

Millersville University
UCAPC - Meeting Minutes
03/04/2025

The meeting was called to order at 4:05pm. All departments were in attendance except Criminology, Sociology & Anthropology (CSAN).

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

I. Welcome and introductions of representatives and other guests

II. Minutes of the Faculty Senate

- Minutes from the 2/18/2025 meeting were approved via a Granruth/Cook motion without dissent.

III. Report of the UCAPC Chairperson

- Chairperson Hower shared that due to the change in class time slots on Tuesdays and Thursdays, some members of UCAPC will not finish teaching until 4:20, so there has been a request to move the start time for all Tuesday/Thursday meetings back to 4:30. This would potentially push the end time for the UCAPC meeting back to 6:20. There has also been discussion to possibly change the location of the UCAPC meeting to have a location that better address the accessibility issues. She requests that representatives take this back to their departments to find out how they are handling the adjusted start times.
- Recertifications in Legacy program (W/P/D): The policy is such that, until the Legacy program goes away, if your department comes up for recertification and you want to keep the current labels, the courses will need to be recertified. For courses that were due to be recertified this AY that have not yet submitted, applications will be accepted into the Fall 25 semester. The chair of UCPRC will be emailing affected departments with the new timeline. If you do not wish to keep the labels, that also needs to be submitted into CAP.

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

- Dr. Kim McCollum-Clark (General Education Coordinator) shared that the first drop-in assessment workshop had been held that day; the next workshop will be held on Monday, 3/24, from 3-4:40. There will be an announcement in the 'Ville Daily. She shared that they are open to having another in April if there is demand.
- She will be emailing new FYEX instructors about the workshops on 3/20 and 3/21. There will be a third FYEX luncheon on 3/18 and one in April.

- She also reminded those present that a FYEX course needs to go through the full course approval process to be offered a second time – the local agreement that requires only that a syllabus and assessment plan be sent to Kim only allows the course to be offered once.

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:
 - [ART128](#)
 - [FYEX100J](#)
 - [CHEM111](#)
 - [CHEM112](#)
 - [SOWK102](#)
 - [FYEX100M](#)
 - [FYEX100T](#)
 - Graduate Proposals:
 - None

VII. **APSCUF Updates**

- Dr. Ollie Dreon wished everyone a restful Spring Break.

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

- On behalf of the SGA president, Chairperson Hower shared that the SGA had shared the information about the seats for student representatives on the UCAPC standing committees, and that there had already been two students who expressed interest in serving on GEOAC.
- The Mardi Gras event had been held that day, which is a big event for students.

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

- None

X. **Report of the Administrative Officers**

- Alison Hutchinson (Registrar):
 - She shared that there should soon be 'how-to' documents posted under the MyVille Advisor tab regarding the changes in the registration process, due to the implementation of OneSiS.
 - She reminded faculty that students would no longer need a TAP number to register, but noted that some students who are entitled to an early registration time will still have a TAP number listed.
 - She noted that a search by M-number will not work with the updated degree audit as it is now indexed by P-number. Search by name should still work, but there were comments that some students were still not showing up. Alison will look into this.

- Dr. Rachel Finley-Bowman (Associate Provost):
 - The Keystone and Capstone stages are now live within CourseDog.
 - There was a reminder from her and John Sicotte regarding the first-year guidance for registration – for those with major-based FYEX courses the students will be automatically placed into a section. All other students will select their own.

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 Assessment Luncheon is scheduled for 3/25, starting at 11:45, with the program starting at noon and running until 1:15. They will go over the GERC/AOAC merger and give a Gen Ed update, followed by discussion at the tables. Examples of write-ups and assessment plans will be shared.
- Bylaws Committee Chairperson: Dr. Antonia Cardwell, MATH
 - There is a need to update the election process for the seats on the UCAPC standing committees. As in the past, the open seats will be posted in 'Ville Daily, and nominations will be sent to the UCAPC Secretary. These elections are now voted on by the entire university faculty (i.e., no longer just by UCAPC members/Senators) per the UCAPC local agreement. There will be two rounds of elections in the Spring semester. The first will be to fill the seats based on the allocations dictated by the local agreement. The second will be the at-large election.
 - Policy Changes – Second Reading:
 - The following were approved without dissent:
 - Bylaws Committee
 - Academic Policies Committee (APC)
 - Undergraduate Academic Standards Committee (ASC)
 - General Education and Outcomes Assessment Committee (GEOAC)
 - Multidisciplinary Curriculum Committee
 - Undergraduate Course and Program Review Committee (UCPRC)
 - The following was held for a later vote:
 - University Honors College Committee
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
 - She echoed the announcement of the drop-in session announced in the AOAC report, and asked that faculty email her with some suggested times if they are interested in an additional April session.

