

Millersville University
UCAPC - Meeting Minutes
04/01/2025

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

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), 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 3/18/2025 meeting were approved via a Hartmann/Bookmiller motion without dissent.

III. Report of the UCAPC Chairperson

- Chairperson Hower reminded those present of the timing of items for review at meetings. Items for consideration must be received by the Friday before a meeting so that they can be sent out with the agenda.
- A Bookmiller/Smith motion to untable the "Recertification Motion" tabled at the last meeting passed. Discussion then ensued. UCPRC, the SGA, and multiple departments indicated that they considered recertification to be a useful process, and indicated concern should it be ended. Several departments indicated that they really just needed more flexibility with the timeline due to faculty workload. The chair of UCPRC said that she would be willing to work with departments on adjustments to the timeline. Following the discussion, there was a Bookmiller/Adyanga motion to withdraw the motion.

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

- Dr. Kim McCollum-Clark (General Education Coordinator) shared that there will be one more FYEX luncheon on Monday, 4/15.
- She shared that in writing an update following the last 2 Self-Studies of the General Education Program, it is notable that progress is now being made on a problem that faculty have been trying to solve for the last 15 years.
- She reiterated that she is willing to visit departments to help with proposals.
- Dr. Finley-Bowman shared that a Gateway GE Program Course Matrix has been created. It will live on the Gen Ed TEAMS site and should be updated weekly. Faculty should make sure that courses are accurately represented, especially those that are/will be applying for multiple labels. She also noted that as guidelines come out, some things may change. There is also the possibility that courses originally considered for the Gateway stage may work better in the Keystone stage. She encouraged faculty to look at whether their department

could contribute to some diversification within the labels, but reminded that the definitions and SLO's for each label should be satisfied.

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 (Chairpersons: Dr. Susannah Boyle, Ms. Krista Higham, Dr. Betty-Jo Bowers):
 - [FYEX100G](#)
 - [FYEX100R](#)
 - [International Studies, B.A.](#)
 - [Language & Culture Studies, B.A. - Language Studies - Spanish](#)
 - [Language & Culture Studies, B.A. - Culture Studies - Spanish](#)
 - [Bachelor of Arts in Philosophy](#)
 - [Applied Engineering & Technology Management, B.S. - Computer-Aided Drafting & Design Concentration](#)
 - [MATH100](#)
 - [EDTE290](#)
 - [EDTE490](#)
 - [EDTE495](#)
 - [MUSI317](#)
 - [MUSI372](#)
 - [MUSI373](#)
 - [FYEX100X](#)
 - [FYEX100Y](#)
 - Graduate Proposals (Chairperson: Dr. A. Nicole Pfannenstiel):
 - [EDUC 564](#)
 - [Entrepreneurial and Innovation Graduate Certificate](#) (program moratorium)
 - [NURS 702](#)
 - [MUSI 654](#)
 - [ELPP 721](#)
 - [ELPP 723](#)
 - [ELPP 724](#)
 - [ELPP 725](#)
 - [ELPP 726](#)
 - [ELPP 727](#)
 - [SOWK 626](#)

VII. **APSCUF Updates**

- There will be an APSCUF Scholarship reception on 4/10 at 4pm.

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

- Student Appreciation Week was a success. Each day other than Thursday saw over or near 150 students at each event.

IX. Report of the Graduate Student Association

- None

X. Report of the Administrative Officers

- Nothing in addition to the discussion of the Gateway course matrix above.

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 is continuing to review proposals, and a subcommittee is working on the Assessment Plan for Certificates.
- Academic Policies Committee (APC) Chairperson: Dr. Joe Behun, PSYC
 - First Reading:
 - 2025-03-20 Awarding Posthumous Degree/Diplomas/Certificates
 - There was a question as to why the language was not consistent between the undergrad and grad sections (credit hours vs % complete).
 - Instead of listing a specific “dean of ...” should it be replaced by “applicable dean”?
 - 2025-03-20 Study at Non-PASSHE Institutions
 - Addressing a question: the policy is fairly silent on policy on whether the “last 30” are at MU because courses taken through OneSis would be considered “MU” courses - no change to the policy is needed.
 - 2025-03-20 Academic Major Policies
 - There was a question as to why the appeal for dismissal from the major would go to ASC which is more for university dismissals rather than departmental. Should the appeal go to the appropriate dean instead?
 - It was noted that in the current catalog only really 2 or 3 departments that have the full admission to/continuance in the major policy. This used to be more visible on blue sheets. Who is in charge of making that language/policy more uniform?
- Academic Standards Committee (ASC) Chairperson: Dr. Maja Klosinnska, BIOL:
 - The next hearings have been scheduled for June 4 and June 5.

