

UCC Council Meeting Minutes

Friday, September 18, 2015

12:30-2:30

UC 216

Attendance: M. Bovor, N. Weiner, R. Baird D. Weisberg, K. Sundstrom, L. Orr, M. Williams, P. Von Dohlen, J. Bone, J. Ekeocha, J. Lincoln, K. Makerec, B. O' Broin, K. Rabbitt

Meeting called to order at 12:40 pm

Note:

Due to lower attendance at the beginning of the meeting, the agenda was not officially adopted until 1:20pm, once enough participants were present.

3. Director's Report

- Last semester proved to be very fruitful with the Writers On Writing Roundtable and the assessment trials.
- We would like to highlight civic engagement again this fall semester and have a space reserved for the 21st October from 12 -2. We are considering on making it a roundtable discussion as with the W.O.W Roundtable last spring.
- Christine Kelly ran a two day faculty development lab with training on civic engagement/area 5. 12 or so faculty took part and some are now producing courses for the fall semester.
- The director of the UCC does not have access to the Adjustment of Degree Requirements form (the pink form) for all students, only for her own students/ advisees.
The Registrar is reluctant to give access; the provost suggests putting a resolution through the senate.

o Civic engagement day:

Question: What is Christine Kelly planning to do this semester?

- Christine is on sabbatical so some things are being postponed

- o American democracy project is separate from civic engagement lab.
- o Civic engagement committee has shifted and does not exist in its previous form. It was not an ongoing group, but instead existed to write up suggestions.
- o There is not the time or the people to pull off a whole day.

Question: What is the goal?

- The only restriction is the room/time, it's an open ended suggestion.

- o **Question:** Are we still concerned about the development of area 5 courses?

- We are functional. We have a lot of in-class research based classes but less of ones active in the community.

- o **Question:** What we need is to give it leverage, get students to recognize it as a pivotal experience?

- o **Question:** What about student internships? Bring outsiders in to talk to students.

Comments:

- Target a few staff who do things in civic engagement and target faculty & talk about how to target students.
- Identify people who are doing some good stuff to include
- Maybe include someone who did the civic engagement workshop and is now teaching a course.
- Wednesday is not ideal for attendance –students might be a problem but if it's faculty oriented, not so much.
- Nothing on student development calendar on civic engagement events. Maybe talk to Donna Minnich-Spuhler?
- Action on civic engagement – ACE ! (suggested name)
- Possibly consider a low key poster session.

- **Suggested initial invitees:**
Bill Kernan, Julie Rosenthal, Jon mason (political science), Vincent Roma (philosophy adjunct)

4. Introduce Charges

Nicole Magaldi Apologizes for being unable to be present. David Weisberg will announce the charges on her behalf:

UCC Council Charges, 2015

- **Continue discussion of the implementation of topical and interdisciplinary courses; streamlining process while ensuring high standards**
- **Discuss maintaining UCC Council size. *Please work with governance council on this.**
-We keep voting to keep the council size larger. Alternatively, we need to put forward a resolution and send it to the governance council to keep the larger council size in place.
- **Continue outreach efforts.**
- **Examine areas and encourage course development where courses are needed.**
- **Continue to align UCC efforts with strategic plan and Middle States.**
- **Work with new UCC Assessment Coordinator and assist Assessment Council in leading assessment efforts.**
-This is a holdover from last year. No Assessment Coordinator was hired.
- **Examine size of reviewer panels so that they are maximally efficient.**
We have talked about making changes to the panels. It doesn't necessarily have to go to the Senate but we should talk to the governance panel. We need to keep the review panels to address the renewing of current courses. The UCC will have been in play for 5 years in fall 2016.

5. Council Membership (New members, open spots)

Open spots for Adjuncts:

- Lydia York in the philosophy department was very interested in the UCC
- Science and health –Housen Maratouk– professional staff.
- Is Karen on the council or are we open a science & health spot?

1. Agenda officially adopted at 1:20 pm as enough participants are now present.

2. Minutes from April 17th were approved with the date correction for 5) Civic Engagement Follow up. It should read 21st October, not 22nd.