- More guidance on the general education labels and proposals is coming in April.
- She noted that they are expecting over 100 proposals to come in by the end of April, and noted it would help if proposals are submitted as soon as possible.
- There was a comment that there has been some odd advice floating around on which course should carry which Gateway label. Make sure that you are only applying for labels that are appropriate for your course.
- She noted that GEOAC intends to work on a subcommittee basis, and asked that representatives encourage their department members to join, emphasizing that this is where we have input. Faculty with experience in assessment would be especially welcome.
- She is working with Rachel on guidance on navigating CourseDog, including the Search feature.
 - She did note that sometimes it is necessary to log out and log back in again to get things working properly.
 - The issue was raised that it is not possible to search by general education label. One suggested workaround is to use one of the “Saved Views” that has columns that list the Gateway labels.
 - Krista will share an instruction document for creating a view in CourseDog.

XIII.

New Business

- Dr. Lesley Huff - Sharepoint/Intranet site for the Center for Counseling and Human Development
 - She is sharing something of interest and hopefully helpful. Considering our resources - how can we be more efficient? There is a real desire from faculty: “When we run into a mental health concern, what can we do and where do we go?” UCal and Cal U started a “Red Folder” project - Penn State now also has this program. She shared Penn State’s “Red Folder”.
 - With the launch of Sharepoint, they working on a tangible version the folder, as well as something on the intranet that faculty can look at to determine whether there is a High/Moderate/Low level of distress high/moderate/label, to see suggested prompts/language, suggestions for faculty self-care in that situation, and available/suggested resources/locations.
 - They are also trying to put together resources for students that provides reliable information on mental health conditions.
 - They are trying to put together a portion of the intranet for what faculty and staff really need. If you have ideas for what is needed, email Dr. Huff or Joe Lynch.

- They also intend to create some videos that can be played for classes (since counseling staff cannot always be attending in person as they need to be counseling).
- Meeting adjourned at 5:09pm via a Klosinska/Licata motion that was approved without dissent.

Respectfully Submitted,
 Antonia Cardwell
 UCAPC Secretary

Meeting Summary 3/04/25:

Minutes Approved:
 02/18/2025

- Approved courses and programs:
 - Undergraduate Proposals:
 - [ART128](#)
 - [FYEX100J](#)
 - [CHEM111](#)
 - [CHEM112](#)
 - [SOWK102](#)
 - [FYEX100M](#)
 - [FYEX100T](#)
- Approved policies:
 - Bylaws Committee
 - Academic Policies Committee (APC)
 - Undergraduate Academic Standards Committee (ASC)
 - General Education and Outcomes Assessment Committee (GEOAC)
 - Multidisciplinary Curriculum Committee
 - Undergraduate Course and Program Review Committee (UCPRC)

Effective: September 4, 2007

University Curriculum and Academic Policies Committee BYLAWS COMMITTEE

Approved: September 4, 2007, Faculty Senate

Revised: March 4, 2025, UCAPC

The Bylaws Committee is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

1. The Bylaws Committee is composed of a maximum of nine members. One member shall be elected to a two-year term from the UCAPC membership from each of the following clusters:
 - Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
 - Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
 - Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
 - Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
 - Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
 - Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
 - Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)
 - Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
 - University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and LibraryIf there are no members elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than nine faculty members are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business
 - Data/Applied Sciences

UCAPC: Bylaws Committee

- Education
- Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

2. The UCAPC Secretary and UCAPC Parliamentarian will also serve as voting members.
3. The UCAPC Secretary will serve as Chair of the Bylaws Committee.

