

Millersville University
UCAPC - Meeting Minutes
1/20/2026

The meeting was called to order at 4:30pm. All departments were in attendance except Accounting & Finance (ACFN), Art & Design (ARTD), Counseling & Human Development (CNHD), Interdisciplinary Studies (IDST), Physics (PHYS), Social Work (SOWK) and Special Education (SPED).

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. Ollie Dreon (APSCUF), Prof. Adam Boyer (AHSS CCC Chair), Jessica Cabibbo (VP SGA)

1. The UCAPC Chair report included:
 - a. All of the data and policies were presented at the COT meeting, prompting the Chair of COT requesting permission to visit our meeting
 - b. We need feedback on the structure of the committees at the College Level
 - i. Based on feedback that has been provided, here are current thoughts (from the UCAPC Agenda):

Committee Name	Current Structure	Updated Structure
Academic Policies Committee (APC)	9 members – 1 from each curricular area	10 members – 2 from each College
Academic Standards Committee (ASC)	18 members – 2 from each curricular area	15 members – 3 from each College
By-Laws Committee	9 members – 1 from each curricular area	5 members (plus UCAPC Secretary and Parliamentarian) - 1 from each College
General Education and Outcomes Assessment Committee (GEOAC)	18 members – 1 from each curricular area	15 members – 3 from each College
Multidisciplinary Curriculum Committee (MDST)	9 members – 1 from each curricular area	5 members – 1 from each College with a note about sending an alternate when a member cannot attend
Undergraduate Course and Program Review Committee (UCPRC)	9 members – 1 from each curricular area	10 members – 2 from each College
University Honors College Committee (UHCC)	9 members – 1 from each curricular area	5 members – 1 from each College with a note about sending an alternate when a member cannot attend

1. MDST has requested they have alternates
 2. This will go to Rep Council
 3. Any feedback on these proposed ideas should be emailed to the UCAPC Chair
- c. Please share these dates with your departments:
- Straightforward/minimal course change proposals must be **approved by the proposer's department** by:
 - **end of September** for Fall courses (next calendar year)
 - **end of March** for Winter courses (next calendar year)
 - **end of May** for Spring courses (next calendar year)
 - **end of November** for Summer courses (the next calendar year)
 - **New courses or labels:**

Courses ready to run in	Due on Dean initial schedules	Final submission deadline after department approval	Time for Full approval
Fall 2026	Early December, 2025	Mid September, 2025	By mid November 2025
Spring 2027	Mid August, 2026	End of January, 2026	By early May 2026
Fall 2027	Early December, 2026	Mid September, 2026	By mid November 2026
Spring 2028	Mid August, 2027	End of January, 2027	By early May 2027

- d. We still need MDST Chair, so please share that with your departments
 - e. Secretary (1-year) & President Pro Tem (3-year) positions for UCAPC will be open for nominations
2. A Larson/Cook motion to approve the 12/2/25 minutes passed with 2 abstentions
 3. The GenEd Coordinator:
 - a. Emphasized the dates in the agenda for course proposal submissions
 - b. This is the semester for advising trainings for the new GenEd program. There will be three tiers of them (dates on the CAE calendar). The tiers are:
 - i. Tier 1: A more general advising training
 - ii. Tier 2: A more targeted training for integrating the programs
 - iii. Tier 3: A training for 'special populations' (i.e., ones that need specific issues addressed)
 1. Each tier will have the following:
 - a. An in-person meeting
 - b. A Zoom meeting (which will be archived)
 - i. The trainings dates will be:
 1. Tier 1
 - a. In person: 1/27/26 from noon - 1 pm in CAE
 - b. Zoom: 2/5/26 from 2 - 3 pm

2. Tier 2
 - a. In person: 2/18/26 from noon - 1 pm in CAE
 - b. Zoom: 3/2/26 from 2 - 3 pm
3. Tier 3
 - a. In person: 3/19/26 from noon - 1 pm in CAE
 - b. Zoom: 3/20/26 from 2 - 3 pm
 - i. The GenED Coordinator and Dr. Finley-Bowman are happy to attend individual/department meetings to address and concerns/questions.
 - ii. There will also be a digital/PDF Advising Manual provided (to come).
4. The GEOAC Coordinator reminded us that GEOAC still needs members.
5. The Consent Agenda items were approved with the following exception:
 - a. TEIN 604 (which was removed at the request of the proposer)
6. The SGA representative reported:
 - a. Her email is sgavicepresident@millersville.edu (Tevin cannot make this semester's meetings)
 - b. 81 students applied for, and earned, a \$100 textbook grant
 - i. It is unclear if there are funds for these grants for Fall 2026
7. The Registrar reported that enrollments are up compared to last year (in every area, especially the graduate numbers)
 - a. In response to a question from NURS, the Registrar reported that class notes cannot be seen on the web schedule, and there is no way to add them. However, Elucian will be asked to address this
8. Academic Standards reported that:
 - a. There were fewer appeals this year (20 total, 14 were approved)
 - i. All have been handled and the letters have been sent
9. CHEM is proposing a policy amendment to the 'Second Baccalaureate Degree Requirement', via a handout
 - a. The UCAPC Chair noted this will be sent to APC and that she will notify the APC Chair it is coming from CHEM

Respectfully Submitted,
Shaun Cook
UCAPC President Pro Tem and Parliamentarian

Meeting Summary 1/20/26:

Minutes Approved:

12/2/2025

- Approved courses and programs:
 - Undergraduate Proposals:
 - [CMSC161](#)
 - [COMM251](#)
 - [COMM450](#)
 - [Media Arts Production, B.S.](#)
 - [ERCH290](#)
 - [Media Arts Production, B.S.](#)
 - Graduate Proposals:
 - [Art Education, M.Ed.](#)
 - [TEIN698](#)
 - [TEIN699](#)
 - [TEIN646](#)
 - [TEIN605](#)
 - [TEIN603](#)
- Approved policies and proposals:
 - None
- Attachments:
 - None