

**Millersville University**  
**UCAPC - Meeting Minutes**  
**09/17/2024**

The meeting was called to order at 4:05pm. All departments were in attendance except Accounting & Finance (ACFN), Communication & Theatre (COMT), Counseling & Human Development (CNHD), Criminology, Sociology & Anthropology (CSAN), Interdisciplinary Studies (IDST), Music (MUSI), and Physics (PHYS).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Alison Hutchinson (Registrar), Dr. Ollie Dreon (APSCUF-MU President-elect), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Kim McCollum-Clark (General Education Coordinator), Tevon Kerr-Hornbaker (SGA President)

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

**II. Minutes of the Faculty Senate**

- Minutes from the 09/03/2024 meeting were approved via a Hartman/Bookmiller motion without dissent.

**III. Report of the UCAPC Chairperson**

- Chairperson Hower announced the dates for the upcoming UCAPC meetings and noted that we should start to see curricular proposals coming through in larger numbers starting at the October meeting.
  - 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>
- There was a question regarding the status of proposals that were in the CourseDog queue at the time of the Summer shutdown. These should still be at the same place in the queue.

**IV. General Education Update**

- The General Education Coordinator, Dr. Kim McCollum-Clark, shared that today (9/17) was the last day for feedback on the Keystone stage and Capstone stage of the new General Education Curriculum. All information will be collated, stripped of identifying information, and shared with GERC to be considered at their next meeting.
- She also shared that GERC is close to sharing the “Certificates” definition for campus review.

- She reiterated her offer to consult on an individual or a departmental level as the general education proposals and assessment plans are developed.
- She also reminded the representatives about the Teams repository has been created for all of the documents to date. Users should search for “MU gateway” (you have to “join” the team). There are also examples for proposal submissions. She shared that the repository will be moving to a web-based site in the future, once the Gateway program is live and there is less concern about students in the Legacy program accidentally stumbling upon the information for the new program.

#### V. **Proposed Curricular Frameworks for endorsement**

- None

#### VI. **Proposed Courses and Programs**

- Dr. Susannah Boyle (Chair, UCPRC):
  - There should be some proposals coming to the next UCAPC meeting that were in the queue at the end of the previous academic year.
  - She also mentioned that UCPRC would not be doing any work on the new General Education program this year, including FYEX courses, and encouraged those present to consider serving on UCPRC which still has several open seats.

#### VII. **APSCUF Updates**

- Dr. Ollie Dreon (APSCUF President-elect):
  - Printed copies of the new CBA should be coming some time in September, but that, in the meantime, it is possible to download a searchable pdf of the complete contract from the APSCUF website.
  - He also reminded those present, especially those on curricular committees, to get into the habit of visiting the MU Governance & Policies page, as well as to check on the “Faculty” page of the MyVille site for local APSCUF agreements.
  - Distance Education has been dramatically amended in the new CBA, and MU’s policy will need consideration for alignment with the Article 41 of the new contract. The definitions have changed, and faculty should make sure they are following the new policy. These changes will impact UCPRC and GCPRC, as well as allowances for distance education in our face-to-face courses.

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

- The current SGA President, Tevon Kerr-Hornbaker, introduced himself. He announced that the SGA has many fun things planned already, including the Majors Fair on 9/26, for which almost all departments have already committed a presence. He encouraged students of all majors to attend, not just those who are undeclared.
- He also mentioned that many students have already been involved with SGA in general this semester, which has been very positive.

