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Millersville University
UCAPC - Meeting Minutes
11/05/2024

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The meeting was called to order at 4:05pm. All departments were in attendance except English and World Languages (ENWL), Management & Marketing (MGMK), and Philosophy (PHIL).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Alison Hutchinson (Registrar), Dr. Robyn Davis (APSCUF-MU President), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Joe Behun (APC Chair), Tevon Kerr-Hornbaker (SGA President)

I. **Welcome and introductions of representatives and other guests**
II. **Minutes of the Faculty Senate**
- Minutes from the 10/01/2024 meeting were approved via a Bookmiller/Robinson motion without dissent.
III. **Report of the UCAPC Chairperson**
- Chairperson Hower announced that an email had been sent regarding the change to the Gateway implementation timeline. The full implementation has been delayed to incoming students in Fall 26. The cornerstone component will begin in Fall 25.
- Given the reorganization of departments, there was discussion regarding the language of "no more than two from one department" in the General Education Program policy document. Should "subject" replace "department", since there are now multiple instances of departments that used to be separate having been combined into a single department?
- Chairperson Hower shared a calendar for course proposals based on the type of proposal and expected implemention date:
  - "Minor" (not changes to the minor - meaning "small changes") course proposals must be **approved by the proposer's department** by:
    - **end of September** for Fall courses (next calendar year)
    - **end of March** for Winter courses (next calendar year)
    - **end of May** for Spring courses (next calendar year)
    - **end of November** for Summer courses (the next calendar year)
  - For new courses or labels:

Courses ready to run in	Due on Dean initial schedules	Final submission deadline after department approval	Time for Full approval
Fall 2026	Early December, 2025	Mid September, 2025	By mid November 2025
Spring 2027	Mid August, 2026	End of January, 2026	By early May 2026

IV. **General Education Update**
- None

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.*
  - Undergraduate Proposals:
    - EDUC 465 (approved 10/17/24)
    - Women's, Gender and Sexuality Studies Minor (approved 10/17/24)
    - WRIT280
    - CSCI151
    - CSCI152
    - WWSD491
    - Sport Administration, B.S. - Sport Business Option
    - Athletic Coaching Minor
    - SOWK401
    - SOWK402
  - Graduate Proposals:
    - Language and Literacy Education, M.Ed. - Reading Specialist
    - Sports Management, M.Ed. - Athletic Coaching Concentration
    - Sport Management, M.Ed. - Athletic Management Concentration
- UCPRC Chair Dr. Susannah Boyle shared that an issue has come up regarding DL proposals. DL had 5 criteria in the old CBA (which are the same in the new contract). CAP had questions that were based on those 5 criteria. Currently CourseDog just says "Explain based on modality" and references the appropriate section in the CBA, but doesn't provide more specific guidance for expectations for faculty proposals.
  - UCAPC will put together a task force to address this issue for both undergraduate and graduate courses.
  - Call for volunteers to serve
- The Provost has put together a list of courses that has previously been approved for any of the pre-existing DL modalities that will be distributed to department chairs to ask if they want to keep the label. Proposals only need to be submitted for courses that want to use one of the new DL modalities that were not in the old contract.
- Work is being done on CourseDog to allow for proposers to indicate that their course will be keeping existing General Education labels when applying for one of the Gateway labels (as opposed to being required to complete the whole application as is currently required.)

VII. **APSCUF Updates**
- Dr Robyn Davis (APSCUF President):
- Everyone will get a step increase in the Spring (will be in next State-level newsletter)
- She suggests departments have a conversation regarding which courses may carry which label in the Gateway program, but there isn't currently a good forum for this discussion to take place outside of the department.
- The provost shared that a summary of which courses are applying for labels will be shared. It was requested that faculty be given an idea of how many sections of each label would be required? BSE coordinators have had a conversation with EDFN to start to identify where the labels will be satisfied.
- There was a question about whether any language has been found regarding how many Gateway stage labels a course can carry. The chair of GERC shared that there currently no restriction, other than the onus of having to provide assessment data for every label, and a student can only use a single label from each course. There was a Blazer/Kennedy motion to limit to a maximum of 2 Gateway stage labels per course. There was raised that this was a decision that should be discussed at GERC. There was a Robinson/Cardwell to table the motion until GERC can have a discussion. The motion carried.