Functions:

1. Review and approve proposals for amendments, including corrections, deletions, or additions, of the UCAPC Bylaws or other UCAPC portions of the Governance Manual, and resent these proposals to UCAPC for action.
2. Annually review the UCAPC Bylaws and UCAPC portions of the Governance Manual and identify items in need of revision and refer them to the appropriate body i.e., UCAPC or UCAPC Committees.
3. Identify UCAPC actions or actions by other bodies that will impact the UCAPC Bylaws or UCAPC portions of the Governance Manual, and address amendments as needed.
4. Monitor and assure that the UCAPC Bylaws or UCAPC portions of the Governance Manual remain accurate and current.
5. Work with and advise UCAPC Committee Chairpersons or other persons who desire to amend the UCAPC Bylaws or UCAPC portions of the Governance Manual

Process for a Standing Committee of UCAPC to amend its bylaws:

Applies to:

- Academic Policies Committee
 - Academic Standards Committee
 - General Education and Outcomes Assessment Committee
 - Multidisciplinary Studies Curriculum Committee
 - Undergraduate Course and Program Review Committee
 - University Honors College Committee
1. The chair of the Standing Committee submits an amended “Governance & Policies” document to the Chair of the Bylaws Committee. The Standing Committee should try to verify that the most recent copy of the document is being edited.

2. The members of the Bylaws Committee vote on whether to approve the amended document.
 - a. If a majority of the members of the Bylaws Committee vote in favor of approving the document, the document is advanced by the Chair of the Bylaws Committee to UCAPC for approval.
 - b. If a majority of the members of the Bylaws Committee do not vote in favor of approving the document, the document is returned with feedback to the Standing Committee for further amendment

Document History:

Original document approved September 4, 2007 by Faculty Senate
Revised February, 2025, to reflect new membership and Chair

Effective: October 1997

University Curriculum and Academic Policies Committee ACADEMIC POLICIES COMMITTEE

Approved: October 1997

Reviewed: June 26, 2007

Revised: March 2, 2010, Faculty Senate

Revised: March 4, 2025, UCAPC

The Academic Policies Committee is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

1. The Academic Policies Committee is composed of a maximum of nine members. One member shall be elected to a two-year term from each of the following clusters:
 - Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
 - Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
 - Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
 - Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
 - Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
 - Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
 - Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)
 - Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
 - University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and Library

If there are no members elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than nine faculty members are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business
 - Data/Applied Sciences
 - Education
 - Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

2. Chairperson for APC

- a) Nominations: Nominations shall be solicited, collected, and a slate shall be created by UCAPC.
- b) Election: The Committee chairperson shall be elected by a vote of the full faculty
- c) Term: Three-year term beginning at the start of the fall semester following the election.
- d) Responsibilities: Convenes and meets with the committee on a regular basis. Attends UCAPC meetings as a liaison regarding business pertaining to the committee. Submits an annual written report outlining the membership and work of the committee.
- e) Voting member of the committee: Chair will be a voting member of the committee only in the event of a tie vote.

3. Student Representatives

- a) Election: Elected by the Student Government Association (SGA).
- b) Number: Up to two undergraduate student representatives.
- c) Term: Two-year overlapping terms beginning and ending at the start of the fall semester of the appropriate year.
- d) Limits: As determined by the SGA.
- e) Voting: Student Representatives are non-voting members.

4. The Provost and the Registrar or designee(s), as ex officio non-voting member(s).

Functions:

1. Review all proposed changes in academic policies, regulations, structure and related matters at the undergraduate level and present its recommendations to the University Curriculum and Academic Policies Committee.
2. Initiate recommendations in academic policies, regulations, structure and related matters at the undergraduate level and present its recommendations to the University Curriculum

and Academic Policies Committee.

