Millersville University
UCAPC - Meeting Minutes
10/07/2025

The meeting was called to order at 4:30pm. All departments were in attendance except Communication & Theatre (COMT), Counseling & Human Development (CNHD), Interdisciplinary Studies (IDST), Physics (PHYS), and Special Education (SPED).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Dr. Ollie Dreon (APSCUF-MU President), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Kim McCollum-Clark (General Education Coordinator), Alison Hutchinson (Registrar), Dr. Caleb Corkery (AHSS CCC Chair), Dr. Brian Trout (LCOB CCC Chair), Dr. Joe Behun (APC Chair), Jessica Cabibbo (SGA)

I. **Welcome and introductions of representatives and other guests**
II. **Minutes of the UCAPC**
   - Minutes from the 9/16/2025 meeting were approved via a Lawson/Hartmann motion without dissent.
III. **Report of the UCAPC President (Dr. Aileen Hower, EMEE):**
   - Aileen again noted that there are still a number of open seats on UCAPC committees, especially APC and GEOAC. Interested faculty members should contact Antonia Cardwell.
   - For informational purposes only, Aileen noted that UCAPC had received a request to update the Noonan Fund policy, however that is no longer under UCAPC so the policy was forwarded to the appropriate venue.
   - Comments in CourseDog:
      - Due to a conversation about people who are concerned about whether comments are seen in CourseDog, a handout was shared on commenting in CAP during Campus Notification. Nicole encouraged people to comment if they have thoughts on proposals following Campus Notification. The "Activity" box is being robustly used, but faculty would not want a return to receiving all of the notifications. Aileen examines the comments and workflow before putting proposals on the agenda. If you are reading the comments on a proposal, scroll all the way to the bottom then read upwards.
   - Deadlines were shared for new courses to be offered for the first time in Fall 2027. These courses should have a final submission to CourseDog (after department approval) by mid-September 2026.
IV. **General Education Update (Dr. Kim McCollum-Clark, General Education Coordinator):**
   - Kim noted that work continues on the proposals that were submitted by the mid-September deadline, and encouraged faculty not to wait until January to submit proposals for a Spring 2027 offering if they have them ready.

- Plans are underway for training for advising as we transition to the Gateway program that will be offered this Spring. An outline for general advising will be shared at the next UCAPC meeting. Any population specific issues/wrinkles should be shared with Kim and/or Krista.

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, Prof. Krista Higham, Dr. Betty-Jo Bowers):
       - Social Work, B.A.
       - CHEM392
       - Music, B.S.Ed.
       - WSSD395
       - Government, Policy, and Law, B.A.
       - MATH211
       - MATH104
       - SOWK201
       - SOWK102
       - BIOL204
       - SOWK303
       - MATH304
       - ESCI382
       - ESCI382H
       - ECON231
       - ECON203
       - ENGL110H
       - ENTR201
     - Graduate Proposals (Chairperson: Dr. A. Nicole Pfannenstiel):
       - ESSC521 (cross listed course)
       - ESSC 527 (cross listed course)
       - SOWK 501
       - SOWK 505
       - SOWK 511
       - SOWK 520
       - SOWK 521
       - SOWK 525
       - SOWK 601
       - SOWK 604
       - SOWK 607

- SOWK 608
- SOWK 610
- SOWK 614
- SOWK 619
- SOWK 621
- SOWK 624
- SOWK 625
- SOWK 627
- SOWK 630
- SOWK 631

- Non-Consent Agenda:
  - It was noted that these are all existing courses, and that the only changes are to the prerequisites and to update some outdated language.
  - All 5 courses were approved.
  - SOWK 602 (18 in favor, 2 opposed, 2 abstentions)
  - SOWK 605 (18 in favor, 2 opposed, 2 abstentions)
  - SOWK 611 (19 in favor, 1 opposed, 2 abstentions)
  - SOWK 620 (19 in favor, 1 opposed, 2 abstentions)
  - SOWK 626 (19 in favor, 1 opposed, 2 abstentions)

VII. **APSCUF Updates (Dr. Ollie Dreon):**
- Ollie mentioned Rep Council would be meeting on 10/16 at 4:15pm in 200/201 Osburn.
- APSCUF will be hosting an open house on Wednesday, 10/22, from 8 – 11am to show off their new space in Lyle Hall.
- Faculty will be receiving information on the vote for the side letter for the IUP College of Medicine.

