

Millersville University
UCAPC - Meeting Minutes
3/03/2026

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

Also in attendance: Alison Hutchinson (Registrar), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Ollie Dreon (APSCUF), Dr. Kim McCollum-Clark (General Education Coordinator), Dr. Joe Behun (APC Chair), Dr. Brian Trout (LCOB CCC Chair), Jessica Cabibbo (VP SGA)

I. Welcome and introductions of representatives and other guests

II. Minutes of the UCAPC

- Minutes from the 2/17/2026 meeting were approved via a Granruth/Cook motion without dissent.

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

- Aileen reminded representatives that program revisions due to the new General Education program should be submitted into CourseDog by end of Fall 2026 semester.

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. An RSVP is required.
- One Gateway Program Advising training remains:
 - Special Populations (Veterans, Honors College, switching majors, Legacy into Gateway): 3/19, 12-1 PM, CAE; 3/20, 2-3 PM (Zoom)
- Three helpful guiding documents were shared, and feedback from departments is requested:
 - Quick Guide for Program Proposals:
 - This outlines some basic numbers/codes/definitions.
 - Courses fall into 3 “buckets” (major and cognates, open or directed general education, and open electives)
 - Make sure 4-year plans use the correct Gateway codes. There has been at least one change since the original labels were created.
 - Note - “required related” is not actually a term in the PASSHE policies. The appropriate term is “cognate”.
 - Integrating Major and Gen Ed Instructions

- Integrating Major and Gen Ed Chart:
 - This is a single page document to help you integrate major and General Education requirements.

V. Proposed Curricular Frameworks for endorsement

- None

VI. Proposed Courses and Programs.

- Undergraduate Proposals (Chairpersons: Dr. Susannah Boyle, Prof. Krista Higham):
 - General Education Policy Gateway Program Fall 2026 Revision policy (First Reading):
 - Most of this language has already been voted on and approved. There are only two areas with new language.
 - In the “Recertification” process, the language was adjusted to reflect that proposals to recertify labels will now be going to GEOAC instead of UCPRC.
 - In the “Certificates” and “General Education Guidelines” sections, where it discusses the maximum number of courses that can be taken in a particular area, the word “department” has been changed to “subject code”.
 - Representatives are requested to bring questions to the next meeting. There is a hope that we will have a vote then, but it is recognized that Spring Break may prevent your department from meeting in the interim, in which case the vote can be deferred.
 - Consent agenda – *The following new and changed courses and programs were approved without dissent.*
 - Undergraduate:
 - [SOWK209](#)
 - [SOC1230](#)
 - [HIST334](#)
 - [CHEM105](#)
 - [ART305](#)
 - [Allied Health Technology, B.S. - Medical Technology 3+1 Year Option](#)
 - [Allied Health Technology, B.S. - Medical Imaging 3+1 Year Option](#)
 - [SOC1210](#)
 - [HIST480](#)

- [HIST280](#)
 - Graduate:
 - None
 - Non-Consent Agenda Proposal(s):
 - None
- VII. **APSCUF Updates (Dr. Ollie Dreon):**
 - The Council of Trustees will be meeting virtually and in-person on 3/4/26. Faculty are encouraged to attend.
 - Rep Council is discussing a restructuring of the Promotion & Tenure Committee. Approval of the proposal will require a full faculty vote.
- VIII. **Report of the Student Government Association (Jessica Cabibbo, SGA Vice President)**
 - There will be an open-mic open forum on 2/19 focused on Housing.
- IX. **Report of the Graduate Student Association**
 - None
- X. **Report of the Administrative Officers**
 - None
- XI. **Announcement of new courses, programs, or changes to existing courses/program**
 - None
- XII. **Reports of the Faculty Senate Standing Committees**
 - Academic Policies Committee(APC) Chairperson: Dr. Joe Behun, PSYC
 - Second Baccalaureate Degree Requirements (First Reading):
 - This went to the Registrar's Office and came back to APC.
 - They are hoping to add the highlighted language.
 - Some language has stayed the same but been reordered.
 - All instances of "required related course" are to be changed to "cognate course"
 - The issue with the previous policy was that it wasn't really clear if it applied only to students who had a degree from another institution, or if it also applied to MU students with double majors that want to be awarded 2 degrees. Language has been adjusted to accommodate subsequent vs concurrent second degrees
 - If a student returns to do a second degree at MU (when the first was awarded at MU) at the same level (eg: bachelor's) the GPA and course completion do not reset for the second degree - the old GPA and grade replacement keep working

off the old system. Ellucian (the company behind Banner) say they can't change this.

- Academic Standards Committee (ASC) Chairperson: Maja Klosinska, BIOL
 - Hearings for dismissal appeals will be on 6/2/26 and 6/3/26.
- Multidisciplinary Programs Curriculum Committee Chairperson TBD
 - MDST in Latin X - Moratorium
 - Approved with one abstention
- University Honors College Committee Chairperson: Aileen Hower, EMEE
 - The external reviewer visited yesterday, and collected feedback from lots of different stakeholders
 - The committee will now work on reconciling the Honors program with the new general education program.

XIII. **New Business**

- Dr. Dain Estes (MUSI) has volunteered to serve as Chair of the MDST Committee. The term would run through Spring 27. He was elected to the position without dissent.

