

Millersville University
UCAPC - Meeting Minutes
10/01/2024

The meeting was called to order at 4:05pm. All departments were in attendance except Accounting & Finance (ACFN), Counseling & Human Development (CNHD), Criminology, Sociology & Anthropology (CSAN), Educational Foundations (EDFN), Geography (GEOG), and Music (MUSI).

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 09/17/2024 meeting were approved via a Boyle/Bookmiller motion without dissent.

III. Report of the UCAPC Chairperson

- Chairperson Hower announced that the Judicial Board and Educator of the Year Selection Committee were no longer under UCAPC. EotY is now an APSCUF committee, and the Judicial Board is under Academic Affairs.
- At the most recent Council of Trustees meeting, Dr. Hower conveyed a UCAPC update about how hard committees are working and how frequently they are meeting, and the large amount of curricular work that is being done. The CoT is aware of all the work that was going to be required and that they are appreciative.
- Community of Care resources: From MaryBeth Williams in Student Affairs (reported by Dr. Rachel Finley-Bowman) – The Care team does an analysis of the students with the most Starfish flags raised and checks with other departments. They work with Deans to create a spreadsheet to send to faculty to align with the advising period (if you have never received this you have no problem advisees), and place students on Care Team watch list for follow-up. They also roll in Financial Aid and Student Accounts.
 - BIT for if student seems in danger towards themselves or externally - that team determines next appropriate steps
 - Ville Cares (Brand new Student Affairs team) working to get students in touch with available resources such as counseling
 - If students start showing up in more places the advisor can start being looped in subject to confidentiality
- Note the new DL definitions in Article 41 of the new APSCUF contract.

- Dr. Hower communicated the need for additional student representation on AOAC - one student has already volunteered. GERC would also be interested in recruiting a student representative.
- Some curricular proposals may need to move forward prior to the next UCAPC meeting in November. Dr. Hower may reach out after Fall Break.

IV. General Education Update

- The General Education Coordinator, Dr. Kim McCollum-Clark, shared that CourseDog is live, and already has received a couple of proposals. If you encounter something new that you don't recognize/know how to handle, take a screenshot and email Kim with your question. Screenshots of the CourseDog prompts are on the MU Gen Ed Teams.
- The second FYEX luncheon was held today. There are 2 more.
- People who are teaching FYEX in the Spring if it has not already been taught this Fall need to get their course approved individually by Kim and the Dean this semester.
- Since the Local Agreement says that a course can be taught once before going through full curricular approval process, if a FYEX course has already been taught this fall, it must go through the full curricular process before being taught a second time in the Spring.
- Reminder of willingness to meet with small groups. When reaching out, give three times that would work.
- A course may carry up to 3 Gateway labels, but it was not immediately apparent where that is stated as part of the documentation. If it is not already in documentation, that will come from GERC.

V. Proposed Curricular Frameworks for endorsement

- None

VI. Proposed Courses and Programs

- Consent agenda – *The following new and changed courses and programs were approved without dissent.*
 - [BA in Entertainment Technology and Theatre with concentration in Theatre](#)
 - [BA in Entertainment Technology & Theatre with a concentration in Entertainment Technology](#)
 - [Speech Communication - Theatre Option](#)
 - [Entertainment Technology & Theatre](#)
 - [ERCH435](#)
 - [EDSL461](#)
 - [Allied Health Technology, B.S. - Sports Medicine](#)
 - [Earth Science, B.S.E.](#)
 - [Quantitative Methods in Environmental Science Minor](#)
 - [Land-Use Minor](#)

- [Special Education Minor](#) (edit requested by EMEE) The change was unanimously approved by SPED since approval by UCPRC so a vote is required. Curricular matters now require anonymous voting.(Using QR code to access Forms) – The program was approved without dissent.
- There was a question about if representatives can be notified of consent agenda items before receiving the meeting agenda. These can be viewed in CourseDog under Proposals -> Saved Views -> UCAPC (UCPRC Chair puts in the approvals on Thursday evening prior to meeting)
- UCPRC would really appreciate someone on the committee from SCTE, as well as student representation. Currently no-one from SCTE serves on the committee. This would only be a one-year at-large term.

VII. APSCUF Updates

- Ken Mash will be on campus on Tuesday, 10/8/24, from 4pm – 6pm.

VIII. Report of the Student Government Association

- SGA President, Tevon Kerr-Hornbaker:
 - The Majors Fair was a success, with over 100 MU students and 130 high school students attending. Departments will be receiving a feedback survey.
 - SGA will be sending out information about textbook grant in next few weeks.
 - Voting event on Thursday, 10/3, 1-3pm in the SMC atrium “Voting in Hot” (free shirts, free food)
 - There was concern with Project 26 using hard copies for voter registration and taking student information off campus to verify. There is no confirmation what happens with that information and whether the voter registration is actually sent in. SGA offered they can say that online registration is all they will allow.

IX. Report of the Graduate Student Association

- None

X. Report of the Administrative Officers

- Dr. Gail Gasparich (Provost):
 - Shout out to everyone who participated in Open House and Majors Fair. Efforts in recruitment help us greatly. Will be reaching out to local high schools in the future for participation in Majors fair.
- Dr. Rachel Finley-Bowman (Associate Provost)
 - In addition to thinking about going to MU Gen Ed teams, maybe think about getting used to the CourseDog wiki. It will be updated periodically, and has step-by-step walk-throughs
 - Reach out to Rachel if something doesn't work.
 - Check details/narrative in catalog within next week.

