

**Millersville University**  
**UCAPC - Meeting Minutes**  
**12/3/2024**

The meeting was called to order at 4:06pm. All departments were in attendance except Accounting & Finance (ACFN), Communication & Theatre (COMT), Criminology, Sociology & Anthropology (CSAN), and Interdisciplinary Studies (IDST).

Also in attendance: 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 11/19/2024 meeting were approved with 1 small correction via a Licata/Bookmiller motion without dissent.

**III. Report of the UCAPC Chairperson**

- Chairperson Hower thanked everyone for a semester of a great deal of work.
- She announced that multiple microphones were now available for use during the meeting to increase accessibility.
- With regards to the question of how many Gateway General Education labels a course can hold – GERC will be addressing this at its next meeting.
- The question was raised as to where the information can be found that states that a single Gateway course cannot be used to satisfy more than one label, as it is not specified in the Gateway Model proposal documents. The GERC chair will be working on documents over Winter Break to bring to UCAPC in the Spring.
- W vote tabled (Proposal from Department of History and the Department of Government, Policy and Law):
  - A Hartmann/Cook motion to untable the vote on passed without dissent.
  - A Kennedy/McCollum-Clark motion was made to retable the vote due to the inability have a department meeting since the last UCAPC meeting because of the holidays.
  - Jeff Wimer shared that he had sent an email on behalf of WSSD to the proposers indicating the reasons that WSSD does not support the proposal. (See attached)
  - The motion to retable the vote passed with 1 opposed and 2 abstentions.

**IV. General Education Update (Dr. Kim McCollum-Clark):**

- Dr. Kim McCollum-Clark (General Education Coordinator) shared that they are “working apace” to approve the proposals that have reached the AOAC and GERC.
- Thank you to faculty for getting FYEX courses in the system for Spring 2025 offering.
- The Common FYEX assessment went live at 5am on 12/2/24.

**V. Proposed Curricular Frameworks for endorsement**

- None

**VI. Proposed Courses and Programs**

- Not on the consent agenda:
  - HIST 276 (non-consent agenda proposal/paper ballot) Approved with 3 abstentions, no opposed
  - FYEX100E (non-consent agenda proposal/paper ballot) Approved with 3 abstentions, no opposed
- Consent agenda – *The following new and changed courses and programs were approved without dissent.*
  - FYEX100A
  - WSSD483
  - Economics, B.A.
  - ECON318
  - Certificate in Music Management
  - FYEX100B
  - FYEX100C
  - CHEM105
- Graduate Proposals:
  - Mathematics, M.Ed. (put program into moratorium)

**VII. APSCUF Updates (Dr. Ollie Dreon)**

- He expressed his thanks to this body for having really positive and productive conversations. This work is hard.
- Tomorrow is the next CoT meeting - Robyn will be sending out an email later today with Zoom links. The meeting starts at 1:45 with 3 Programs. (See email for times and links). For many of the meetings you will have the opportunity to speak, so he encourages faculty to attend if possible - even while multitasking
- Faculty should also be attending listening tours where possible.

**VIII. Report of the Student Government Association (Tevon Kerr-Hornbaker (SGA President))**

- The Textbook Grant emails went out today to 100 students who each received \$100 for textbooks. SGA will be awarding the same in the Spring semester.
- The Advising survey has concluded and they are working on the analysis.
- SGA approved a Dining Resolution passed. This should be appearing in 'Ville Daily and Snapper next semester. (See attached)

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

- None

**X. Report of the Administrative Officers**

- Dr. Rachel Finley-Bowman (Associate Provost):
  - She echoed the sentiments regarding the amazing and great work that everyone has been doing, and the commitment to bringing this curriculum forward.
  - Chairs of the Curricular committees should look for an email from Rachel regarding their meeting schedule for rest of semester so that proposals can be appropriately paused in CourseDog.
- Alison Hutchinson (Registrar):
  - The email regarding Fall grades will be coming soon. The deadline is now noon on the Wednesday after Finals Week.
  - Enrollment is way up for Spring overall - Graduate and undergraduate registration is up 5% (not done in last 5 years); Graduate enrollment is up to almost 1000 students for Spring

