

Millersville University
UCAPC - Meeting Minutes
2/17/2026

The meeting was called to order at 4:30pm. All departments were in attendance except Criminology, Sociology & Anthropology (CSAN) and Interdisciplinary Studies (IDST).

Also in attendance: Alison Hutchinson (Registrar), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Ollie Dreon (APSCUF), Prof. Adam Boyer (AHSS CCC Chair), Dr. Abdulsalami Ibrahim (CEHS CCC Chair), Dr. Brian Trout (LCOB 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 2/3/2026 meeting were approved via a Lawson/Nandedkar motion without dissent.

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

- Aileen reminded representatives of their responsibility to relay conversations at UCAPC meetings back to their departments.
- If a program is changing because of the new general education labels, a proposal needs to be submitted through CourseDog because that is how the new program is reflected in the Catalog and the degree audit. If the courses/course numbers that you are requiring change, or if you are adding a new capstone to the program, this must go through CAP. Proposals should be submitted to CAP by December 2026. Courses that just have had labels added do not necessitate a proposal, only if there is a change in course numbers/requirements.

IV. General Education Update (Prof. Krista Higham, Chair GEOAC):

- A reminder that the Annual Assessment Luncheon will be held on March 17, 2026, from 11:45am – 1:15pm. The intention is that there be a holistic approach to the Gateway program discussed at the luncheon.
- A couple of Gateway Program Advising trainings remain:
 - 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)
- Krista shared the number of courses that have been approved for each Gateway label. Since the SCI and PWEL labels apply to classes that are either large classes or have multiple sections, the lower number of approved

courses is not concerning. However, since the TC label typically applies to courses with smaller/fewer sections, more courses are needed in this area.

Label	Number of approved courses
TC	15
CE	25
PS	37
EAC	36
SCI	18
PWEL	10
IL	25
DCC	10

- Departments should be starting to consider Capstone courses. Krista encouraged departments to consider creating broad topic capstones that could appeal to multiple majors.

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 (Second Reading):
 - In the Biology department students often take courses which are spread over multiple semesters (like independent studies BIOL 498 or thesis research) which can split into, for example, 1+ 2 credits or 1+1+1. It was asked how can this be implemented to count as a Capstone. Krista observed that it could be difficult to assess the SLO's over multiple semesters, especially if they work with different people. She suggests writing up a proposal with a way to keep track of what the student is doing each semester. There is no guarantee that the proposal would be accepted, but Krista needs more detail to give an accurate answer.
 - The Honors College is currently having discussions regarding how they will handle the general education Capstone requirement.
 - The Gateway Program Capstone Guidance document was approved without dissent.

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

- Undergraduate:

- [Middle Level Education Grade 4-8, B.S.Ed.](#)
- [Middle Level Education Grade 4-8, B.S.Ed. - English Language Arts](#)
- [Middle Level Education Grade 4-8, B.S.Ed. - Mathematics](#)
- [Middle Level Education Grade 4-8 B.S.Ed. - Social Studies](#)
- [Middle Level Education Grade 4-8, B.S.Ed. - Science](#)
- [WSSD494](#)
- [PHYS231](#)
- [HIST105](#)
- [EDUC488](#)
- [LIST221](#)
- [PHYS231](#)
- [THEA217](#)
- [PHYS232](#)
- [CHEM342](#)
- [COMM461](#)
- [HIST282](#)
- [ART203](#)
- [FYEX100AD](#)
- [WSSD498](#)
- [ANTH336](#)
- [COMM101](#)
- [WSSD350](#)
- [COMM317](#)

- Graduate:

- [M.S., Education Concentration](#)
- [Technology and Innovation, M.S., Enterprise Concentration](#)
- [Superintendent Letter of Eligibility/LOE \(Superintendent Certification\)](#)
- [Educational Leadership, Ed.D.](#)
- [M.Ed. ACTE in Art Education](#)

- Non-Consent Agenda Proposal(s):
 - None

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

- None.

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

- The Mardi Gras celebration was held on Tuesday, 2/17/26.
- There will be an open-mic open forum on 2/19 focused on Housing.
- They are starting the election process for the new Executive Board.

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

- None

X. **Report of the Administrative Officers**

- Alison Hutchinson (Registrar):
 - Interviews of the candidates for the AVP of Enrollment Management are ongoing. Faculty are encouraged to attend the Open Forums.
 - Attendance surveys are open - please submit names of students who are no longer attending.
 - This semester there are fraudulent students who are submitting papers, taking tests, etc. Make sure you are running papers through AI detectors, etc. These are stolen identities and it appears to be an attempt to defraud the financial aid to get the refunds. If you suspect anything, reach out to Alison.
 - Alison doesn't track summer enrollment but it seems to be going well.

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
 - A hybrid meeting of the Internship Coordinators is taking place on 2/18 at 3pm.
- Multidisciplinary Programs Curriculum Committee Chairperson: TBD
 - The committee is still in need of a committee chair.
 - Since the committee does not have a chair, it is necessary for proposals to be voted on at UCAPC in order to advance through CAP.

- “Exercise and Fitness Management”
 - The MDST Committee met today and approved the MDST for “Exercise and Fitness Management” with some corrections (which were already submitted). 4 present voted “yes,” 2 additional members submitted positive “yes” votes via e-mail that were unable to attend.
 - The proposal was approved without dissent.
- University Honors College Committee Chairperson: Aileen Hower, EMEE
 - The five-year review report has been submitted.
 - The external reviewer will be visiting campus soon.

XIII. **New Business**

- None.

XIV. **Adjournment**

- Meeting adjourned at 5:08pm via a Boyle/Lawson motion that was approved without dissent.

Respectfully Submitted,
 Antonia Cardwell
 UCAPC Secretary

Meeting Summary 2/03/26:

Minutes Approved:
 2/3/2026

- Approved courses and programs:
 - Undergraduate:
 - [Middle Level Education Grade 4-8, B.S.Ed.](#)
 - [Middle Level Education Grade 4-8, B.S.Ed. - English Language Arts](#)
 - [Middle Level Education Grade 4-8, B.S.Ed. - Mathematics](#)
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 - [Superintendent Letter of Eligibility/LOE \(Superintendent Certification\)](#)
 - [Educational Leadership, Ed.D.](#)
 - [M.Ed. ACTE in Art Education](#)
- Approved policies and proposals:
 - Gateway Program Capstone Guidance document
- Attachments:
 - None

Gateway Program Capstone Guidance:

The Capstone is one course at the 300-level or above with 3 to 4.5 credit hours. Departmental (major) capstones, including student teaching, practicums, internships, co-op experiences, exhibitions, Honors and departmental theses, portfolio courses, and the like may also serve as General Education Capstones if they meet the defined student learning outcomes.

If departments are 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, please consider the following options so the university continues to align with [PASSHE GE policy](#) and [PASSHE academic degrees policy](#):

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).

Departments should take into consideration faculty load implications, the general education credit limit, and the minimum credits for their BA and BS degrees with these options and when proposing their GE capstones.