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
 - The committee has met and established subcommittees for moving forward.
 - 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 – Second Reading
 - 2024-09-05 Curriculum Approval Policy Dual Numbered Course Procedures – The policy was approved without dissent.
 - Policy Changes – First Reading
 - A. 2024-09-05 Area Curriculum Committees
 - Request from the committee for suggested language for non-voting members on non-college/area members, that was historically (2 years ago?) introduced to avoid over-representation by one department through multiple ACC's
 - Remove “one member from any additional department/school requesting representation” and “Representatives of any departments outside of the ACC's CCC's primary designated curriculum area agree to work on that ACC CCC for the entire academic year. “
 - APC may not have been working with more recent version of the ACC document
 - This document is serving as the bylaws for the CCC's. Local agreement allows for additional representation
 - See 7h in “Local Agreement University Curriculum & Academic Policy Committee (UCAPC)”
 - Returned to Committee
 - B. 2024-09-19 Undergraduate Studies Transfer of Credit
 - Part of a larger campaign from the System office to make PASSHE more transfer-friendly

- Recommendation to add language to refer to relevant PASSHE policy
 - Will move to second reading with minor language changes
- D. 2024-09-05 Curriculum Approval Policy Course Identification
 - Will move to second reading at next meeting
- E. 2024-09-05 Academic Program Associate Degree Programs
 - The language works with the Legacy Gen Ed program, but will not work with Gateway program. Recommendation of adding language “All students entering under legacy catalog or gateway catalog,
 - Policy going to GERC
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
 - GERC unanimously passed a motion “All SLO’s must be addressed in each course proposal.” This followed a question asked of AOAC whether all need be. If you are not assessing an SLO you need some explanation as to *why* you are unable to assess this SLO. These will be evaluated on a case-by-case basis for now. The expectation - there must be an extraordinarily extreme circumstance why you are applying for this label but unable to meet this assessment.
 - . Keystone Stage Definitions and SLOs (first reading)
 - There was discussion regarding why it is recommended that the two courses (DCC and AW) be linked (but not required).
 - There was discussion regarding the definition of the Diverse Cultural Contexts label.
 - There was discussion regarding whether it would be possible to have an AW offered by the major department (but not required for the major.)
 - Feedback should be sent to GERC.

XIII. **New Business**

- Every course requesting a label under the Gateway model will need to go through CourseDog.
- There was a question regarding the workflow for program changes.

XIV. **Adjournment**

- Meeting adjourned at 5:45pm via a Wright/Walsh motion that was approved without dissent.

Respectfully Submitted, Antonia Cardwell
UCAPC Secretary

Meeting Summary 10/01/24:

Minutes Approved:
09/17/2024

- Approved courses and programs:
 - [BA in Entertainment Technology and Theatre with concentration in Theatre](#)
 - [BA in Entertainment Technology & Theatre with a concentration in Entertainment Technology](#)
 - [Speech Communication - Theatre Option](#)
 - [Entertainment Technology & Theatre](#)
 - [ERCH435](#)
 - [EDSL461](#)
 - [Allied Health Technology, B.S. - Sports Medicine](#)
 - [Earth Science, B.S.E.](#)
 - [Quantitative Methods in Environmental Science Minor](#)
 - [Land-Use Minor](#)
 - [Special Education Minor](#)
- Approved policies:
 - 2024-09-05 Curriculum Approval Policy Dual Numbered Course

Effective: October 1997

Curriculum Approval Policy DUAL-NUMBERED COURSE PROCEDURES

Approved: October 1997

Revised: April 16, 2003, Deans' Council

November 5, 2002, Faculty Senate

October 1, 2024 University Curriculum and Academic Policies Committee

1. Departments wishing to offer a course to both undergraduate and graduate students should number the course with a 500 number.
2. If a department feels that the single 500 number is not adequate and the course needs to be dual-numbered then it submits the following items:
 - a. Justification for dual-numbering.
 - b. Statement of distinction between undergraduate and graduate assignments.
 - c. Statement of distinction between the evaluation of undergraduate and graduate students.
 - d. Resources (available graduate faculty, etc.).
 - e. Need for and rationale for the course.
 - f. Syllabus for each course which will include the following:
 - Course number and title;
 - Catalogue description;
 - Topical course outline;
 - Method of evaluation;
 - Texts; and
 - References.
3. The material is to be submitted first to the Graduate Course and Program Review Committee; upon approval of this body, the material is to be submitted to the Undergraduate Course and Program Review Committee. If substantive changes are made by this committee in anything other than the undergraduate syllabus then the material is to be resubmitted to GCPRC.
4. If issues which cannot be resolved by the two committees should arise, then two appointed members of the GCPRC will meet with two appointed members of the UCPRC to resolve differences.
5. Once the dual-numbered course proposals have been approved by both bodies, they will be sent to University Curriculum and Academic Policies Committee for its approval.
6. The counting of teaching load for faculty who teach dual-numbered courses should be on the basis of the undergraduate course assignment, i.e., the presence of

graduate students earning graduate credit in a dual-numbered course does not constitute or count toward a graduate load assignment.

7. The simultaneous teaching of dual-numbered courses shall count as only a single preparation.