Additional Business:

- Motion Passed to amend the agenda to vote on the chairs for the meeting.
- Nominations for Chairs are David Weisberg and Lynne Orr:
Vote passed, All in favor.

6. Introduce Jonathan Lincoln

We welcome Jonathan Lincoln, the Associate Provost of curriculum and International Education. He will be joining us for the UCC council meetings and working with us closely.

7. Elimination of Area Numbers

- Many people struggle to remember the area numbers for the UCC categories. What are your experiences and how can we move forward with this?
- Responses:
 - It is hard to adjust but it is no longer confusing. Removing the numbers may cause a confusion again.
 - What do students think about the numbers?
 - Lynne Orr advocates for using both.
 - Numbers define the order. Taking the numbers off makes that less clear.
- The general consensus is that keeping the area numbers is the best option.

8. Mini-Training Manual

- We have produced a small reference manual for UCC council members, to keep all the information they should need in one place as a physical copy. This is for both new and continuing members of the council.
- All the information contained therein is also available on the UCC pages and the Blackboard.
- Screenshots of the UCC application process are out of date.
- Please let us know of any other mistakes that are noticed.

9. Assessment Update

- We had a rubrics pilot training starting spring 2015 and running through the summer. We had 18 volunteers read 160 papers and assess Writing Intensive against the AAC&U rubrics.
- We consider the training successful, identifying strengths and weaknesses in the process.
- 160 documents were collected at the 3000-4000 level
- There were 3 Members per panel
- There was a small stipend available to reimburse the panelists for their time.
- We have the results but they are yet to be formalized.

Note: The council was shown a portion of the results via PowerPoint during the meeting.

Comments:

- We would like to see the data but without the outliers. Maybe run the outliers through another group to check for inconsistencies.
 - **Response:** Every group read papers from every class across the colleges, they were not categorized and assessed on a college by college basis.
- Should shy from mentioning college specific results as the sample size was too limited to gain proper insight.
- Faculty have access to the AAC&U rubrics via the blackboard.
- Assessment of Tech intensive courses is next on the timetable. We will eventually return to W.I assessment but not once we have run the assessment plan's course.
- A final report can be given next meeting and discussed in greater detail.

10. Director's Access to Registration Information

- As discussed previously in the Director's report, The Director of the UCC does not have access to the registration information of all students, only their own students and advisees.
- It is suggested that technological solutions are sought before going to the senate about this.

11. Course Approvals:

Chen-Ho Chao has approved the four courses remotely before the meeting.

- **LANG – World Lit: Modern & Contemp — WI**

- Previously approved for Area 2-Lit.

Needs to state that this course is W.I intensive in the proposal.

The amount of reading material listed per week is unfeasible, with 5-10 novel length books. It needs to be pared down to a manageable level.

The proposal uses too much non-committal language such as '*may take quizzes, texts may include.*'

Approved, pending corrections. In favor: 8, Opposed: 1, abstained: 0

- **AWS 2550 —The Black Woman Exper — Area 4 — Diversity & Justice**

The course outline includes an interview project, for which the course instructor may need to be certified as IRB. It may fall into the category of 'oral history' in which case it is exempt.

Approved, pending corrections. In favor: 11, Opposed: 1, Abstained: 0

- **COMM 3200 — WI**

Needs more student revision for assignments and evidence of process.

Clarify if it is a portfolio or standalone assignments.

The course description needs to mention W.I.

Approved, pending corrections. In favor: 11, Opposed: 0, Abstained: 0

- **PHIL —Theory of Knowledge — WI**

The course description needs to mention W.I.

While the course contains many writing to learn assignments that fulfill the requirements for W.I, the final assignment still needs to be in written form, not oral. (5, subsection 2)

Ensure 12 pages of finished writing is involved in the course.

Approved, pending corrections. In favor: 11, Opposed:0, Abstained: 0

12. Fall Meetings Fridays: 10/16, 11/13, 12/04, 12:30-2pm. Room number to be announced for each date beforehand.

13. Meeting adjourned at 2:18pm.