

Millersville University
UCAPC - Meeting Minutes
2/03/2026

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

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), Dr. Ethan Frost (SCTE CCC Chair), Jessica Cabibbo (VP SGA)

I. Welcome and introductions of representatives and other guests

II. Minutes of the UCAPC

- Minutes from the 1/20/2026 meeting were approved via a Hartmann/Granruth motion without dissent.

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

- Election of UCAPC Secretary (1 year term) and President Pro Tem (3 year term):
 - Shaun Cook was nominated for President Pro Tem, and Antonia Cardwell was nominated for Secretary.
 - A Hower/Saunders motion to elect all unopposed positions passed without dissent.
- UCAPC Committee Revisions:
 - Following discussion at Rep Council, some revisions were made to the committee structures that had been presented at the 1/20/26 meeting. In particular, 2 seats have been added to each of MDST and UHCC.
 - It was noted that this needs to move quickly to allow time for the Local Agreement to be drafted and approved prior to the next committee elections.
 - A Davis/Granruth motion to move forward with the changes to the structures of the UCAPC Standing Committees described below passed without dissent.

Committee Name	Current Structure	Updated Structure
Academic Policies Committee (APC)	9 members – 1 from each curricular cluster	10 members – 2 from each College

Academic Standards Committee (ASC)	18 members – 2 from each curricular cluster	15 members – 3 from each College
By-Laws Committee	9 members – 1 from each curricular cluster	5 members (plus UCAPC Secretary and Parliamentarian) - 1 from each College
General Education and Outcomes Assessment Committee (GEOAC)	18 members – 2 from each curricular cluster	15 members – 3 from each College
Multidisciplinary Curriculum Committee (MDST)	9 members – 1 from each curricular cluster	7 members – 1 from each College and one additional member from each AHSS/EDHS and SSCI/LBOC/UC
Undergraduate Course and Program Review Committee (UCPRC)	9 members – 1 from each curricular cluster	10 members – 2 from each College
University Honors College Committee (UHCC)	9 members – 1 from each curricular cluster	7 members – 1 from each College and one additional member from each AHSS/EDHS and SSCI/LBOC/UC

- Guidelines for Curriculum Committees:
 - A document was shared outlining the role and responsibilities of the UCAPC Curricular Committees and their respective chairs. (See attached.)
 - Feedback is requested.
 - The intention is that the document would be shared to help the chairs of the committees, especially those new to the position.
 - There is thinking to create space on Teams to use as storage for UCAPC subcommittees. It was mentioned that some committees already use D2L, in which case the Team would serve more of an archival role.

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

- The Annual Assessment Luncheon will be held on March 17, 2026, from 11:45am – 1:15pm.
- Gateway Program Advising trainings have been scheduled. The Zoom trainings will be recorded and archived on Teams, and shared through the CAE. Kim reiterated her offer to help with preparing proposals if needed.
 - Fundamentals of Gateway: 2/5, 2-3 PM (Zoom)
 - Integrating your Major: 2/18, 12-1 PM CAE; 3/2, 2-3 PM (Zoom)
 - Special Populations (Veterans, Honors College, switching majors, Legacy into Gateway): 3/19, 12-1 PM, CAE; 3/20, 2-3 PM (Zoom)
- Key Dates for the Timeline for the Catalog for the 2026-2027 Academic Year:
 - 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 of Spring 2026 semester).

V. Proposed Curricular Frameworks for endorsement

- None

VI. Proposed Courses and Programs.

- Undergraduate Proposals (Chairpersons: Dr. Susannah Boyle, Prof. Krista Higham):
 - Gateway Program Capstone Guidance document (First Reading):
 - This document provides a clarification of the Capstone policy to ensure compliance with MU and PASSHE policies.
 - The following suggestions apply to departments looking to utilize a major capstone course and/or a course with variable credit or credits that exceed the 4.5 credits to count for a GE capstone

