

**Millersville University**  
**UCAPC - Meeting Minutes**  
**09/03/2024**

The meeting was called to order at 4:05pm. All departments were in attendance except Computer Science (CSCI), Interdisciplinary Studies (IDST), Physics (PHYS), Social Work (SOWK), and Special Education (SPED).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Dr. Robyn Davis (APSCUF-MU President), Dr. Ollie Dreon (APSCUF-MU President-elect).

**I. Welcome and introductions of representatives and other guests**

**II. Minutes of the Faculty Senate**

- Minutes from the 06/04/2024 meeting were approved via a Robinson/Wright motion without dissent.

**III. Report of the UCAPC Chairperson**

- Representative Expectations
  - Chairperson Hower clarified the role of UCAPC in the curricular process and emphasized that representatives are responsible for sharing all the information presented at UCAPC with their department members. She reminded the body that there are multiple levels at which feedback can be provided on proposals, both through the university-wide notification process and by serving on the committees that form part of the curricular approval process.
- Curricular Process and Timeline
  - The Area Curriculum Committees (ACC's) no longer exist and are being replaced by College Curriculum Committees (CCC's), one for each of AHSS (Arts, Humanities & Social Sciences), EDHS (Education and Human Services), LCOB (Lombardo College of Business), SCTE (Science & Technology), and UC (University College). Representation on each committee corresponds with the College membership.
  - Discussion:
    - Discussion included the role of the CCC's within the curricular approval process, and which CCC would receive which proposals.
    - Non-general education courses should notify all relevant departments.
    - The local agreement states that any individual or CCC can provide feedback and/or comments on any proposal (during the initial, two-week open comment period) through CourseDog. GEOC (the new combined GERC/AOAC) and UCPRC have to

consider all feedback and comments. It was noted that UCPRC is organized to have representatives from across the colleges (which is also true of UCAPC).

- A question was raised of whether it is possible to program CourseDog to allow a search by the general education label for which a course is applying.
- Action: Chairperson Hower will request that APC review the existing ACC policy document and update it promptly to reflect the CCC's. The CCC's were created through an APSCUF local agreement that has already been approved.
- Announcement: UCAPC Meeting Dates 2024/25 (1st and 3rd Tuesday)
  - ~~September 3rd~~, 17<sup>th</sup>
  - October 1<sup>st</sup>
  - November 5th, 19th
  - December 3<sup>rd</sup>
  - February 4th, 18<sup>th</sup>
  - March 4th, 18<sup>th</sup>
  - April 1st, 15<sup>th</sup>
  - The Chairperson reminded representatives to make sure they alert their alternate representative if they cannot attend.

#### IV. General Education Update

- Feedback may be provided on the Keystone stage and Capstone stage of the new General Education Curriculum.
  - For asynchronous and anonymous communication of feedback, use the links below. The deadline to submit feedback is 11:59pm, 9/17/24. Respondent information will be stripped before sharing with GERC.
    - Capstone: <https://forms.office.com/r/VYurSFvbxw>
    - Keystone: <https://forms.office.com/r/P8f6bkHrfP>
  - The following options are being made available for interactive feedback with GERC committee members and the Gen Ed coordinator. A.I. Meeting notes will be taken. Attendee information will be stripped before sharing with GERC.
    - In-person: Monday, Sept 9, 4-5pm, McComsey 266
    - Virtual: Thursday, Sept 12, 3-4pm, Zoom Link - <https://millersville.zoom.us/j/95220100441>
    - In-person: Tuesday, Sept 17, 12-1pm, Stayer 100
- The General Education Coordinator shared that a Teams repository has been created for all of the documents to date. Users should search for "MU gateway" (you must "join" the team). There are also examples for proposal submissions.
- The General Education Coordinator said that she is available to consult on an individual or a departmental level as the general education proposals and assessment plans are developed.

- Discussion:
  - A question was raised regarding an earlier discussion regarding the number of Writing courses required within the Gateway model. This will be brought back up at GERC.
  - The multiple roles of the GERC and AOAC moving forward were discussed.
  - It was observed that all new General Education course proposals will require an Assessment Plan. Training Workshops are being planned for this Fall.

**V. Proposed Curricular Frameworks for endorsement**

- None

**VI. Proposed Courses and Programs**

- None

**VII. APSCUF Updates**

- The APSCUF President reminded representatives that State of the Ville is the coming Friday, 9/6/24.
- The APSCUF President announced that Schuylkill House was renovated this summer and invited faculty to visit either before or after the State of the Ville to view the new space, either before or after the State of the Ville starting around 6:30 on Friday. There is a new faculty gathering space.
- There are no print copies of the new CBA yet.
- Distance Education has been dramatically amended, and MU's policy will need consideration for alignment with the contract. In anticipation, you can view the CBA online.
- This is Robyn Davis' last meeting as APSCUF-MU representative to UCAPC. Ollie Dreon will be taking over moving forward, as APSCUF-MU President-elect.
- APSCUF is requesting that department chairs send them a list of classes that were cancelled this fall, as well as the size of any waitlists.

