

**Millersville University**  
**UCAPC - Meeting Minutes**  
**12/02/2025**

The meeting was called to order at 4:30pm. All departments were in attendance except Interdisciplinary Studies (IDST), and Management, Marketing & Information Technology (MGMK).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Kim McCollum-Clark (General Education Coordinator), Alison Hutchinson (Registrar), Dr. Caleb Corkery (AHSS CCC Chair), Dr. Abdul Ibrahim (CEHS CCC Chair), Dr. Brian Trout (LCOB CCC Chair), Dr. Ethan Frost (SCTE CCC Chair), Dr. Kristen Lawson (UC CCC Chair)

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

**II. Minutes of the UCAPC**

- Minutes from the 11/18/2025 meeting were approved via a Hartmann/Boyle motion without dissent.

**III. Report of the UCAPC President (Dr. Aileen Hower, EMEE):**

- Aileen noted that there will be a need to have a UCAPC meeting on January 20<sup>th</sup>, the first day of the Spring semester.

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

- Kim gave a reminder of the January submission deadline for courses to be offered in Spring 2027.
- She also reiterated her offer to help with preparing proposals if needed.
- Updated Assessment Form (Prof. Krista Higham, GEOAC Chair):
  - Krista noted that she had not received any feedback in the form.
  - While the appearance of the form may change moving forward, the wording will not change.
  - The updated assessment form was approved without dissent.

**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:
      - [FYEX100AC](#)

- [EDTE290](#)
- [SOWK207](#)
- [EDFN212](#)
- [Sport Administration, B.S. - Sport Business Option](#)
- [Sport Administration, B.S. - with any minor or second major](#)
- [WSSD485](#)
- [BIOL394](#)
- [HIST101](#)
- [MUSI202](#)
- [SOWK313](#)
- [GEOG120](#)
- [GEOG248](#)
- [GEOG228](#)
- [FYEX 100AE](#)

- Graduate:

- None

- Non-Consent Agenda Proposal(s):

- None

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

- None.

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

- Aileen reported on behalf of Tevon that he will be unable to attend the UCAPC meetings in the Spring due to an Internship. SGA Vice-President Jessica Cabibbo will be attending in his stead.

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

- None

**X. Report of the Administrative Officers**

- Dr. Rachel Finley-Bowman (Associate Provost):
  - The last campus notification for the semester before proposals get paused for break will be sent out on Monday, 12/8/25.
- Alison Hutchinson (Registrar):
  - The 17-credit cap on registration for undergraduate students will now be lifted on 12/15/25. An email should be going out to students by the end of the week.

**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 (second reading)
      - It was reported that additional feedback had been received following the discussion at the previous meeting.
      - It was suggested that the language “applicable dean” be changed to “applicable graduate faculty member, graduate coordinator, department chair, or dean” throughout.
      - An Owen/Cook motion to accept the changes to the language and approve the edited document was approved without dissent.
    - 2025-09-18 Academic Policy Graduation (UCAPC) (second reading)
      - The sentence “Upon completion of their program, graduate students will be permitted to attend the next scheduled commencement ceremony” was removed due to redundancy.
      - It was noted that semester/term should be consistent throughout.
      - The policy was approved without dissent.
    - 2025-11-06 Academic Policy Honors Programs: The University Honors College (second reading)
      - Approved without dissent
    - 2025-11-06 Academic Policy Honors Programs: Departmental Honors and Honors Courses (second reading)
      - Approved without dissent
  - Academic Standards (ASC) Chairperson: Maja Klosinska, BIOL
    - Maja is currently working on the subcommittee rosters and everything is currently on schedule for hearings on January 7-8, 2026.
  - College Curriculum Committees (CCC)
    - Aileen thanked the chairs of all the CCC’s for all of their large amount of work done efficiently and for keeping things moving.
    - As Caleb Corkery is on sabbatical in the Spring, Adam Boyer will be stepping in as chair to the AHSS CCC.

- Multidisciplinary Programs Curriculum Committee Chairperson: TBD
  - The committee is still in need of a committee chair.

XIII. **New Business**

- “MU Red Folder”:
  - Dr. Joe Lynch (Counseling) shared information about the “MU Red Folder” (which had also been shared at Rep Council). The purpose of the folder is to have a hands-on tool for everyone who has contact with students to have resources to Recognize, Respond, and Refer. The folder includes suggested language, lists of available resources, and a list of numbers for hotlines. An electronic version can be found on the Counseling Center Intranet (<https://www.millersville.edu/counsel/>), and the intention is to get a physical copy to every faculty and staff member who is a contact point for students (including adjuncts).
  - Joe requested that each representative send a count of how many folders would be needed for their department to him at [Joseph.Lynch@millersville.edu](mailto:Joseph.Lynch@millersville.edu).