Document History:

Original document approved October, 2007 by Faculty Senate

Revised February, 2025, to reflect updated membership

Effective: October 1997

University Curriculum and Academic Policies Committee UNDERGRADUATE ACADEMIC STANDARDS COMMITTEE

Approved: Reviewed: April 21, 2009
Revised: April 21, 2009 Faculty Senate
Revised: March 4, 2025, UCAPC

The Undergraduate Academic Standards Committee is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

1. Chairperson:
 - a. Nominations: Nominations shall be solicited, collected, and a slate shall be created by UCAPC.
 - b. Election: The Committee chairperson shall be elected by a vote of the full faculty
 - c. Term: Three-year term beginning at the start of the fall semester following the election.
 - d. Responsibilities: Convenes and meets with the committee on a regular basis. Attends UCAPC meetings as a liaison regarding business pertaining to the committee. Submits an annual written report outlining the membership and work of the committee.
 - e. Voting member of the committee: Chair will be a voting member of the committee only in the event of a tie vote.
2. The composition of the Academic Standards Committee includes nine Regular Faculty Representatives. A Regular Faculty Representative shall be elected to a two-year term from each of the following clusters:
 - Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
 - Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
 - Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
 - Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
 - Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
 - Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
 - Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)

- Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
- University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and Library

If there are no faculty representatives elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than nine faculty representatives are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business
 - Data/Applied Sciences
 - Education
 - Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

It is expected that both the regular and alternate members be available during the dates specified for committee meetings.

3. The composition of the Academic Standards Committee also includes nine Alternate Faculty Representatives: One representative will be elected from each of the nine academic clusters.
 - a. Election: Elected by a vote of the full faculty.
 - b. Term: One-year terms beginning and ending at the start of the fall semester of the appropriate year. Nominees should confirm availability for scheduled hearing dates in the year of service.
 - c. Voting: An Alternate Faculty Representative is a voting member when serving on a subcommittee.

It is expected that both the regular and alternate members be available during the dates specified for committee meetings.

4. Student Representatives: Two undergraduate student representatives.
 - a. Election: Elected by the Student Government Association (SGA).
 - b. Term: One-year terms beginning and ending at the start of the fall semester of the appropriate year.
 - c. Limits: As determined by the SGA.
 - d. Voting: A student representative is a voting member.
5. Alternate Student Representatives: Two undergraduate student representatives.
 - a. Election: Elected by Student Government Association (SGA).
 - b. Term: One-year terms beginning and ending at the start of the fall semester of the appropriate year. Nominees should confirm availability for scheduled hearing dates in

- the year of service.
 - c. Limits: As determined by the SGA.
 - d. Voting: An alternate student representative is a voting member only when replacing a student representative.
6. Ex Officio Members: Director of the Millersville Scholars Program, Director of Admissions, Director of Financial Aid, and Registrar.
- a. Designees: One designee may serve in lieu of each Ex Officio member.
 - b. Voting: An Ex Officio member/designee is a voting member.

Functions:

1. Serves as court of appeals for undergraduate students dismissed due to failure to meet academic standards, as described in Millersville University academic policies.
2. Serves as court of appeals for undergraduate students denied a degree.
3. Considers academic amnesty petitions.
4. Advises the Director of Admissions on admission applications following a third academic dismissal.
5. Advises the University Curriculum and Academic Policies Committee of its interpretation and implementation of undergraduate student academic policies.

Document History:

Revised April 2009

Revised to update membership February 2025

Effective: 2025

University Curriculum and Academic Policies Committee GENERAL EDUCATION AND OUTCOMES ASSESSMENT COMMITTEE

Approved: March 4, 2025 UCAPC

The General Education and Outcomes Assessment Committee is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

a) Members

The General Education and Outcomes Assessment Committee (GEOAC) is composed of a maximum of 18 members. Two members shall be elected to a two-year term from each of the following clusters:

- Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
- Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
- Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
- Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
- Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
- Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
- Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)
- Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
- University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and Library

If there are no members elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than eighteen faculty members are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business
 - Data/Applied Sciences
 - Education
 - Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

2. Chairpersons

- a) **Titles:**
 - i. Chairperson of GEOAC
 - ii. Vice Chairperson of GEOAC for Assessment
- b) **Nominations:** Nominations shall be solicited, collected, and a slate shall be created by UCAPC.
- c) **Election:** The Committee Chairperson and Vice Chairperson shall be elected by a vote of the full faculty.
- d) **Term:** Three-year staggered terms beginning at the start of the fall semester following the election.
- e) **Responsibilities:**
 - i. **Chairperson of GEOAC:** Convenes and meets with the committee on a regular basis. Approves/disapproves course proposals within the course approval system as voted upon by the committee. Attends UCAPC meetings as a liaison regarding business pertaining to the committee. Submits an annual written report outlining the membership and work of the committee.
 - ii. **Vice Chairperson of GEOAC for Assessment:** Leads assessment initiatives within the committee. Regularly informs chairperson of assessment activities. Attends UCAPC meetings as needed. Submits an annual written report outlining the assessment activities of the committee to the GEOAC Chairperson.
- f) **Voting:** The Chairperson will be a voting member of the committee only in the event of a tie vote. The Vice Chairperson is a voting member of the committee.

