was submitted to the CCC in January but pulled by faculty request, reason unknown.
- Concern over why this course meets the criteria for fast tracking.
- Fast tracking in this course appears to be for the faculties benefit not for the students – Urgency? History of medicine is not a current topic. Happy to take this and do an online review of it to prevent a hold up. But this is not an urgent matter
- There is a need to prevent circumventing of UCC process.
- A clause will be added to the guidelines for fast tracking stating the need for the course to cover current and immediate issues.
- It was specified in the guidelines that a course can only be offered under fast tracking for two consecutive semesters. How do we deal with summer sessions?
 - Summer is technically not a semester, so with a two semester maximum, spring-summer-fall is technically two semesters.
 - New Orleans cannot be a 399 UCC again – the process should be started NOW to make it permanent. Even if a faculty member does not know they want to run the course again, they should push the course through the proper proceedings in case circumstances change.

- By default, if a course gets approved under fast tracking we could automatically put it through the system more permanently as an automatic sunshine review - Force faculty to consider if they want it or to remove it.
- The UCC council is currently not included in the fast tracking process, neither is the CCC, as they are both bottlenecks in the process.
- Two layers give check & balance. Some review panels are less rigorous than we like, so we need extra eyes.
- Can we send it to both the UCC and the Review Panel simultaneously?
- The UCC council can work online to approve fast tracking courses if needed.
- A decision was made to include both review panels and UCC panels, as a failsafe. If the UCC council doesn't hear from the review panels in a timely fashion then the Council can decide by email vote on a course.

4. Review panel program

At the previous meeting we started discussing the 5 year program review.

- Nina and Katie were working on data collection of how often the sections are being offered.
- We are going to start with asking the UCC council here and the review panels if there are any areas that we think are particular high need, so we can narrow our focus to the areas that need it most.
 - What students at what stages have completed the certain areas. e.g. how many sophomores have completed areas 123?
 - Are all the majors covered?
 - Before any individual courses are subject to review, we should look at the areas more broadly.
 - Look at our offerings first- are we meeting the student's needs?
 - Issues with transfer students getting around the UCC program and ending up in classes they are not ready for.
- Are we looking for a 3rd section of the 5-year review with regards to areas?
- Faculty survey and student survey – opinion
- Faculty in general – can they do what they thought they were doing?
- T.I has issues with reflecting the meaning of technology. T.I & ethics – is it valuable?
- We can ask the T.I panel to clarify their guidelines and circulate it
- IMS senior seminar – professor review of work takes a lot of commitment
- Katie and Lynne can move forward with data retrieval
- Katie will follow up with Nina to get detailed area/course breakdown
- Connect to co-chairs

5. Writing Assessment Program

Writing Intensive assessment and conducting a workshop presentation planned workshop.

- We have spoken to two groups: Writing across the curriculum (and ??) to co-ordinate CTE+
- Both had their own events already but they did not seem overlap enough that we could be able to co-present.
- An April event seems very optimistic, so an early Fall event, e.g. end of September would be more reasonable.
- We will look at the calendar and pick a date.

Scientific & Quantative assessment:

- We have collected syllabi from physics, chemistry and Bio.
- We still need environmental and math.
- We also need a list of faculty and courses.

T.I assessment:

- There is a Senate technology council meeting on march 29th.
- By that time we will have the rubric to review with them to see what recommendations they might have and to facilitate the collection of data during the fall.

6. Course approvals

a. ANTH Anthropology of Inequality – Area 4

- Nothing in either proposal or outline about meeting area 4 outcomes – listed but no evidence
Vote with the stated changes:
 - The author needs to go through and state the specifics of how students meet the SLO's.
9 approved/1 against/ 0 abst

b. COMM Films of Diversity – Area 4

No additional comments - looks like a good course.

- Vote: **10 approved /0 against /0 abst.**

c. DIS Service Learning with Disability Students – Area 5

Typo in number of sections offered? – Summer has 4.

- Vote: **10 approved/0 against/ 0 abst.**

7. Meeting Adjourned at 2:00 pm