XIV. **Adjournment**

- Meeting adjourned at 5:22pm via a Granruth/Hartmann motion that was approved without dissent.

Respectfully Submitted,  
Antonia Cardwell  
UCAPC Secretary

## Meeting Summary 12/02/25:

Minutes Approved:

11/18/2025

- Approved courses and programs:
  - Undergraduate Proposals:
    - [FYEX100AC](#)
    - [EDTE290](#)
    - [SOWK207](#)
    - [EDFN212](#)
    - [Sport Administration, B.S. - Sport Business Option](#)
    - [Sport Administration, B.S. - with any minor or second major](#)
    - [WSSD485](#)
    - [BIOL394](#)
    - [HIST101](#)
    - [MUSI202](#)
    - [SOWK313](#)
    - [GEOG120](#)
    - [GEOG248](#)
    - [GEOG228](#)
    - [FYEX 100AE](#)
  - Graduate Proposals:
    - None
- Approved policies and proposals:
  - Updated Assessment Form
  - 2025-03-20 Awarding Posthumous Degree-Diplomas-Certificates
  - 2025-09-18 Academic Policy Graduation
  - 2025-11-06 Academic Policy Honors Programs: The University Honors College
  - 2025-11-06 Academic Policy Honors Programs: Departmental Honors and Honors Courses
- Attachments:
  - None

# Gateway Program General Education Assessment Plan Form

1. **Course Number and Name:**

2. **Is this a new assessment plan or a revision to an existing assessment plan?**

3. **[Will only appear on Gateway Stage forms]**

**Please list any other Gateway Stage General Education label(s) that are being applied for.** A course may carry up to two labels at the Gateway stage. A separate assessment form should be submitted for each label.

4. **Please complete the following table to show your assessment plan.** The table should be comprised of the following elements:

- a. **Student Learning Outcomes:** This column is pre-filled.
- b. **Assessment Task:** What activity or activities do you plan to use to invite students to show their learning in relation to each SLO? Please **choose one** of the following that most closely aligns with each SLO:
  - i. Specific assessment task (i.e. a particular, unique assignment; this will give the committee and the future assessor the clearest picture).
  - ii. Piece of a larger assessment task (i.e. portion of a large project that is being used to assess the SLO; best when large projects are being used to assess multiple SLOs in order to show how each SLO is being addressed within that project).
  - iii. Type of assessment task (i.e. a broad category like discussion boards or journals); may be best for flexibility in courses taught by multiple instructors.
- c. **Rationale:** How will the assessment task that has been described in the second column demonstrate learning related to this SLO?
- d. **Assessment Tool:** This is how you will assign a level of competency to student outcomes on your assessment task. How will you measure students' attainment of the SLO as demonstrated in the task? You might, for

instance, use rubrics, survey results, checklists, or test answer keys. Please keep in mind that this should only cover assessment of the SLO itself.

If you would like to see completed examples of this table, please see here [\[insert hyperlink to a folder with pilot examples once we have them\]](#).

<b>Student Learning Outcome</b>	<b>Assessment Task</b>	<b>Rationale</b>	<b>Assessment Tool</b>
<b>SLO 1</b>			
<b>SLO 2</b>			
<b>SLO 3</b>			
<b>SLO 4</b>			
<b>SLO 5</b>			

- 5. How many students will be assessed?** You might choose to assess all students or a percentage, based on the course size and how frequently it is taught. Please provide a very brief rationale for this choice.
  
- 6. Please describe how frequently you will perform general education assessment of this course.** You might choose to break this frequency down by SLO or provide a timeline as appropriate.

**Effective:** Fall 2001

**Academic Policy**  
**AWARDING POSTHUMOUS DEGREES/DIPLOMAS/CERTIFICATES**

**Approved:** August 20, 2001, Deans' Council  
May 1, 2001, Faculty Senate  
Reviewed: June 1, 2007  
Revised: December 2, 2025, UCAPC

**Undergraduate Students**

In the event of the death of a Millersville University undergraduate student, the University may grant the degree/diploma posthumously to the family. The applicable faculty member, department chair, or dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing. The applicable faculty member, department chair, or dean may recommend to the provost that a student who is in good standing be awarded an undergraduate degree posthumously.

**Graduate Students**

**Diploma/Degree**

In the event of the death of a Millersville University graduate student, the University may grant the degree/diploma posthumously to the family. The applicable graduate faculty member, graduate coordinator, or dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing. The applicable graduate faculty member, graduate coordinator, or dean may recommend to the provost that a student who is in good standing be awarded a graduate degree posthumously.