VIII. **Report of the Student Government Association**
- SGA President, Tevon Kerr-Hornbaker:
  - The Advising questionnaire for students is live, and had 488 responses as of 11/5. The last day for the survey is 11/15. The APSCUF representative raised the issue that the union does not know how the data will be used, and emphasized that any data should be anonymized, which was acknowledged by Tevon.
  - SGA held student appreciation week last week with daily events with several organizations/businesses on campus.
  - The Textbook Grant will spread the funds over 2 semesters with slightly smaller amounts awarded. The winners will be announced by the end of this semester to allow for textbook purchases for the spring. There have been 248 applications – it is expected that approximately 100 grants will be awarded each semester.

IX. **Report of the Graduate Student Association**
- None

X. **Report of the Administrative Officers**
- Dr. Gail Gasparich (Provost):
  - The provost has been visiting departments. She has a task force working through next semester comprising faculty & staff to discover/consider resources to support non-native English speaking students (who are not necessarily international students). There was a question regarding how faculty can contribute. The provost shared that

they can reach out to the task force co-chairs Justin Mando and Charity Alinda.

- Alison Hutchinson (Registrar):
    - Registration for Spring 2025 started today. She reminded faculty that they should have been meeting with their advisees and giving them their TAP number. Registration continues through next Friday.

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
    - Three proposals have been approved. There was some concern about the current process with the 2 committees sharing a lot of information by email.
- Academic Policies Committee (APC) Chairperson: Dr. Joe Behun, PSYC
    - Policy Changes – Second Reading
        - A. 2024-09-05 Area Curriculum Committees – Approved without dissent
        - B. 2024-09-19 Undergraduate Studies Transfer of Credit – Approved without dissent (with one modification)
            - There was a question of whether some of the language in item 6 would prevent students not currently in good standing from taking courses at a community college (for example) during their "off time", and why it was necessary for students to be in "good standing" to transfer in courses. There was a Sciaretta/Robinson motion to remove the language "who are in good standing" from the policy. The motion passed without dissent.
    - Policy Changes – First Reading
        - C. 2024-09-05 Curriculum Approval Policy Courses and Programs
            - It was noted that "UCAPC" should be changed back to "Faculty Senate" in the last line of the policy.
            - It was also noted that the language "nor carry writing, community and cultural diversity, or perspectives designations" should be removed from item 2.
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
    - Keystone Stage Definitions and SLOs (second reading) – Approved without dissent
    - For those who have already submitted proposals and have received requests for edits - Kim and Krista are working on a document to

"tighten up" where the information should be in CourseDog. The information has often been included, but has been inconsistently organized.

- She asked that faculty do not stop thinking about course proposals and getting documents together.
- She highly recommends meeting with Kim if your department is preparing proposals.
- There will be another Assessment workshop 11/7: 9 - 1 There is a form in 'Ville Daily to register but this is not required.
- There has been some confusion about what Campus Notification is for and how people can comment. During campus notification anyone can add comments in CourseDog under the Proposal Toolbox - Krista will share how soon. She emphasized that these comments will be part of the course proposal forever, and that perhaps faculty should consider funneling their concerns to the CCC Chair or department chair. The clock starts with 0 on the Monday the notification email goes out.
- There is no mechanism for Deans to post a question and send proposal back. There may be a hold on the proposal if they are waiting for information. There is no time limit for Dean to add Decanal analysis and approve. The Dean initiates the campus notification.
- There was a question regarding whether the conversation regarding W's is continuing at GERC. The chair shared that the committee would likely like to run with program as approved by faculty for 1-2 years before starting to make changes to model.