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

- None

## **X. Report of the Administrative Officers**

- Alison Hutchinson (Registrar):
  - September 17 was “Freeze Day” on which the numbers are recorded to report to the state. Registration is up about 1.7% to 6,990 students, and the number of graduate students is “way up.”
  - They are definitely seeing an impact from the online programs, likely leading to an increase in part-time and non-traditional students.
  - There was a question regarding whether there has been a change in the number of credits being taken by students following the change to a flat-rate tuition model. She shared that 63% - 65% of full-time students are taking 15 credits or more, but we don't yet know the financial impact.
- Dr. Rachel Finley-Bowman (Associate Provost)
  - Departments should have received a request to confirm the catalog details of their courses in CourseDog, as we transition from the CourseLeaf catalog to the CourseDog catalog. In the future, this information will automatically be updated from the Course Approval System, but for now it needs to be manually confirmed.
  - CourseDog will be opening to proposals on 9/20/24. There will be a summary document describing the process and changes. New proposals will be using the new categories from Article 41 of the CBA (where applicable).
  - The curriculum committee chairs have been invited to an overview with the CourseDog team, and she asked for grace and patience as we navigate this.

## **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: Dr. Betty-Jo Bowers, AEST
  - Drop-in workshops have been planned for October 3 and 4 for faculty seeking help with assessment plans and other aspects of course proposals for the Gateway program. There will be no presentations – these are intended as working sessions. The workshops are scheduled for:
    - October 3: 9-11, 12-1, and 2-4
    - October 4: 9 - 11:30
    - All sessions will be held in the Ford Atrium in McComsey Hall.
- Academic Policies Committee (APC) Chairperson: Dr. Joe Behun, PSYC
  - Policy Changes – First Reading

1. A 2024-09-05 Area Curriculum Committee
    - a. The language was updated to reflect the change in name of Faculty Senate to UCAPC.
    - b. The four Area Curriculum Committees are being replaced by 5 College Curriculum Committees: Arts, Humanities, and Social Sciences; Education and Human Services; Lombardo College of Business; Science and Technology; and University College.
    - c. Given the changes to the curriculum review process to incorporate assessment of general education courses, it was suggested that “UCPRC” be replaced with “relevant curriculum committees such as UCPRC, GERC, AOAC.”
    - d. It was suggested that language be included to address the additional non-voting members that had previously been a part of the ACC’s.
    - e. This proposal was returned to committee.
  2. B 2024-09-05 Academic Policies Committee
    - a. It was noted that the suggested change in membership of the committee to reflect the updated College organization of the University excluded the departments of Athletics and Counseling & Human Development, as these are not included in any of the Colleges.
    - b. This proposal was returned to committee.
  3. C 2024-09-05 Curriculum Approval Policy Dual Numbered Course Procedures
    - a. The language was updated to reflect the change in name of Faculty Senate to UCAPC.
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
    - The committee has had its first meeting and is setting up subcommittees and a process for reviewing curricular proposals. They hope to have a number of documents for first reading at the next meeting.

XIII. **Elections**

- Elections At-Large Round Continued
  - It was noted that a motion to close the election had not been made at the previous meeting, so nominations for the At-Large Round of Elections continued to be solicited.
  - Motion (Cook/Granruth) to elect all unopposed candidates was approved without dissent.
  - Motion (Hower/Robinson) to allow each committee to adjust its quorum number due to vacant seats was approved without dissent.

XIV. **New Business**

- None

#### **XV. Adjournment**

- Meeting adjourned at 5:02pm via a Walsh/Granruth motion that was approved without dissent.

Respectfully Submitted, Antonia Cardwell  
UCAPC Secretary

#### **Meeting Summary 9/17/24:**

Minutes Approved:  
09/03/2024

#### **At-Large Round Continued:**

- Academic Outcomes and Assessment
  - Member at-large 2024-25: Wendy Wheeler, ATHL
- Academic Policies Committee:
  - Member at-large 2024-25: Kate Corcoran, ATHL
- Academic Standards:
  - Member 2024-25: Erin Moss, MATH
  - Member Alternate 2024-25: Miriam Witmer, EDFN
- Bylaws:
  - Member at-large 2024-25: Aileen Hower, EMEE
  - Member at-large 2024-25: Ann Marie Licata, EDFN
- Undergraduate Course and Program Review Committee: 5 members
  - Member at-large 2024-25: Bertha De Jesus, SOWK