3. Student Representatives

- a) **Election:** Elected by the Student Government Association (SGA).
- b) **Number:** Up to two undergraduate student representatives.
- c) **Term:** One-year terms beginning and ending at the start of the fall semester of the appropriate year.
- d) **Limits:** As determined by the SGA.
- e) **Voting:** Student Representatives are non-voting members.

4. Ex Officio

- a) **Members:**
 - i. Provost and Vice President for Academic Affairs

UCAPC: General Education and Outcomes Assessment Committee

- ii. Assistant Vice President of Institutional Assessment and Planning
- iii. General Education Coordinator
- iv. President of UCAPC
- b) **Designees:** One designee may serve in lieu of each Ex Officio member.
- c) **Voting:** Ex Officio members/designees are non-voting members.

Functions:

- a) General Education:
 - a. Promote understanding of the purpose of General Education, consistent with the Millersville University (MU) mission and the specific learning needs of MU students.
 - b. Regularly and throughout the semester, in consultation with appropriate stakeholders, review, evaluate, and recommend changes, adjustments, and updates to the General Education Program, aiming to enhance the Program academically and philosophically and to align the Program with changing needs of students and the academic environment; report to UCAPC.
 - c. Proactively initiate, review, and evaluate proposed changes to the General Education Program and submit recommendations to UCAPC.
 - d. Support the implementation of the General Education Program. Review course proposals in the undergraduate curriculum pertaining to general education, as received from the appropriate College Curriculum Committee or other approved workflow and then make recommendations to UCAPC.
 - e. Stay abreast of national issues and trends in general education and evaluate their relevancy to the General Education Program at Millersville University. Share findings with UCAPC and recommend action.
- b) Assessment:
 - a. Promote a culture of assessment at Millersville University.
 - b. Review assessment plans in the undergraduate curriculum pertaining to general education, as received from the appropriate College Curriculum Committee or other approved workflow and then make recommendations to UCAPC.
 - c. Develop and oversee a plan for the implementation of outcomes assessment and collection of assessment data for the General Education Program.
 - d. Review and share assessment data fostering informed conversations.

- e. Work with the Assistant Vice President of Institutional Assessment and Planning, initiate policy recommendations, and review proposed policy changes for outcomes assessment of general education.

Document History:

GEOAC was created by combining the Academic Outcomes and Assessment Committee and General Education Review Committee

Effective: 2025

University Curriculum and Academic Policies Committee MULTIDISCIPLINARY CURRICULUM COMMITTEE

Approved: March 4, 2025 UCAPC

The Multidisciplinary Curriculum Committee is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

1. The Multidisciplinary Curriculum Committee is composed of a maximum of nine members. One member shall be elected to a two-year term from each of the following clusters:
 - Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
 - Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
 - Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
 - Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
 - Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
 - Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
 - Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)
 - Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
 - University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and Library

If there are no members elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than nine faculty members are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business
 - Data/Applied Sciences
 - Education
 - Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

2. Chairperson for the Multidisciplinary Curriculum Committee
 - a) Nominations: Nominations shall be solicited, collected, and a slate shall be created by UCAPC.
 - b) Election: The Committee chairperson shall be elected by a vote of the full faculty
 - c) Term: Three-year term beginning at the start of the fall semester following the election.
 - d) Responsibilities: Convenes and meets with the committee on a regular basis. Attends UCAPC meetings as a liaison regarding business pertaining to the committee. Submits an annual written report outlining the membership and work of the committee.
 - e) Voting member of the committee: Chair will be a voting member of the committee only in the event of a tie vote.
3. The Provost and the Vice President for Academic Affairs or designee(s), as ex officio non-voting member(s).