XIII.   **New Business**

- There was a question from a representative who had been contacted by an administrator to have a zoom meeting who had represented themselves as being on the "Retention Committee". Do we have a university-wide retention committee? We have a workgroup (4 members) that calls people in as required and that work is distributed across Academic and Student Affairs. There was a suggestion that there be a mechanism for faculty thoughts about retention. The provost shared that she will discuss this with departments at visits.

XIV.   **Adjournment**

- Meeting adjourned at 5:35pm via a Boyle/Hartman motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 11/05/24:

Minutes Approved:
10/01/2024

- Approved courses and programs:
  - Undergraduate Proposals:
    - EDUC 465 (approved 10/17/24)
    - Women's, Gender and Sexuality Studies Minor (approved 10/17/24)
    - WRIT280
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    - Sport Administration, B.S. - Sport Business Option
    - Athletic Coaching Minor
    - SOWK401
    - SOWK402
  - Graduate Proposals:
    - Language and Literacy Education, M.Ed. - Reading Specialist
    - Sports Management, M.Ed. - Athletic Coaching Concentration
    - Sport Management, M.Ed. - Athletic Management Concentration
- Approved policies:
  - 2024-09-05 Area Curriculum Committees
  - 2024-09-19 Undergraduate Studies Transfer of Credit
  - Keystone Stage Definitions and SLOs

Effective: January 2017

University Curriculum and
Academic Policies Committee
COLLEGE CURRICULUM
COMMITTEES

Approved: Faculty Senate February 7, 2017
Deans Council December 12, 2018
University Curriculum and Academic Policies
Committee November 5, 2024

Standing subcommittees of the University Curriculum and Academic Policies Committee (UCAPC). The five (5) College Curriculum Committees (CCCs) are: the Arts, Humanities, and Social Sciences; Education and Human Services; Lombardo College of Business; Science and Technology; and University College.

Membership

1. **Chairperson:**

    a. **Election:** Elected by each committee from its membership before the end of the spring semester for the following academic year.

    b. **Term:** One-year term beginning and ending at the start of the fall semester of the appropriate year.

    c. **Limits:** No one department/school may have representatives chairing more than one CCC.

    d. **Responsibilities:** Convenes and meets with the committee on a regular basis and oversees docket of curricular proposals from the appropriate academic area. Communicates with relevant curriculum committees (e.g., UCPRC, GERC, AOAC) regarding areas of concern and approval status of proposals. Communicates with proposers regarding approval of submitted proposals. Reports membership and leadership changes to UCAPC and administration.

2. **Faculty Representatives:** One member from each department/school within their ~~primary~~ designated college and one non-voting member from any additional department/school requesting representation on an annual basis (as announced at the first April UCAPC meeting).

    a. **Selection:** Selected by department/school before the end of each spring semester.

    b. **Term:** One-year term beginning and ending at the start of the fall semester of the appropriate year.

    c. **Limits:** Representatives of any departments outside of the CCC's primary

designated curriculum area agree to work on that CCC for the entire academic year.

d. **Responsibilities:** Meets with the committee to discuss curricular proposals from the appropriate area. Receives notification of all curricular

proposals entering the review process on campus. Reviews and votes on each proposal under consideration by the committee.

Functions

1. Review all proposed new curriculum and curricular changes within their academic area. Communicate with their department about proposals of potential interest. Provide proposers with related recommendations that enhance development of quality academic offerings. Request additional review by UCPRC for proposals with flagged concerns. Provide approval recommendations to the UCAPC.

2. Undertake interdepartmental communication and interaction among departments most likely to have overlapping curricular interests. Consider assignment of General Education designations related to the appropriate academic area.

Document History

Developed fall 2016

Effective: October 1997

Academic Policy: Undergraduate Studies
TRANSFER OF CREDIT

Approved: October 1997
Reviewed: June 4, 2007
Deans' Council, Faculty Senate
UCAPC, November 5, 2024

To maintain compliance with the procedures and standards established by the Pennsylvania Department of Education and the Pennsylvania State System of Higher Education, the guidance below is intended to clarify the transfer of credits into Millersville University to ensure the timely completion of the bachelor's degree. Students would be held to the same requirements as a student who started their education at Millersville University. Courses accepted for transfer will be assigned an equivalent Millersville University course. Students who wish to use a course to fulfill a different requirement should meet with their advisor or academic department.