**Certificate**

In the event of the death of a Millersville University graduate student, the University may grant the certificate posthumously to the family. The applicable graduate faculty member, graduate coordinator, or dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing. The applicable graduate faculty member, graduate coordinator, or dean may recommend to the provost that a student who is in good standing be awarded a certificate posthumously.

**Effective:** October 1997

## **Academic Policy GRADUATION**

Approved: October 1997

Reviewed: June 1, 2007, Deans'  
Council, Faculty Senate

Revised: December 2, 2025, UCAPC

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### **Graduation and Participation in Commencement**

The University confers degrees four times annually – at the conclusion of the fall semester, winter term, spring semester, and summer term.

Formal commencement exercises are held in December and May of each year. Participation in the December ceremony is limited to degree candidates who will complete their graduation requirements in the fall or winter sessions. Participation in the May ceremony is limited to degree candidates who will complete their graduation requirements in the spring or summer sessions. Students must initiate an application for graduation in the semester/term that they plan to participate in commencement to be considered a candidate for graduation.

### **Graduate Students**

A graduate student may have two (2) classes OR a maximum of six (6) credits remaining, not in-progress, to complete their program and degree by the deadline posted for a given ceremony (September for December commencement and February for May commencement). The plan to complete the remaining classes OR credits must be clearly documented on the application including the specific semester those classes OR credits will be completed. All requirements must be planned for completion in winter to participate in the December commencement ceremony. All requirements must be planned for completion in summer to participate in the May commencement ceremony. The two (2) classes OR six (6) credits cannot include a capstone project, master's thesis, or dissertation. A degree is not awarded until the term in which all degree requirements have been fully met.

### **Applications**

Undergraduate and Graduate applications are available on the Registrar's website and the Commencement website. The deadline to submit graduation applications is published on the fall and spring semester calendars on the Registrar's Office website. Undergraduate degree applications must be signed by the Registrar's office, the academic advisor, and the department chairperson. Graduate degree applications must be signed by the Registrar's office, the candidate's program advisor and graduate program coordinator.

## **Awarding of Degrees**

A degree will only be awarded in the semester/term that the work is completed and reported to the Registrar's Office. Any student applying for graduation must complete all requirements including "I" grades within four (4) weeks of the graduation date. Coursework that extends into a future semester or term will result in the graduation term being moved to that semester/term. Students who use transfer work to complete their requirements will have their degree conferred during the semester/term when the Registrar's Office is notified via official transcript, regardless of when that coursework was taken.

**Effective:** October 1997

**Academic Program: Undergraduate Studies  
HONORS PROGRAM: THE UNIVERSITY HONORS COLLEGE**

**Approved:** October 1997

Reviewed: June 4, 2007

Revised: August 27, 2001, Deans' Council

December 2, 2025 UCAPC

The University Honors College has been created to provide challenging and enriching educational experiences for our most talented and motivated students. Designed to fulfill the University-wide general education requirements, the program is open to undergraduate students in all majors. It provides honors students with a core of stimulating and demanding courses. These courses are intended to introduce honors students to the intellectual underpinnings of modern culture while developing their ability to think critically, to do independent research, and to write in a style which is both lucid and analytical. The core requirements explore the evolution of intellectual and literary traditions, mathematical theory and applications, and scientific methods in theory and practice.

These requirements include an honors composition course and an advanced writing experience in the form of a senior thesis. The core courses are intended to encourage a commitment to academic pursuits among our best students while providing them with a common intellectual bond. The core is augmented with a variety of honors general education electives from which the student may choose to complete the requirements of the program. The majority of these courses put emphasis on research and writing.

Honors courses have limited enrollments. This creates an individualized and collaborative learning environment where students from varied backgrounds and disciplines can develop a sense of intellectual camaraderie. While honors courses involve both depth and breadth of study and stress independent research and writing, the workloads required are manageable. In addition to providing an enriched and integrated general education experience, the program is meant to prepare and to encourage our finest students to continue their education intellectual pursuits in graduate and professional schools. Through formal study and informal advisement, they are encouraged to realize their intellectual and professional potential.

### **Academic Requirements**

Completion of the program requires that a minimum of 25 hours of honors credits be taken. All honors courses must be passed with a grade of B- or better to receive honors credit.

## **Academic Standards and Graduation Requirements**

A progressive minimum grade point average requirement shall govern student retention in the program. A student whose cumulative grade point average falls below 3.0 after the completion of 15 credits will be placed on probation within the University Honors College and must raise his or her cumulative grade point average to 3.0 by the time 45 credits have been completed to remain in good standing in the program. All University honors students must attain a cumulative grade point average of 3.2 by the time they have completed 60 credits. To graduate with the University Honors Baccalaureate degree, a student must complete all work required in the program with grades of B- or better and must qualify have a minimum 3.35 GPA in their Honors coursework to graduate with honors.