- To apply a GE capstone toward a major capstone requirement: Once the GE version of a course is approved, have it count in the GE Capstone requirement on the degree audit and have the major requirement be met through an exception with a statement on the degree audit that says: “*Satisfied via the General Education Capstone.*”
- For variable credit capstones: Create a dedicated "CAP" class that counts for the GE requirement by dividing the credit, so it remains within the 3 to 4.5 capstone credit threshold, such as a 12-credit internship that is reorganized into a 9-credit internship placement (counting in the major) and a 3-credit seminar (counting in GE as the capstone).
- Consent agenda – *The following new and changed courses and programs were approved without dissent.*
 - Undergraduate:
 - [Early Childhood Education - PreK - Grade 4, B.S.Ed.](#)
 - [COMM335](#)
 - [ITAN130](#)
 - [COMM441](#)
 - [ITAN120](#)
 - [COMM301](#)
 - Graduate:
 - [HIST 512 Topics in Regional History](#)
 - [HIST 612 Seminar in Regional History](#)
 - [HIST 507 Modern Europe, 1914-Present](#)
 - [HIST 501 U.S. History, Beginnings-1815](#)
 - [HIST 611 Seminar in European History](#)
 - [HIST 506 Age of Revolution, 1789-1914](#)
 - [HIST 505 Early Modern Europe, 1500-1789](#)
 - [HIST 610 Seminar in U.S. History](#)
 - [HIST 502 U.S. History 1815-1919](#)
 - [HIST 511 Topics in European History](#)
 - [HIST 503 U.S. History, 1919 to present](#)
 - [HIST 520 Historiography and Historical Research](#)
 - [Letter of Completion in Coaching Education](#)
- Non-Consent Agenda Proposal(s):
 - [TEIN604](#): The proposal was approved with 1 dissent and 2 abstentions.

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

- The APSCUF Scholarship Ceremony will be held on Thursday, 4/9/26, at 4pm. All are encouraged to attend.
- There is conversation regarding the structure of the University P&T committee. A change to the structure of the committee would require a full membership vote.

VIII. **Report of the Student Government Association (Jessica Cabibbo, SGA Vice President)**

- A Mardi Gras celebration will be held on Tuesday, 2/17/26, from 11-1.
- There will be an open-mic open forum on 2/19 focused on Housing.
- The textbook grant funding used in full for Fall so SGA is re-evaluating to see how to use the funding for both semesters in the future.

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

- None

X. **Report of the Administrative Officers**

- Dr. Rachel Finley-Bowman (Associate Provost):
 - Updates for the catalogs for the upcoming academic year will be starting in about 2 weeks. Department chairs should look out for an email.
- Alison Hutchinson (Registrar):
 - Graduate enrollment is up about 100 students (10% ahead).

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

- None

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

- Cooperative Education Chairperson: Ankur Nandedkar, MGMK
 - An email gone out to all the internship coordinators with options for meeting which will be hybrid to allow for maximum attendance.
- Multidisciplinary Programs Curriculum Committee Chairperson: TBD
 - The committee is still in need of a committee chair.
 - It is getting to the stage that the committee can't do its work without a chair, so that work will come to UCAPC.
- University Honors College Committee Chairperson: Aileen Hower, EME
 - The committee will be meeting to review the 5-year review and to discuss curricular matters.

XIII. **New Business**

- None.

XIV. **Adjournment**

- Meeting adjourned at 5:26pm via a Klosinska/Granruth motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 2/03/26:

Minutes Approved:
1/20/2026

- Approved courses and programs:
 - Undergraduate:
 - [Early Childhood Education - PreK - Grade 4, B.S.Ed.](#)
 - [COMM335](#)
 - [ITAN130](#)
 - [COMM441](#)
 - [ITAN120](#)
 - [COMM301](#)
 - Graduate:
 - [HIST 512 Topics in Regional History](#)
 - [HIST 612 Seminar in Regional History](#)
 - [HIST 507 Modern Europe, 1914-Present](#)
 - [HIST 501 U.S. History, Beginnings-1815](#)
 - [HIST 611 Seminar in European History](#)
 - [HIST 506 Age of Revolution, 1789-1914](#)
 - [HIST 505 Early Modern Europe, 1500-1789](#)
 - [HIST 610 Seminar in U.S. History](#)
 - [HIST 502 U.S. History 1815-1919](#)
 - [HIST 511 Topics in European History](#)
 - [HIST 503 U.S. History, 1919 to present](#)
 - [HIST 520 Historiography and Historical Research](#)
 - [Letter of Completion in Coaching Education](#)
 - [TEIN604](#)
- Approved policies and proposals:
 - None
- Attachments:
 - UCAPC Curricular Subcommittee Expectations and Workflow