VIII. **Report of the Student Government Association (Jessica Cabibbo, SGA Vice-President)**
- The Majors Fair on 9/23/25 had good attendance, and Jessica expressed thanks to those departments who participated, as well as those FYEX instructors who brought their students.
- The Textbook Grant application is coming out this month.   Fifty students will receive $100 each to use towards textbooks for the Spring semester.

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

X. **Report of the Administrative Officers**
- Dr. Rachel Finley-Bowman (Associate Provost):
  - Rachel shared the timeline for the 2026-27 catalog. It will be following the same timeline as previous years, with a 3/1/26 deadline for proposals to be entered into CourseDog for curriculum to be included in the catalog.

- Alison Hutchinson (Registrar):
  - Winter registration opened last week.
  - Alison reminded those present of the Withdrawal deadline on 10/31.
  - Spring registration starts on 11/4.

XI. **Announcement of new courses, programs, or changes to existing courses/program**
  - None

XII. **Reports of the Faculty Senate Standing Committees**
  - Academic Policies Committee (ASC) Chairperson: Dr. Joe Behun, PSYC:
    - 2025-09-18 Academic Policy Graduation (1st read)
      - The policy clarifies the requirements for participating in a graduation ceremony and the awarding of a degree.
      - Students may now have a maximum of 6 credits remaining (not counting in-progress courses) to walk in the May ceremony.
      - Nursing raised the issue that, due to the structure of their program, this may impact the proportion of their students who are able to walk at commencement. Nursing will craft a statement that will be sent to Dean's Council via Rachel.
    - 2025-03-20 Awarding Posthumous Degree/Diplomas/Certificates (2nd read) - returning to APC
    - 2025-03-20 Study at Non-PASSHE Institutions (2nd read) - returning to APC
    - 2025-03-20 Academic Major Policies (2nd read) - returning to APC
  - General Education Review Committee (GERC) Chairperson: Prof. Krista Higham, LIBR
    - Krista noted that just glancing at Gateway level courses, there have been plenty of EAC, it's a little thin on TC's. She reminded that there is no lab requirement for TC.
    - Capstone discussion:
      - If you plan to use variable credit individualized study/internships as capstone, those need to be approved in CAP. Currently Capstone requires 3 or 4.5 (was supposed to be 3-4.5) credits. There have been requests for 5 or 6 credit capstones. Discussion continues at GEOAC - they will likely change policy to read 3-6 credits with notes about how 6 credits would leave no option for a student to take any 4-credit courses for Gen Ed without exceeding the PASSHE limit for general education credits.
      - This will be revisited at the next meeting.
  - Multidisciplinary Programs Curriculum Committee Chairperson: TBD
    - The search for a committee chair is ongoing.

XIII.   **New Business**
- None.

XIV.   **Adjournment**
- Meeting adjourned at 5:45pm via a Granruth/Ibrahim motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 10/07/25:

Minutes Approved:
9/16/2025

- Approved courses and programs:
  - Undergraduate Proposals:
    - Social Work, B.A.
    - CHEM392
    - Music, B.S.Ed.
    - WSSD395
    - Government, Policy, and Law, B.A.
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  - [SOWK 611](#)
  - [SOWK 620](#)
  - [SOWK 626](#)
- Approved policies:
  - None
- Attachments:
  - Catalog Timeline: 2026-2027 Academic Year Catalog
  - Campus Notification Commenting Instructions

Catalog Timeline
2026-2027 Academic Year Catalog

This timeline outlines the key steps required six months prior to launch to ensure that approved curriculum changes, policy updates, and other programmatic updates are accurately incorporated into the university catalog for its launch on July 1, 2026.

Key Dates (2026)
- February 16 – Call to departments for updates to front-facing content.
- March 1 – Deadline for curriculum to be entered into CAP (via CourseDog) and policies to come to GCPRC/APC for 2026-2027 catalog inclusion.
- April 6 – Deadline for departmental content updates.
- April 21 – Last UCAPC meeting for curriculum of policy approval.
- April to May – Content and curriculum updates entered.
- June 1 – Final due date for all content updates.
- June 15 – Deadline for review and quality control checks.
- June 22 – Catalog (2026-2027) locked and prepared for launch.
- July 1 – Catalog (2026-2027) launch and PDF generated.

All substantive curriculum and policy approvals must be completed by April 21, 2026 (last UCAPC meeting). This ensures sufficient time for PASSHE approval (if necessary), data entry, proofing, and publication. After this point, corrections are limited to technical/factual edits only.