- Cooperative Education Chairperson: Ankur Nandedkar, MGMK
 - Internships advisors meeting update – Students need to check their eligibility for an internship, and then be registered into the internship - students were missing that there was a second step and thereby missing a deadline. The language has been refined to make this clearer.
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
 - There will be two additional drop-in sessions for any type of Gen Ed questions, on 4/16 and 4/24. Details will be posted to the 'Ville Daily.
 - After the consent agenda items from this meeting, more than 50 courses have now been approved for the Gateway Program.
 - GERC Statement on the Number of Labels on Courses in the General Education Gateway Programs
 - A Higham/Hower motion to untable the proposal approved without dissent.
 - A minor change was made to the proposal. The phrase “however, GERC recommends only one label at the Gateway Stage” was removed.
 - The proposal was approved without dissent.
 - Clarification of Capstone definition (First reading)
 - Replacement language: “The Capstone is one course at the 300-level or above with 3 or 4 credit hours,” which may need to change to 3-4.5 for student teaching. The change is necessary to address the PASSHE limit of 48 gened credits.
 - A Higham/Robinson motion to waive 2-meeting rule passed with 3 opposed.
 - The revised Capstone definition as approved with 2 opposed.
 - It was noted that there are a lot of majors on campus that do not have a major-based capstone experience, so this could be a great opportunity for a college-based or interdisciplinary capstone course for those majors. Approx 50% of majors do not have a major based capstone.

XIII. New Business

- Elections: Nominations for the first round of elections for seats on the UCAPC Standing Committees would be accepted until 6pm on Tuesday, 4/1/25. A ballot would be mailed out to all permanent faculty on Thursday, 4/3/25, and voting would stay open until 11:45pm on Friday, 4/4/25.
- There was discussion regarding the challenges of using the new MAX. Suggestions were made that would make the system more useful, including having a way to display information such as academic status

and early registration status for all advisees on a single page, like we had in the old system. It was also noted that the maraudit link on a student's profile does not actually link to that student's audit, and there was a question as to who sees any comment entered while removing the registration hold.

XIV. **Adjournment**

- Meeting adjourned at 5:41pm via a Granruth/Boyle motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 4/1/25:

Minutes Approved:
03/18/2025

- Approved courses and programs:
 - Undergraduate Proposals:
 - [FYEX100G](#)
 - [FYEX100R](#)
 - [International Studies, B.A.](#)
 - [Language & Culture Studies, B.A. - Language Studies - Spanish](#)
 - [Language & Culture Studies, B.A. - Culture Studies - Spanish](#)
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- [ELPP 726](#)
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- [SOWK 626](#)
- Approved policies:
 - GERC Statement on the Number of Labels on Courses in the General Education Gateway Programs
 - Capstone definition

GERC Statement on Number of Labels in the General Education Gateway Program

The General Education Gateway Program includes four (4) stages: Cornerstone Stage, Gateway Stage, Keystone Stage, and Capstone Stage. Each of these four stages carry course labels, specific to each stage.

GERC is recommending the following in the interest of meaningful curricular development and design:

1. No course may carry labels from more than one Stage in the General Education Gateway Program.
2. A course may not carry more than one label at the Cornerstone Stage. Cornerstone Stage labels are as follows:
 - First Year Experience (FYEX)
 - Introductory Writing (IW)
 - Oral Communication (OC)
 - Quantitative Literacy (QL)
3. A course may carry a maximum of two labels at the Gateway Stage. Gateway Stage labels are as follows:
 - Creative Explorations (CE)
 - Ethical Action and Citizenship (EAC)
 - Information Literacy (IL)
 - Investigations into Scientific Reasoning (SCI)
 - Personal Wellness (PWEL)
 - Problem Solving (PS)
 - Technological Competency (TC)
4. A course may not carry more than one label at the Keystone Stage. Keystone Stage labels are as follows:
 - Diverse Cultural Contexts (DCC)
 - Advanced Writing (AW)

January 2025

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 3 or 4 credit hours . 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.