

**Millersville University**  
**UCAPC - Meeting Minutes**  
**11/18/2025**

The meeting was called to order at 4:30pm. All departments were in attendance except Communication & Theatre (COMT), Interdisciplinary Studies (IDST), and Music (MUSI).

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. Joe Behun (APC Chair), Dr. Josh Rea (GEOAC Vice Chair), Dr. Caleb Corkery (AHSS CCC Chair), Dr. Abdul Ibrahim (CEHS 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 11/04/2025 meeting were approved via a Cook/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.
- Aileen will be reaching out to the chairs of the UCAPC standing committees, as APSCUF is looking at changing the composition of the APSCUF and UCAPC standing committees, moving away from a “Cluster” model and back towards a college-level composition.

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

- Dr. Josh Rea (GEOAC Vice Chair) shared that GEOAC has revised the Assessment Plan form with the goal of simplifying and streamlining it. In the analysis of the current form there were questions that consistently did not receive the appropriate information, so those questions have been redesigned. This is replacing the Microsoft Form that has to be uploaded to CourseDog. The committee asks that each representative share the template with their department, and requests feedback. The attachment is a template that will be populated with the appropriate language for each stage. All forms will be found in the Gateway GenEd Teams site when approved.
- GEOAC is continuing to work on the Gateway General Education policy, including recertification procedures.
- The Annual Assessment Luncheon will be held on Tuesday, 3/17/26, from 11:45am – 1:15pm. Aileen encouraged attendance at this valuable experience.
- Kim noted that there are still about 200 courses on the spreadsheet of possible Gateway classes that do not yet have a proposal in CourseDog. She asked

representatives to check with their departments, and encouraged proposers to reach out to her and/or GEOAC for help if necessary.

**V. Proposed Curricular Frameworks for endorsement**

- None

**VI. Proposed Courses and Programs.**

- Undergraduate Proposals (Chairpersons: Dr. Susannah Boyle, Prof. Krista Higham):

- Consent agenda – *The following new and changed courses and programs were approved without dissent.*

- Undergraduate:

- [INTL201](#)
- [WRIT311](#)
- [GOVT100](#)
- [Information Technology, B.S. - Cybersecurity](#)
- [Chemistry, B.S. - Nanotechnology Option](#)
- [LIST223](#)
- [BIOL391](#)
- [Technology & Engineering Education \(K-12\), B.S.Ed.](#)
- [Technology & Engineering Education, B.S.Ed. - Engineering Design Education Concentration](#)
- [JOUR313](#)
- [EHEM316](#)
- [EHEM305](#)
- [EHEM201](#)
- [SOSC203H](#)
- [PHIL100](#)
- [PHIL120](#)
- [DESN493](#)
- [HIST230](#)
- [ART490](#)
- [HIST242](#)
- [AENG351](#)
- [HIST340](#)
- [PHYS205](#)
- [HIST241](#)
- [ESCI202](#)
- [PSYC227](#)
- [PSYC228](#)
- [HIST342](#)
- [ANTH235](#)
- [ANTH123](#)

- [THEA130](#)
- [CMSC162](#)
- [ESSC261](#)
- [ESSC104](#)
- [ESSC120](#)
- [ECON100](#)
- [ANTH121](#)
- [COMM326](#)
- [CMSC152](#)
- [HIST222](#)
- [PHYS103](#)
- [PHIL211](#)
- [CMSC420](#)
- [WSSD482](#)
- [EDSE471](#)
- [LAAS201](#)
- [MUSI206](#)
- [SOWK205](#)
- [SOWK208](#)
- [COMM217](#)
- Graduate:
  - None
- Non-Consent Agenda Proposal(s):
  - None

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

- Ollie shared some of the problems with using “Clusters” for committee memberships. When this decision was made, there was 10-20% more faculty than we have currently. Between retirements and restructuring, this no longer works (e.g.: some departments not listed (SPED wasn’t a dept at the time) and ENWL is the only department in their cluster). They will be shifting the structure back towards a College structure. Rep Council will discuss the P&T and Sabbatical Leave committees. A conversation will be happening to rewrite the UCAPC local agreement. They will also be looking at removing the uniform size of the committees. If you have thoughts about the size/composition of your committee reach out to Aileen - she will also be reaching out to committee chairs.
- The Council of Trustees meeting is Wed 12/3 - please attend if available (virtually or in person).

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

- SGA is hosting a fundraiser in the Winter Center on Wednesday, 11/19, from 8 – 5.

- A Wellbeing open forum is being held on Thursday, 11/20, at 7pm.
- Students have been reaching out to SGA for issues with waitlists.

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

- None

#### **X. Report of the Administrative Officers**

- Issues were raised regarding the current 17-credit cap on registration, as it is preventing students with certain majors/minors from registering for all their necessary courses, including cross-listed courses (where there is no cap at the graduate level). It was noted that this is the first time this cap has been in place, and that it will be lifted on 1/5/26. While the cap was intended to help with class availability, it was noted that these decisions have huge repercussions and unintended consequences, and faculty should be included in the discussions to provide a valuable perspective.

#### **XI. Announcement of new courses, programs, or changes to existing courses/program**

- None

#### **XII. Reports of the Faculty Senate Standing Committees**

- Academic Policies (APC) Chairperson: Richard Behun, PSYC
  - 2025-03-20 Awarding Posthumous Degree-Diplomas-Certificates (first reading)
    - Tevon shared that the SGA Executive board discussed this policy – the consensus was that there shouldn't be any criteria for getting a posthumous degree, it shouldn't matter how long a student has attended MU.
    - Departmental feedback was requested.
  - 2025-09-18 Academic Policy Graduation (UCAPC) (second reading)
    - Due to recommendations sent from Nursing that were not reflected in the document, GCPRC moved that the language "two courses or a maximum of 6 credits" replace "a maximum of 6 credits" twice in paragraph 3. "A graduate student" will now start the second sentence in that paragraph.
    - Due to the necessity of restructuring the document to clarify that the credit limit applies only to graduate students, and since the policy could not be approved in time to benefit graduate students completing their degree requirements this December, the policy was returned to APC for the required edits.
  - 2025-11-06 Academic Policy Honors Programs: The University Honors College (first reading)
  - 2025-11-06 Academic Policy Honors Programs: Departmental Honors and Honors Courses (first reading)

XIII. **New Business**

- None

XIV. **Adjournment**

- Meeting adjourned at 5:42pm via a Klosinska/Hower motion that was approved without dissent.

Respectfully Submitted,  
Antonia Cardwell  
UCAPC Secretary

**Meeting Summary 11/18/25:**

Minutes Approved:  
11/04/2025

- Approved courses and programs:
  - Undergraduate Proposals:
    - [INTL201](#)
    - [WRIT311](#)
    - [GOVT100](#)
    - [Information Technology, B.S. - Cybersecurity](#)
    - [Chemistry, B.S. - Nanotechnology Option](#)
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- [LAAS201](#)
- [MUSI206](#)
- [SOWK205](#)
- [SOWK208](#)
- [COMM217](#)
- Graduate Proposals:
  - None
- Approved policies and proposals:
  - None
- Attachments:
  - None