Students who plan to graduate with the University Honors baccalaureate degree must notify the director of the Honors College of their intentions no later than the end of their junior year. Accompanying this notification must be a proposed Honors thesis topic approved by the faculty member who has agreed to supervise it. The Honors thesis, successfully defended, must be submitted to the program Honors College director no later than two (2) weeks before graduation in order for the student to graduate with the honors baccalaureate degree.

## **Admission Requirements**

Entering freshmen who have combined SAT scores of 1200 or better and are in the top 10% of their high school graduating class are eligible to join the University Honors College. As motivation, enthusiasm, and commitment to learning are often better predictors of success in the program than test scores, incoming students who do not meet these formal criteria but who are seriously interested in participating in the program may apply for admission. In order that no qualifying student be denied the opportunity to participate in the program, all students who have earned a cumulative grade point average of 3.35 at the University are eligible to enroll in honors courses and to join the program. Other interested students may be admitted to honors classes with the permission of the instructor.

Students may have up to fifteen (15) hours of transferred honors credits earned at other accredited academic institutions applied toward filling the graduation requirements of the University Honors College. Decisions about which transferred courses may count for honors credit will rest with the director of the University Honors College.

## **Competency Requirements**

1. Honors Intro to College Writing (ENGL 110H) and Honors Fundamentals of Speech (COMM 100H).
2. Mathematics: To be fulfilled by completing a University Honors College approved math course aligned with the student's major(s) of study with a grade of B- or higher.

3. Students who have already demonstrated competency in English 110 or Mathematics 161 may be exempted from that honors competency requirement with the written approval of the director.

### **Core Requirements**

1. Explorations in World Literature (ENGL 241H).
2. Explorations in the History of Ideas (SOSC 203H).
3. An honors laboratory science course with an additional credit hour where students and faculty meet individually or in a seminar. This hour provides an opportunity to consider the intellectual and historical context in which core ideas develop and to explore and discuss in greater depth those ideas raised in the lecture and laboratory components. Honors seminars taken with an approved laboratory science course fulfill the honors laboratory science requirement.
4. An honors Perspectives or DCC course.
5. An honors thesis: The honors thesis topic, the advisor for the honors thesis, and the committee before which the honors thesis is defended must be approved by the director of the University Honors College. The defense committee must include at least three members; the honors thesis advisor must be a tenured or tenure-track faculty member at Millersville University. The honors thesis will fulfill the general education Advanced Writing course requirement.

### **Honors electives**

1. A minimum of nine (9) hours of honors general education electives.
2. If the above requirements are met by course selections totaling fewer than 25 honors credits, additional honors electives must be taken so that a minimum of 25 credits of honors courses is completed.

**Effective:** October 1997

**Academic Program: Undergraduate Studies  
HONORS PROGRAMS: DEPARTMENTAL HONORS and  
HONORS COURSES**

**Approved:** October 1997  
Reviewed: June 4, 2007  
Revised August 27, 2001, Deans' Council  
December 2, 2025, UCAPC

Three opportunities exist for undergraduate students to participate in honors work: Departmental Honors, Honors Courses, and the University Honors College.

**Departmental Honors**

This program provides the opportunity for highly achieving and motivated students to pursue a specialized area of interest intensively and independently. Upon successful completion of the program, students are recognized for their achievements at graduation with the designation of Departmental Honors on their diploma and University record. To be eligible for the program, students must have a cumulative GPA of at least 3.0 and the endorsement of the department.

The program generally consists of two (2) to four (4) semesters of supervised tutorial work, reading, self-instruction, creative inquiry and research, which culminates in the production of a thesis or project. One (1) to four (4) credits may be earned for each of the departmental honors courses (see specific departments' requirements). Grades in these courses are determined by the faculty supervisor and the departmental committee.

Final theses or projects are examined by and orally defended before the departmental committee. Grades of B- or better must be earned on them. They are then presented to the honors and awards committee for review. Titles of completed works are published in the commencement program.

**Honors Courses**

Honors courses offer special academic challenges and opportunities for intellectual inquiry. These courses require a measure of independent reading, thinking, and questioning. Students are expected to assume a greater portion of the responsibility for learning. Course requirements include activities to develop writing, research, and analytical skills.

Honors courses are open to students in the University Honors College, students with a cumulative GPA of at least 3.35, and other students with the permission of the instructor.

A grade of B- or better must be earned to qualify for the honors designation on the student's record.

### **University Honors College**

Millersville University offers the University Honors College to provide a challenging and enriching educational experience for highly talented and motivated students. Kindly refer to the separate policy statement for more specific information.