The meeting was called to order at 4:05pm. All departments were in attendance except Chemistry (CHEM), Criminology, Sociology & Anthropology (CSAN), and Exploratory Studies and Student Development (ESSD).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), 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 3/4/2025 meeting were approved via a Cook/Robinson motion without dissent.
III. **Report of the UCAPC Chairperson**
   - Chairperson Hower shared that Council of Trustees' Chairman Warfel shared his appreciation at the March 5 meeting to the faculty for all their work on the General Education Curriculum.
   - There was discussion regarding a start time for the UCAPC meeting and Tuesday/Thursday Standing Committee meetings starting Fall 25. Following discussion, it seems like the best option is 4:30pm – 5:45pm for the UCAPC meeting. The meetings will be held in the Stayer MPR which is better able to address accessibility issues.
   - UCAPC Leadership Elections: A Robinson/Klosinska motion to close nominations and elect all unopposed candidates was approved without dissent. Aileen Hower was elected UCAPC President (2025-28), Shaun Cook was elected President Pro Tempore (2025-26), and Antonia Cardwell was elected Secretary (2025-26). All 3 candidates are currently serving in those roles.
   - Secretary Cardwell shared that a new "Committee Rosters" page would be added to the UCAPC website showing the new composition of the UCAPC Standing Committees so that members who have terms continuing into the next academic year can see which seat they now occupy, and so everyone can see the committee vacancies. A list of the vacant seats for the upcoming first round of elections will also be shared via 'Ville Daily the week of 3/24/25.

IV. **General Education Update (Dr. Kim McCollum-Clark):**
   - Dr. Kim McCollum-Clark (General Education Coordinator) shared that the third FYEX luncheon had been held that day; the final luncheon will be held on Monday, 4/15.

- She shared that there have been a lot more proposals added to CourseDog since the previous meeting. She noted that there are only 2 more UCAPC meetings this semester, so it is better to get the proposals in sooner rather than later. There was a reminder that there will no longer be a Summer UCAPC meeting.

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:
       - BIOL100
       - EDUC464
       - COMM221
       - OSEH435
       - CSCI475
     - Graduate Proposals:
       - None

VII. **APSCUF Updates**
   - None.

VIII. **Report of the Student Government Association (Tevon Kerr-Hornbaker (SGA President)**
   - Applications for SGA Textbook Grants will close on 3/28 – 100 grants of $100 each will be awarded. The winners will be announced before Finals Week.
   - SGA is currently conducting its elections. All candidates are running unopposed.
   - A Chick-Fil-A questionnaire and a Campus Involvement questionnaire are being conducted.
   - A Student Appreciation Week will be held the following week (3//24-3/27), with events being held daily.

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

X. **Report of the Administrative Officers**
   - Dr. Rachel Finley-Bowman (Associate Provost):
     - She encouraged everyone to get their proposals into CourseDog as soon as possible. Unlike in the past, proposals can be entered into the system over the summer; the timeline will be frozen until the fall semester starts.
     - She is working in coordination with the Academic Deans on creating a spreadsheet/matrix to identity courses that are/have been/will be sent in for general education labels. Deans will be working with College

Councils to identify issues/needs. The intention is to release the matrix more widely.

- "How-to" documentation on using the new MAX has been added to the "Advisor" tab on MyVille.

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
    - There was a reminder of the Assessment Luncheon 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.
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
    - She echoed the encouragement that faculty add get their proposals into CourseDog.
    - She reminded those present about the General Education Open House held in 104 McNairy on Monday, 3/24, 3pm – 4:30pm. Faculty should feel free to stop by for help with course proposals, assessment plans, and navigating the system. She is willing to add another workshop if there is demand, and encouraged faculty to email her questions; she is willing to forward them if she is not the right person to answer that question.

XIII. **New Business**

- Recertifications: A Bookmiller/Maxwell motion was made on behalf of the departments of Art & Design, Communication & Theatre, Criminology, Sociology & Anthropology, Economics, English & World Languages, Government, Policy & Law, History, Music, and Philosophy: "The nine departments motion that all existing Legacy labels 'W,' 'P', and 'D' remain in place (that is, no recertification will be required) as the university transitions to the Gateway General Education curriculum."
- The following are comments from the discussion:
    - The motion was discussed at College Council by the department chairs, followed by department level discussion.
    - The legacy general education program will need to continue for at least another 6 years.
    - There was clarification that a course can have all of the legacy components as well as the new Gateway components.
    - Middle States is coming up and we won't have assessment data from Gateway yet, so this gives some documentation.

- The required documentation for recertification generally does not take much time (less than an hour.)
- This motion would not affect those wanting to remove a label – that would still need to be done through CourseDog.
- The recertification process ensures that any changes made to the course over the 5 years since the previous recertification still align with the label requirements.
- The chair of UCPRC indicated that she is willing to work with any department who needs more flexibility in the process, or who needs information on dropping a label. She believes that her committee members would be in favor of keeping the current recertification process, and that the workload can be handled. She has already provided extensions for departments this year, and is willing to work with departments who need more time.
- Limited faculty time could be better spent on other activities.
- There is concern that in a 6-year window the course could get further away from the requirements of the label.
- The planned implementation date of the full Gateway program is still more than a year away, assuming everything continues on schedule. It is too early to be having this discussion.
- We do not have assessment plans mapped for the P/D/W courses, but the recertification process requires mapping to requirements that may or may not be met.
- While the recertification process may be considered to be perfunctory for some departments, it does make sure the course is looked at.
- The recertification process makes sure the department wants to keep the label, which will then ensure required elements are still included in the course.
- It's important to think about the broader implications. It is less than 3 years to Middle States, and there was lots of language about "appears to meet" in the last report. We have an existing strong policy regarding recertification, and this gives us a point-in-time check that we are looking at and evaluating courses. Is there a way to make the process easier?
- UCPRC does not automatically approve recertification proposals – the work is intentional, and has resulted in some very powerful conversations and collaborative feedback. It was acknowledged that there may then be faculty who do not follow the approved syllabus.
- There was a suggestion of changing it to a 7 year cycle.

- It was acknowledged that part of this is coming from the fact that faculty are feeling overburdened right now.
- Representatives shared personal stories of how the recertification process had informed the way they were teaching a course.
- It was observed that each representative should get feedback from their department.
- A Robinson/Wright motion to table the deiscussion was approved without dissent.

XIV. **Adjournment**
- Meeting adjourned at 5:25pm via a Granruth/Boyle motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 3/18/25:

Minutes Approved:
03/04/2025

- Approved courses and programs:
  - Undergraduate Proposals:
    - BIOL100
    - EDUC464
    - COMM221
    - OSEH435
    - CSCI475
- Approved policies:
  - None