

Millersville University
UCAPC - Meeting Minutes
04/15/2025

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

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), Alison Hutchinson (Registrar), Tevon Kerr-Hornbaker (SGA President)

I. Welcome and introductions of representatives and other guests

II. Minutes of the Faculty Senate

- Minutes from the 4/1/2025 meeting were approved via a Robinson/Hartmann motion without dissent.

III. Report of the UCAPC Chairperson

- Chairperson Hower thanked all those present for their service.
- She noted that April 28th would be the last day for the semester that a campus notification would be sent out. The notifications will resume in the fall.
- It will be necessary to hold a virtual “vote” on curricular consent agenda items only (5/2-5/5). 6 proposals arrived after Aileen had sent out the agenda – the vote will be to poll if anyone has any objections, in which case the proposal would be considered in the Fall.
- She will be communicating with the CCC Chairs to have (at least occasional) attendance at UCAPC meetings starting in the Fall.

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

- Dr. Kim McCollum-Clark (General Education Coordinator) shared that the matrix that Rachel announced at the last meeting was uploaded to TEAMS immediately after our last meeting and is read only. It is numbered 0 to always appear at top of directory list. Make sure your department members know how to add Gateway to their TEAMS list - that is where all resources will be posted for the foreseeable future
- They are working on the Certificate assessment plan at the AOAC level. They were hoping to have it ready for this meeting, but it will now be coming in the fall.
- The last FYEX luncheon was held today.
- Reminder that if you want a peer mentor in your class you need to communicate name and P-number to Rachel by 6/1/25. A question was raised as to, if you have 2 sections, should you have a peer mentor for each or one for both? The recommendation is 1 for each section.

- Krista and Kim are working on an AY wrap-up on everything that has been accomplished Gen Ed-wise. They hope to have it out by the end of the semester.
- Kim echoed the thanks for everyone's hard work this year, and reiterated value of inviting her for a visit to your department.

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):
 - [Applied Engineering & Technology Management, B.S. - Construction Management](#)
 - [FYEX100S](#)
 - [FYEX100U](#)
 - [FYEX100V](#)
 - [HIST275](#)
 - [ERCH190](#)
 - [Occupational Safety & Environmental Health, B.S.](#)
 - [Creative Industries and Entrepreneurship Minor](#)
 - [AENG110](#)
 - [AENG120](#)
 - [AENG130](#)
 - [WRIT273](#)
 - [FYEX100W](#)
 - [GEOG278](#)
 - [HIST275](#)
 - [ERCH190](#)
 - [FYEX100K](#)
 - [FYEX100AA](#)
 - Graduate Proposals (Chairperson: Dr. A. Nicole Pfannenstiel) – none

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

- Ollie gave a big thanks to everyone who has been working so hard on the Gen Ed stuff this semester. He gave a special shout-out to Kim, Betty-Jo, Krista, Aileen and Suz.
- There will be an APSCUF town hall online at West Chester next Wed at 4pm on how to talk to students about what is happening. You should have received an email, including a call to write letters.
- Ken Mash is visiting on 5/1 at 4pm. You should have received an email.

- He shared he hopes to see everyone at commencement. They will probably have event in Schuylkill house.
- The MU APSCUF office will be moving to Lyle Hall in the Fall.

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

- Students report finding the new MAX easier to use.

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

- It would be good to have a graduate student representative on GCPRC, possibly from ENWL and/or EMEE.

X. **Report of the Administrative Officers**

- Dr. Rachel Finley-Bowman (Associate Provost):
 - She added congratulations to Jeri Robinson and Joe Sciarretta on their retirements
 - She expressed gratitude to those who have served in curricular leadership positions.
- Alison Hutchinson (Registrar):
 - We are halfway through registration.
 - She expressed thanks for the guidance and helping students transition to the new MAX.

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 is still one more meeting of AOAC this semester. The committee is continuing to work on the Assessment Plan for Certificates.
- Academic Policies Committee (APC) Chairperson: Dr. Joe Behun, PSYC
 - The following three policies were paused:
 - 2025-03-20 Awarding Posthumous Degree/Diplomas/Certificates
 - 2025-03-20 Study at Non-PASSHE Institutions
 - 2025-03-20 Academic Major Policies
- Academic Standards Committee (ASC) Chairperson: Dr. Maja Klosinska, BIOL:
 - She is currently working on the subcommittees for the upcoming hearings. She may reach out to newly elected members to fill out the subcommittees.
- Cooperative Education Chairperson: Ankur Nandedkar, MGMK
 - Ankur expressed that he hopes your internships are going well, and will be available to meet in the Fall if there are any concerns.

- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
 - Both AOAC and GERC are continuing to review course proposals. There is one more meeting of GERC this semester. If you desire, courses can still be submitted to CourseDog over the summer. They can go as far as approval by the department and the dean, then timeline will pause before campus notification
 - She reminded those present of the deadlines for Fall 26 and Spring 27 offerings.
 - Krista will be working about halftime over the summer, so send her questions - it just may take a little more time for her to get back to you.
- Undergraduate Course & Program Review Committee (UCPRC), Chairperson: Dr. Suz Boyle, SPED
 - Suz expressed thanks to all people involved in leadership of UCAPC/curriculum committees, and she welcomes contact over the summer.

XIII. **New Business**

- Elections: Nominations for the second round of elections for at-large seats on the UCAPC Standing Committees would be accepted until 6pm on Tuesday, 4/15/25. A ballot would be mailed out to all permanent faculty on Thursday, 4/17/25, and voting would stay open until 11:45pm on Friday, 4/18/25.
- Starting with the first UCAPC meeting in the Fall semester, meetings will be held on the first and third Tuesdays in the Stayer MPR from 4:30pm – 5:45pm.

XIV. **Adjournment**

- Meeting adjourned at 4:50pm via a Klosinska/Licata motion that was approved without dissent.

Respectfully Submitted,
 Antonia Cardwell
 UCAPC Secretary

Meeting Summary 4/15/25:

Minutes Approved:
4/1/2025

- Approved courses and programs:
 - Undergraduate Proposals:
 - [Applied Engineering & Technology Management, B.S. - Construction Management](#)
 - [FYEX100S](#)
 - [FYEX100U](#)
 - [FYEX100V](#)
 - [HIST275](#)
 - [ERCH190](#)
 - [Occupational Safety & Environmental Health, B.S.](#)
 - [Creative Industries and Entrepreneurship Minor](#)
 - [AENG110](#)
 - [AENG120](#)
 - [AENG130](#)
 - [WRIT273](#)
 - [FYEX100W](#)
 - [GEOG278](#)
 - [HIST275](#)
 - [ERCH190](#)
 - [FYEX100K](#)
 - [FYEX100AA](#)
 - Approved policies:
 - None