1. Evaluation of credit for transfer is done by the Registrar. In general, all college-level credit from a US Department of Education-recognized institution will be accepted for transfer (See *System Procedure and Standard on Student Transfer* [2022-54 Student Transfer.pdf (passhe.edu)](#).

2. Transfer students who are holders of an associate degree awarded by a publicly supported two-year community college in Pennsylvania can expect to receive full credit for all work successfully completed except for remedial or developmental courses.

3. A student who has completed as many as three (3) years of study at another four- year institution can expect to receive credit for all courses. Under this circumstance, the final 30 semester hours must be completed in residence at Millersville University. Student teaching is in addition to the 30-hour residence requirement.

4. Credits earned for a course for which Millersville University has an earned grade requirement will transfer; however, students will need to retake the course for a satisfactory grade if required (See *Millersville University Course Repeat Policy – Undergraduate* - [Governance Manual (millersville.edu)](#).

5. Transfer credits will not be used in computing the Millersville cumulative grade point average.

6. Students enrolled at Millersville may take course work at another US Department of Education-recognized university to be applied toward their Millersville degree. Permission must be obtained in advance on an Authorization for Transfer of Credit form which is available online from the Registrar's Office.

7. Students who have received transfer credit for an equivalent course at Millersville but who take that course at Millersville will forfeit the transfer credit.

8. Millersville University supports the [PA State Act 69 of 2024](#) in establishing clear pathways for students with an earned associate's degree to a bachelor's degree and accepts with full junior standing the associate degree and apply all college-level credits earned, including major and general education requirements, toward the parallel baccalaureate degree requirements. Students holding an associate degree from a community college or PASSHE university transferring into a parallel program will be granted full junior standing towards the baccalaureate degree program and complete no more than 60 credit hours to earn a 120-credit hour baccalaureate degree unless required to meet specific accreditation, licensure or certification requirements.

Keystone

Definition

Keystone courses—*Diverse Cultural Contexts* and *Advanced Writing*— support students as they extend Gateway stage exploration and skill-building into engagement with the cultural, environmental, economic, political, and social contexts of today's global issues. It is recommended that these courses are linked to create learning communities and taken after the completion of the Gateway stage courses or completion of 54 credits. The two Keystone courses must be at the 300 level or above and total at least six credit hours.

Diverse Cultural Contexts (DCC)

DCC Definition
Diverse Cultural Contexts courses promote student exploration and analysis of cultural, environmental, economic, political, and social contexts in the world today. Students will engage in conversation to examine issues, proactively seek to understand multiple perspectives, and consider possible outcomes. DCC courses also provide extended practice with oral communication in modalities appropriate to the course.

DCC Student Learning Outcomes
Students will be able to:
1. Examine issues from multiple perspectives and contexts with attention to origins and viewpoints.
2. Exhibit active listening and civil discourse to engage in respectful interactions.
3. Clarify elements of conflicts by defining stakeholders and recognizing biases.
4. Analyze the impact of their actions from multiple perspectives and contexts.

Advanced Writing (AW)

AW Definition
Advanced Writing courses extend students' writing processes and rhetorical awareness to align with writing domains and situations that students might encounter in their professional lives. Students will learn to write to professional and public audiences, compose in a variety of genres, and adapt their writing style based on the needs of typical rhetorical situations.

AW Student Learning Outcomes
Students will be able to:
1. Adapt composing processes to negotiate tensions between writer intentions/choices and reader responses/expectations.
2. Analyze and address various audiences, purposes, and texts in authentic writing settings.
3. Identify, explain, and transform genres as forms of social action in disciplinary and public writing sites.
4. Plan and execute effective document organization and design.
5. Explain and integrate effectively the role that research plays in different writing settings, including how groups document and present research to public audiences.