

**Millersville University**  
**UCAPC - Meeting Minutes**  
**10/21/2025**

The meeting was called to order at 4:30pm. All departments were in attendance except Accounting & Finance (ACFN), Athletics (ATHL), Communication & Theatre (COMT), Educational Foundations (EDFN), History & Philosophy (HSPL), and Interdisciplinary Studies (IDST).

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. Ethan Frost (SCTE CCC Chair), Dr. Kristen Lawson (UC CCC Chair), Tevon Kerr-Hornbaker (SGA)

**I. Welcome and introductions of representatives and other guests**

**II. Minutes of the UCAPC**

- Minutes from the 10/07/2025 meeting were approved via a Granruth/Lawson 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.
- Faculty were reminded of the deadlines for CAP submission of new course offerings, and of key dates in the timeline for the university catalog.

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

- Kim and Krista have emailed department chairs to start thinking about their advisement needs. They are working on documents for faculty and students. Reach out to Kim if you have department specific advising concerns and/or ways of training new faculty in advising. They are also aware of multiple student populations. Let them know by December 1.

**V. Proposed Curricular Frameworks for endorsement**

- None

**VI. Proposed Courses and Programs.**

- Undergraduate Proposals (Chairpersons: Dr. Susannah Boyle, Prof. Krista Higham):
  - Gateway Program Certificate Assessment Plan (First Reading):
    - Representatives should take this to their departments for feedback.
    - The definition, guidelines and SLO's have already been approved, but the assessment plan document needs to be approved before any proposals can be entered into CAP.

- There were suggested changes to language in the introduction regarding for clarity, and an issue was raised regarding the phrasing of question 5.
- Capstone Definition and SLOs:
  - Krista noted that this continued a discussion started at the last meeting.
  - The current policy states that a Capstone course could have 3 or 4.5 credits. There had been requests for 5 or 6 credit capstones. After discussion at GEOAC, it is proposed that the description will now read “3 to 4.5”. The reasoning is that many MATH, SCI, and AEST classes are 4 credits instead of 3, so a 4.5 credit cap is necessary to satisfy the PASSHE limit on General Education curriculum credits.
  - Since this is just a small language change, there was a request to waive the 2-meeting rule. There was a Granruth/Cardwell motion to waive 2-meeting rule. There was discussion regarding a proposal currently going through CAP that is written as 3-6 credits, and it was felt that this needed to have discussion at the department level. The motion to waive 2-meeting rule failed unanimously.
- Krista discussed how there are two forms for general education courses to be submitted into CAP. One form is **only** for adding a new gen/ed label; any other changes must be submitted as a **full** proposal. If you have a proposal in the works and now realize wrong form was used, contact Krista promptly and this can be worked out.
- Consent agenda – *The following new and changed courses and programs were approved without dissent.*
  - [ART100](#)
  - [HIST360](#)
  - [WSSD384](#)
  - [ECON101](#)
  - [ECON102](#)
  - [WSSD400](#)
  - [HIST357](#)
  - [ENGL322](#)
  - [ART391](#)
  - [ART291](#)
  - [GOVT231](#)
  - [ENGL242](#)
  - [ENGL241H](#)
  - [ART306](#)

- [FYEX100AB](#)
- [WRIT317](#)
- [ENGL363](#)
- [GOVT111](#)
- [COMM330](#)
- [ART167](#)
- [ENGL292](#)
- [EDUC433](#)
- [BIOL256](#)
- [BIOL307](#)
- [CMSC151](#)
- [ENGL235](#)
- [ENGL236](#)
- [GOVT251](#)
- [JAPN101](#)
- [COMM440](#)

- Graduate Proposals (Chairperson: Dr. A. Nicole Pfannenstiel):
  - None

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

- APSCUF will be hosting an open house on Wednesday, 10/22, from 8 – 11am to show off their new space in Lyle Hall.
- The voting on the COM side letter will be taking place on campus on 10/27 and 10/28.
- Ken Mash will be on campus on Thursday, 11/13, from 4pm – 5:30pm in the Stayer MPR.

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

- The annual safety walk will take place on Thursday, 10/30, starting at 7pm in the SMC Atrium. All are welcome to participate.
- An open safety forum will take place on Thursday, 10/23, also starting at 7pm in the SMC Atrium.
- The safety questionnaire is live.

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

- None

**X. Report of the Administrative Officers**

- Alison Hutchinson (Registrar):
  - Note that multiple deadlines fall on 10/31, such as the withdrawal deadline, the deadline to submit incomplete grades, and some graduation deadlines.

**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:
  - 2025-03-20 Academic Major Policies (2<sup>nd</sup> reading):
    - The policy was approved without dissent.
  - 2025-09-18 Academic Policy Graduation:
    - This policy has returned to committee.
  - 2025-03-20 Awarding Posthumous Degree/Diplomas/Certificates (first reading):
    - There was a question as to whether the “75% of credits” includes transfer credits, which it does. There was discussion as to whether the proportion of credits required was appropriate, and if a similar policy should apply to undergraduates. Rachel will bring feedback from Dean’s Council.
  - 2025-03-20 Study at Non-PASSHE Institutions:
    - This policy is tabled as nothing can be decided until OneSis is more developed.
- Cooperative Education Chairperson: Ankur Nandedkar, MGMK
  - The current application process does not distinguish between international students and legal residents. They are looping in international services to make sure student is eligible.
  - The orientation has typically been done after the second step in the application process. This is now going to be done between first and second stages and data will be gathered.
- University Honors College Committee Chairperson: Aileen Hower, EMEE
  - UHCC will review any courses carrying the Honors designation as the course moves through CAP. This is not a formal step in the process, but make sure any relevant proposals have comments from UHCC when having discussions at the CCC, GEOAC and UCPRC levels.

**XIII. New Business**

- None.

**XIV. Adjournment**

- Meeting adjourned at 5:16pm via a Granruth/Boyle motion that was approved without dissent.

Respectfully Submitted,  
Antonia Cardwell  
UCAPC Secretary

## Meeting Summary 10/21/25:

Minutes Approved:  
10/07/2025

- Approved courses and programs:
  - Undergraduate Proposals:
    - [ART100](#)
    - [HIST360](#)
    - [WSSD384](#)
    - [ECON101](#)
    - [ECON102](#)
    - [WSSD400](#)
    - [HIST357](#)
    - [ENGL322](#)
    - [ART391](#)
    - [ART291](#)
    - [GOVT231](#)
    - [ENGL242](#)
    - [ENGL241H](#)
    - [ART306](#)
    - [FYEX100AB](#)
    - [WRIT317](#)
    - [ENGL363](#)
    - [GOVT111](#)
    - [COMM330](#)
    - [ART167](#)
    - [ENGL292](#)
    - [EDUC433](#)
    - [BIOL256](#)
    - [BIOL307](#)
    - [CMSC151](#)
    - [ENGL235](#)
    - [ENGL236](#)
    - [GOVT251](#)
    - [JAPN101](#)
    - [COMM440](#)
  - Graduate Proposals:
    - None
- Approved policies:
  - 2025-03-20 Academic Major Policies