Functions:

1. The Multidisciplinary Curriculum Committee oversees all student and faculty proposals for Multidisciplinary programs (MDSTs), and individual student MDST proposals. This committee reviews these programs to affirm compliance with both Millersville University and PASSHE policies.
2. Faculty from two or more departments/programs can submit either BS or AS proposals to create MDST programs, which involve the collaboration of faculty to create programs that are unique to Millersville. The MDST committee reviews these proposals to make sure that they meet all requirements and policies, while not being too closely aligned to existing programs.
3. Individual students can create their own unique MDST program of study. Committee members review the proposals, which must have at least two faculty advisers, from two different programs. The committees' review process is to assure the program meets all policies and to make sure that the proposal is unique, while meeting academic rigor.

4. The committee works with the Office of the University College in marketing of the MDST, creating proper policy oversight, and approval of all new programs and proposals.

Document History:

Document created February 2025

Effective: October 1997

University Curriculum and Academic Policies Committee UNDERGRADUATE COURSE AND PROGRAM REVIEW COMMITTEE

Approved: Updated, fall 2009, Faculty Senate
Revised: March 4, 2025, UCAPC

The Undergraduate Course and Program Review Committee (UCPRC) is a standing committee of the University Curriculum and Academic Policies Committee (UCAPC).

Membership:

1. The Undergraduate Course and Program Review Committee is composed of a maximum of nine members. One member shall be elected to a two-year term from each of the following clusters:
 - Arts: Art and Design, Music, and Communication and Theatre (College of Arts, Humanities, and Social Sciences)
 - Humanities: English and World Languages, and Philosophy (College of Arts, Humanities, and Social Sciences)
 - Social Sciences: Economics; Government and Political Affairs; History; and Criminology, Sociology, and Anthropology (College of Arts, Humanities, and Social Sciences)
 - Education: Educational Foundations; Early, Middle, and Elementary Education; and Special Education (College of Education and Human Services)
 - Human Services: Psychology, Social Work, and Wellness and Sport Sciences (College of Education and Human Services)
 - Data/Applied Sciences: Applied Engineering, Safety, and Technology; Computer Science; Geography; and Mathematics (College of Science and Technology)
 - Lab/Health Sciences: Biology, Chemistry, Earth Sciences, Nursing, and Physics (College of Science and Technology)
 - Business: Accounting and Finance, and Management and Marketing (Lombardo College of Business)
 - University College/Non-College: Exploratory Studies and Student Development, Counseling and Human Development, Intercollegiate Athletics, and Library

If there are no members elected within a cluster, nominations for that position will be opened to all Departments within the associated College. If there are no College-wide nominees for this position, nominations will be opened to all Faculty within the University.

In the event that fewer than nine faculty members are elected to the Committee, the Committee shall constitute itself with the number elected.

Two-year cycles are established by discipline as follows:

- Terms beginning in even years:
 - Arts
 - Business
 - Data/Applied Sciences
 - Education
 - Social Sciences
- Terms beginning in odd years:
 - Human Services
 - Humanities
 - Lab/Health Sciences
 - University College/Non-College

Committee members shall be elected by a vote of the full faculty.

2. Chairperson for Undergraduate Course and Program Review Committee
 - a) Nominations: Nominations shall be solicited, collected, and a slate shall be created by UCAPC.
 - b) Election: The Committee chairperson shall be elected by a vote of the full faculty.
 - c) Term: Three-year term beginning at the start of the fall semester following the election.
 - d) Responsibilities: Convenes and meets with the committee on a regular basis. Attends UCAPC meetings as a liaison regarding business pertaining to the committee. Submits an annual written report outlining the membership and work of the committee.
 - e) Voting member of the committee: Chair will be a voting member of the committee only in the event of a tie vote.
3. Two non-voting student representatives are elected by the Student Government Association for overlapping terms of two years.
4. The Provost and Vice President for Academic Affairs or designee is a non-voting ex officio member of the committee.

Functions:

1. The Undergraduate Course and Program Review Committee reviews proposed changes in the undergraduate curriculum and programs, as received from the appropriate College Curriculum Committee, and makes its recommendations to the University Curriculum and Academic Policies Committee.

Document History:

Minor wording change, fall 2009

Update to membership and chair bylaws, spring 2025