Cost updates to the catalog may be required after July 1 to ensure figures reflect finalized tuition and fees from PASSHE.
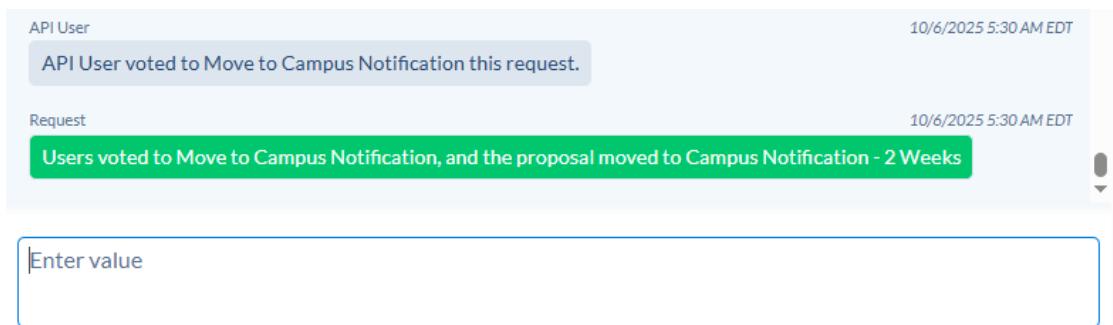
Commenting in CAP during Campus Notification

1. Either log into CAP (Coursedog) or click on the proposal link from the "MU CAP – Curriculum Notification" weekly email.
2. Review the proposal.
3. To add a comment, click on Activity within the Proposal Toolbox.
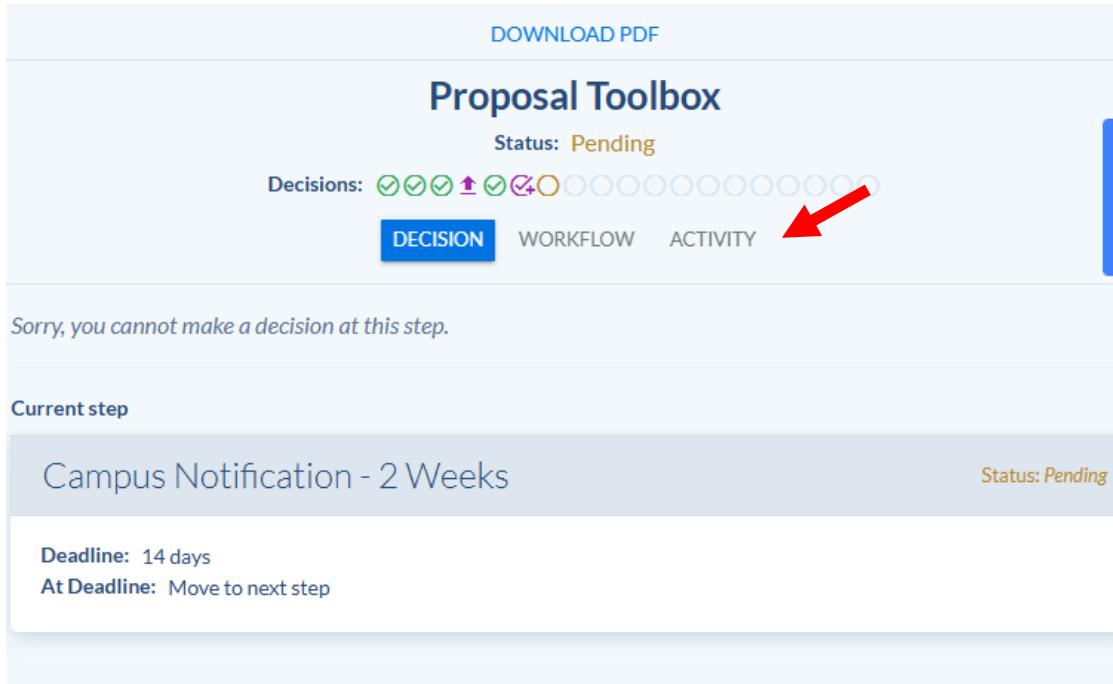
4. Scroll to the bottom to see if other comments have been submitted.
5. Add your comment in the "Enter Value" field.

6. Press Enter to submit.
7. Your comment should show up with a blue colored background.
8. Comments will be reviewed by all curriculum committees in the workflow.