**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
  - Ability to edit Assessment form: The form can now be edited in Microsoft forms
  - AOAC continues to work on approving proposals.
  - AOAC is working on a document to clarify what they are expecting from assessment plans in proposals.
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
  - GERC is continuing to work on reviewing courses, and is working on guidelines and instructions for CourseDog, and some clarification regarding expectations from GERC for proposals.
  - Capstone definitions and SLOs (second reading):
    - A question was raised regarding an issue with the phrase "externally focussed," as well as an issue with automatically accepting the experiences listed in paragraph 2 as Capstone. Krista emphasized that the general education Capstone need not be departmental capstone - the list is descriptive, not restrictive -

departments would submit experiences to CourseDog to count as capstone. Also, the phrase “externally focussed” does not necessarily mean for completely external audience, but more that the audience for (for example) the research paper is written for someone other than the author.

- There was discussion as to how the SLO's are met given the variety of internships, and the lack of a consistent mechanism for assessment. It was noted that this may take working through it in practice to see what works and what doesn't, and that assessments may not come from the company, but in a reflection exercise, for example.
- The definition and SLOs were approved without dissent.
- Certificates definitions and SLOs (second reading)
  - There was a question as to whether the certificates will be transcribed. They will not, but it may be possible to use the comprehensive learner record to complete “micro-credentials”, although there is no staff in the Registrar's Office to implement this currently.
  - There was a question about what is meant by “flexibility” of learning in SLO 4. This was intended to allow for the possibility of doing this in whatever manner. It was suggested this should read “Demonstrate new learning ...”.
  - A Kennedy/Walsh motion to return to this document committee for clarification of SLO 4 passed with no dissent.
  - There was a clarification of how the assessment data would be collected, in that it would be coordinated by the lead faculty member for that certificate. There was some discussion of this assessment is being done on top of the assessment already being done at the general education level.

### **XIII.New Business**

- None

### **XIV.Adjournment**

- Meeting adjourned at 5:38pm via a Licata/Hartmann motion that was approved without dissent.

Respectfully Submitted,  
Antonia Cardwell  
UCAPC Secretary

## Meeting Summary 12/03/24:

Minutes Approved:  
11/19/2024

- Approved courses and programs:
  - Undergraduate Proposals:
    - HIST 276
    - FYEX100E
    - FYEX100A
    - WSSD483
    - Economics, B.A.
    - ECON318
    - Certificate in Music Management
    - FYEX100B
    - FYEX100C
    - CHEM105
  - Graduate Proposals:
    - Mathematics, M.Ed. (put program into moratorium)
- Approved policies:
  - Capstone definitions and SLOs

## **Capstone**

### **Definition**

The Capstone is the culminating experience where students apply knowledge from across the stages of the General Education Program to their discipline(s) to explore a big idea, issue of practice, or complex problem. Students will gain a broader understanding of the idea, issue, and/or problem and its context, making connections between their learning and their personal experiences, to demonstrate their understanding.

The Capstone is one course at the 300-level or above with at least 3 credit hours (i.e. CAP 300). Departmental (major) capstones, including student teaching, practicums, internships, co-op experiences, exhibitions, Honors and departmental theses, portfolio courses, and the like may also serve as General Education Capstones if they meet the defined student learning outcomes.

### **Student Learning Outcomes**

Students will be able to:

1. Apply knowledge and skills from the stages of the General Education Program across a discipline or multiple disciplines to explore a big idea, issue of practice, or complex problem.
2. Synthesize research on a big idea, issue of practice, or complex problem, culminating in an externally focused, professional genre, text, or product (e.g., a unit plan, exhibition, performance, poster session, research paper, website, etc.).
3. Reflect on their personal experiences as a learner and how they have applied knowledge in meaningful ways.