UCAPC Curricular Subcommittee Chair Expectations and Workflow

1. Attend UCAPC meetings. Occasionally, when attendance is not possible, send a representative.
2. Meet and/or communicate at least every two weeks with your committee.
 - a. Provide a means to invite/provide discussion on proposals among your committee members.
3. Each curriculum committee should establish guidelines outlining which pieces/aspects of proposals that they are to focus on.
 - a. CCC – focus on discipline specific elements making sure there are no overlaps between departments.
 - b. UCPRC – focus on new course and program proposals, including DL designations, not Gateway Program general education proposals. Legacy recertifications.
 - c. GCPRC – focus on graduate course and program proposals
 - d. GEOAC – focus on general education proposals. Gateway Program recertifications.
4. Be aware of deadlines
 - a. “Current Step Age (Days)” in Courseedog runs 0-13, representing the two-week period of review.
 - b. If additional time is needed to review, email Rachel Finley-Bowman to pause the course proposal
 - c. Do not allow proposals to automatically move forward without a vote.
5. Paused proposals will not show in your “Vote Required” queue.
 - a. You can locate paused proposals by:
 - i. Click on Saved Views
 - ii. Choose “Paused Proposals (Schoolwide View, Created Sep 17, 2024)”
 - iii. This view lists paused proposals from all steps.
6. Check the “Activity” tab for notes/comments made during previous workflow steps.
 - a. [Link to doc – “Campus Notification Commenting Instructions”](#)
 - b. If the note pertains to your committee, make your committee members aware of its existence and offer discussion within the committee.
 - c. Proposer can be asked to attend a committee meeting if clarification/elaboration is needed.
7. The chair or designated representative can contact the proposer for clarification or missing information.

- a. If no response is received after the first contact, send an email to the proposer and department chairperson outlining concerns/missing information.
- 8. If anything needs to be changed or added to the proposal:
 - a. Committee chairs will make those changes in Courshedog. If the author makes the change the proposal will revert to the beginning of the workflow.
 - i. If a proposal unintentionally reverts to the beginning, the department chair needs to re-approve the proposal; then notify Rachel to have the proposal restored to the current step in the workflow. This might take a day or two.
- 9. If a proposal needs many changes or a different Gateway Program Gen Ed label, the author should make those changes, and the proposal should go through all workflow steps from the beginning.
- 10. If potential issues are noticed that will affect committees after yours, please email the appropriate committee chair.
 - a. This should also be documented in the Activity tab.
- 11. Voting is required ([Local Agreement](#)) to be via secret ballot.
 - a. Microsoft forms works well for this; a spreadsheet is also an option.
 - b. **A reason must be provided for “No” votes** (should also be anonymous).
 - c. One example, using MS Forms:

13. Approve HIST 222

Yes

No

Abstain

14. Reason for "No"

Enter your answer

- 12. Vote outcome:
 - a. If a quorum of committee members have voted to approve and there are zero “No” votes the committee chair may approve the proposal without adding a note.
 - b. If there are “No” votes but not a majority, please add a note (before approving) stating the vote tally and (if not confidential) list the concerns.
 - c. If there are a majority of “No” votes **do not Approve or Reject the proposal.**

- i. Contact the proposer and department chair to discuss the committee's concerns. If no acceptable outcome is achievable, contact the chair of the next curriculum committee describing the situation and have the proposal paused.
 - ii. If a semester passes and no discernible progress has been made, the proposal can be Rejected.
- 13. All notes added to a proposal in Coursedog are a permanent record within that proposal.
- 14. If "No" votes are recorded, be prepared to describe the situation when the proposal comes up for vote at UCAPC. These items will not be on the consent agenda.

Tips

- You may customize your "Saved Views" in Coursedog.
 - [Link to doc](#) – "Coursedog Customized Saved Views Instructions"