XIV. **Adjournment**

- Meeting adjourned at 5:13pm via a Granruth/Klosinska motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 3/03/26:

Minutes Approved:

2/17/2026

- Approved courses and programs:
 - Undergraduate:
 - [SOWK209](#)
 - [SOCI230](#)
 - [HIST334](#)
 - [CHEM105](#)
 - [ART305](#)
 - [Allied Health Technology, B.S. - Medical Technology 3+1 Year Option](#)
 - [Allied Health Technology, B.S. - Medical Imaging 3+1 Year Option](#)
 - [SOCI210](#)
 - [HIST480](#)
 - [HIST280](#)
 - Graduate:
 - None
- Approved policies and proposals:
 - None
- Attachments:
 - Quick Guide for Program Proposals
 - Integrating Major and Gen Ed Instructions
 - Integrating Major and Gen Ed Chart

Quick Guide for Program Proposals

The information below is based on the [PASSHE General Education policy](#) and the [PASSHE Academic Degrees policy](#).

Baccalaureate Degrees	Minimum major credits	Maximum major credits
Bachelor of Arts	30	42
Bachelor of Science	40	60
Professional Baccalaureate Degrees (BFA, BSN, BSW, BMus, BSBA, BSE)	30	undefined

Cognate courses are those courses in related disciplines required for the major. Cognate course credits are counted in the major.

Directed General Education are general education courses required for the major.

Directed General Education courses are counted in the General Education requirements/credits, not in the major or cognate requirements.

Gateway General Education Program Labels

Cornerstone		
	First Year Experience	FYEX
	Introductory Writing	IW
	Oral Communication	OC
	Quantitative Literacy	QL
Gateway		
	Creative Explorations	CE
	Ethical Action and Citizenship	EAC
	Information Literacies	IL
	Investigations in Scientific Reasoning	SCI
	Personal Wellness	PWEL
	Problem Solving	PS
	Technological Competency	TC
Keystone		
	Diverse Cultural Contexts	DCC
	Advanced Writing	AW
Capstone		
	Capstone	CAP

Advising Workshop (Spring 2026):

Integrating your Major Programs with Gateway GE

Step 1: Working with major courses (core and cognate)

Major courses are those required for major completion and graduation that are NOT directed general education courses, regardless of subject code. PASSHE calls these courses "core, usually courses in a primary subject code (like CHEM, EMEE, HIST), and "cognates," courses outside the primary subject code that faculty deemed essential to the completion of the major. PASSHE directs that CORE and COGNATE courses are MAJOR courses and comprise the credits of the MAJOR in compliance with the min/max numbers. (BA programs: min 30-max 42. BS programs: min 40-max 60. Professional programs like BSE, BSN and others have only a minimum number: 30.

- **List all the CORE and COGNATE courses in your major program that students MUST take in the appropriate column on Worksheet 1.**

Remember that a major-based capstone course that has a GE CAP label should not be included in the credit count for the major. The new MarAUDIT will likely include a 'checkbox' in the major section to indicate this requirement will be satisfied, but the course credits will NOT count in the major.

Step 2: Determining OPEN and DIRECTED General Education

Many major-based programs direct student selection of some courses in the General Education program, based on accreditation imperatives and other exigences. These are known as "directed general education" courses. In the past, we called these "required related" courses.

PASSHE policy requires that the credits for these courses be counted in the 45-48 credit requirements for Gateway.

- **List the courses that have been approved previously as directed general education courses for your program.**
- **Use the spreadsheet/matrix in the MU Gateway Gen Ed Teams or Coursedog to check to see if your prior Directed GE courses have new Gateway labels**

associated with them. If so, list the courses in the Gateway GE column by subject code and course number in the appropriate label(s).

- If your directed GE has some choice in it (EX: PA certification students should have a "literature" course in their GE based on PA policies), specify the required choice (e.g., "CE: Choose a literature with a CE label").
- If you have a major-based Capstone that has or will seek the GE CAP label, add it to this Directed GE list.
- Review your Directed GE courses and their new labels.
 - Do you have too many for a single label? Remember the eighth class, the Gateway elective, provides an opportunity for a second course in one label.
 - Would you like to add any Directed GE courses to round out labels? (This is optional! Students may have open selections).
 - Do you have previous Directed GE courses that will NOT carry a new label? Inquire with the departments whose courses have previously satisfied a Legacy Directed GE for your program about their plans for such courses.
- If you expect students to have open choice in a Gateway program label, leave that label blank.

Step 3: Working with secondary majors and minor courses

Courses in secondary majors and minors may also satisfy GE requirements in the Gateway GE program if the courses have gained new labels. The only limitation is if that desired label has already been satisfied or if the maximum number of subject codes has already been reached.

- Use the same process, above, to determine if any courses in a secondary major or minor meet Gateway GE requirements.

Step 4: Doing the Math

Once all your courses are listed in the right columns, check the credits assigned to courses. Many QL (Math), SCI (many departments) and even some PS (especially in AEST, for example) have 4 credits.

Given our credit limits, paying attention the max credits in your degree program, the GE, and the graduation cap of 120 is important.

Integrating your Major Program & Gateway GE

List your major requirements here

Total credits: *min./max set by PASSHE*

Non-Major ELECTIVES

GATEWAY General Education

	Credits
Cornerstone Stage:	
○ IW: ENGL 110	3
○ OC: COMM 100	3
○ FYEX: FYEX 100	3
○ QL: (3-4)	
Gateway Stage	
○ CE	
○ EAC	
○ IL	
○ PS	
○ PWEL	
○ SCI	
○ TC	
○ Gateway elective	
Keystone Stage	
○ AW	3
○ DCC	3
Capstone Stage	
○ CAP	3-4.5
Total credits: 45-48	

Total: 120 credits

For Directed GE, add course subject code and number (EX: "AW = WRIT 311") or describe the required parameters of the course. EX: CE = "literature course with CE" (for certification majors).

For free choice GE, leave blank.

- In Gateway Stage, no more than 3 courses in any one subject code is permitted.
- In the full Gateway program (45-48 credits), no more than 4 courses in any one subject code is permitted.