**VIII. Report of the Student Government Association**

- On behalf of the SGA, Chairperson Hower shared that SGA is still planning on running a major fair (probably 9/26). They would love all majors to be represented by both faculty and students.
- The date was changed from the originally announced 9/27 due to a location issue.
- The representative from ESSD (formerly AASD) shared that FYEX courses for exploratory students will incorporate the Fair but emphasized that the Fair is also applicable for all students - a lot of students graduate in a major other than that in which they started.

**IX. Report of the Graduate Student Association**

- None

**X. Report of the Administrative Officers**

- Dr. Gail Gasparich (Provost) shared that she ran a Summer program, and the students appeared excited and engaged. She also shared that she had noticed a significant number of students on campus for Labor Day weekend.
- Dr. Rachel Finley-Bowman (Associate Provost)
  - There were some technical issues with updating CourseDog this summer that led to the system updates being lost, which is why the system has been down since then. It is expected that partial functionality will be restored on 9/10/24, with full functionality being restored on 9/20/24.

**XI. Announcement of new courses, programs, or changes to existing courses/program**

- None

**XII. Reports of the Faculty Senate Standing Committees**

- Academic Outcomes and Assessment (AOAC) Chairperson: Betty-Jo Bowers, AEST
  - The Gateway stage assessment plan was presented for a second reading. There have been no content changes, but the appearance has been approved since Spring.
  - The Gateway Stage Assessment Plan was approved without dissent.
  - This academic year AOAC plans to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month from 4:00pm - 5:30pm.
- Academic Standards Committee (ASC) Chairperson: Maja Klosinska, BIOL
  - The committee received one application for academic amnesty, which was approved. The chairperson expressed her thanks to the committee, as well as to the registrar for her assistance.

**XIII. Elections**

- Elections Round #03 and At-Large Round
  - Nominations for the Third Round of Elections were solicited from the floor.
  - Motion (Cook/Wright) to close nominations and elect all unopposed candidates, send electronic ballot to representative for the contested seat was approved unopposed.
  - Nominations for the At-Large Round of Elections were solicited from the floor.
  - Motion (Cook/Sciarretta) to elect all unopposed candidates was approved unopposed.
  - Motion (Cardwell/Cook) to allow the Secretary to place the second-place nominee for the contested seat in one of the at-large seats was approved unopposed.

**XIV. New Business**

- Dr. Joe Sciarretta (AASD/ESSD) shared the following statement:

- “Due to recent changes in the Department of Academic Advising and Student Development and the growing needs of Exploratory students, the Department has been renamed to Exploratory Studies & Student Development, effective immediately. As a result, the department will now focus on providing support and advising exclusively for Exploratory students. Also, the departments previous liaisons with Colleges no longer exists except in cases where advisees are interested in changing majors to "Undeclared."
- As the department adjusts to the changes in mission and services, we will continue with campuswide updates.
- Additionally, I am requesting that clarification and information on the Behavioral Intervention Team, Academic Cares Team, Student Affairs Response Team services (preferably in a rubric) be sent to faculty allowing better understanding and appropriate referrals if needed.”

#### **XV. Adjournment**

- Meeting adjourned at 5:44pm via a Robinson/Nandedkar motion that was approved without dissent.

Respectfully Submitted, Antonia Cardwell  
UCAPC Secretary

#### **Meeting Summary 9/3/24:**

Minutes Approved:  
06/04/2024

Elections Round #03 and At-Large Round:

- Academic Outcomes and Assessment
  - Sci & Tech: Member 2024-25 (Partial): Janet White, MATH
- Academic Standards:
  - Edu & Hum Svcs Alternate Member 2024-25: Shawn Gallagher, PSYC
  - Hum & Arts Alternate Member 2024-25: Jessica Hughes, COMT
  - Non-College Member 2024-25 (Partial): Joe Sciarretta, AASD
  - Member Alternate at-large 2024-25: Bertha DeJesus, SOWK
- Bylaws:
  - Non-College Member/Senator 2024-26: Krista Higham, LIBR

- General Education Review Committee:
  - Member at-large 2024-25: Josh Rea, ENWL
  - Non-College Member 2024-25 (Partial): Scott Anderson, LIBR
  - Member at-large 2024-25: Greg Seigworth, COMT
  - Member at-large 2024-25: Line Bruntse, ARTD
  
- Graduate Course and Program Review Committee:
  - Chair 2024-25 (Partial): Nicole Pfannenstiel, ENWL
  
- Joint Senate Conference:
  - Member 2024-25: Laura Granruth, SOWK