

Millersville University
UCAPC - Meeting Minutes
3/17/2026

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

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), Prof. Adam Boyer (AHSS CCC Chair), Dr. Brian Trout (LCOB CCC Chair), Dr. Kristen Lawson (UC CCC Chair), Jessica Cabibbo (VP SGA)

I. Welcome and introductions of representatives and other guests

II. Minutes of the UCAPC

- Minutes from the 03/03/2026 meeting were approved via a Lawson/Boyle 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.
- There was a reminder of the Faculty Appreciation Celebration on Tuesday, April 21, 2026, in Lehr Dining Room, with drop-in hours from 2-4 pm and remarks at 3 pm.
- There was a recommendation that all course proposals be acted upon by March 30 at the various subcommittee levels to be in time to make it to UCAPC this semester.
- Voting for seats on the UCAPC Standing Committees will be starting in April.
- You should have received an email with a list of those departments who have a Representative whose term is expiring this Spring. Please inform your department and conduct an election this semester for a UCAPC representative and alternate for the next 3-year term (2026-2029, starting Fall 2026), and send those names to Antonia Cardwell.

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

- 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)

- There was a reminder that three helpful guiding documents were shared at the previous meeting:
 - Quick Guide for Program Proposal
 - Integrating Major and Gen Ed Instructions
 - Integrating Major and Gen Ed Chart
- A new General Education site will be going live soon (probably by Friday, 3/20). The site will have a page that launches to each of the Legacy and Gateway programs. Faculty will have access through the intranet to material that is currently housed on Teams.
- Please let Kim know if you have any requests as you interact with the new advising materials
- Note that “what-if” degree audits can only process through courses that have already completed the course approval process, so keep that in mind if an advisee talks to you about switching to Gateway - not all courses may show up where you want them to.

V. Proposed Curricular Frameworks for endorsement

- None

VI. Proposed Courses and Programs.

- Undergraduate Courses and Proposals (Chairpersons: Dr. Susannah Boyle, Prof. Krista Higham):
 - General Education Policy Gateway Program Fall 2026 Revision policy (Second Reading):
 - There was a request from BIOL that this proposal be tabled until our next meeting as their department had not had a department meeting to discuss it due to Spring Break.
 - The proposal was tabled until the meeting on 4/3.
 - Consent agenda – *The following new and changed courses and programs were approved without dissent.*
 - Undergraduate:
 - [ART202](#)
 - [COMM380](#)
 - [EDUC355](#)
 - Non-Consent Agenda Proposal(s):
 - None
- Graduate Courses and Proposals (Chairperson: Dr. A. Nicole Pfannenstiel):
 - Academic Policy Graduate Assistantships (first reading):

- There existing policy contained language about GA responsibilities originally including “counseling”, but this should only be included where supervised. The policy was revised in coordination with the Dean and the Director of Adult Learning.
- Academic Program Graduate Degree Requirements (first reading)
- Graduate Assistant Employment 2026 revisions (first reading):
 - It has been verified with International Programs that 9 credits is considered full-time for a graduate student.
- Consent agenda – *The following new and changed courses and programs were approved without dissent.*
 - Graduate:
 - None

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

- None.

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

- SGA is currently running its elections.
- 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**

- Dr. Gail Gasparich (Provost):
 - Before recording meetings, regardless of what or who is “recording” (including A.I.) you must get permission. The exception is when a student has an accommodation that allows them to record your lessons, but there are rules in place with those situations.
- Dr. Rachel Finley-Bowman (Associate Provost):
 - Catalog updates are due by 4/6/26 for the front-facing narrative.
- Alison Hutchinson (Registrar):
 - As you are advising transfer students for the Fall, be aware that they may not have all the attributes for the new Gen Ed program on their degree audits - transfer equivalency courses may not carry new label, especially courses that do not have an exact corresponding course and transfer in as an xxx course.
 - Students who bring in an Associates degree are only required to take an AW course. All other general education requirements are waived.

- If you have courses that are frequently transferred in, you may want to consider putting through a course proposal so the course carries the appropriate Gateway label, especially if the course not usually taught at MU.
- The Transfer Equivalency lists on the Registrar's website have not yet been updated to reflect new the Gen Ed codes.

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 (Second Reading):
 - The policy was approved without dissent.
- Cooperative Education Chairperson: Ankur Nandedkar, MGMK
 - The committee met last month.
 - It was discussed how in spring 60-70 students submitted their "Phase 2" in the last 10 days, possibly due to waiting to see if they could get a seat in a class.
 - A large number of students consistently miss orientation sessions. The Career Center will now add a place in Handshake where the Coordinator/Supervisor will be able to see if the session has been completed prior to allowing the phase 2 to go through. These have been rebranded as "Internship Essentials".
 - Attendance at the Internship Fair on 4/1 is encouraged.
- University Honors College Committee Chairperson: Aileen Hower, EMEE
 - The committee will start talking about integrating the Honors Program with the Gateway General Education Program.

XIII. New Business

- Laura Granruth (SOWK) raised questions about a program in the Psychology department. After some discussion it was established that a PSYC proposal is currently working its way through CAP, and it was decided that UCAPC is not the appropriate venue for this discussion.

XIV. Adjournment

- Meeting adjourned at 5:17pm via a Granruth/Hartmann motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 3/17/26:

Minutes Approved:
03/03/2026

- Approved courses and programs:
 - Undergraduate:
 - [ART202](#)
 - [COMM380](#)
 - [EDUC355](#)
 - Graduate:
 - None
- Approved policies and proposals:
 - Second Baccalaureate Degree Requirements
- Attachments:
 - None

Current Policy:

Academic Program: Undergraduate Studies
SECOND BACCALAUREATE DEGREE REQUIREMENTS

Approved: October 1997

Reviewed: June 4, 2007

Revised: February 22, 2017

Deans' Council, Faculty Senate

While it is possible for a student to satisfy the course requirements for two different degrees (e.g., B.A. and B.S.Ed.) simultaneously, only one degree will be awarded. The student chooses the degree to be awarded.

A student who earns an associate degree at Millersville or another institution may apply credits, as appropriate, to meeting the requirements of a first baccalaureate degree. A student who holds a bachelor's degree will not be awarded an associate degree in the same discipline.

A student who holds a baccalaureate degree may earn a second baccalaureate degree by meeting the following stipulations:

1. A minimum of 30 additional credits must be completed at Millersville at the undergraduate level, following the award of the first degree. These credits must be in the major and required related fields.
2. All requirements for the major of the second degree must be satisfied.
3. Course work completed as part of the first degree program may be used to satisfy the related course work requirement in the second degree.
4. Coursework completed as part of the first degree program may be used to satisfy up to half of the second degree's major. If a course required in the second degree's major was completed as part of the first degree, it may not be repeated.
5. Teacher certification credits may not be counted toward a second degree.
6. When there is overlap in the majors of the first or second degrees, the 50 percent limitation in requirement four above and the limited course offerings in some departments may preclude the pursuit of a second degree.

Suggested Revisions:

Academic Program: Undergraduate Studies

SECOND BACCALAUREATE DEGREE REQUIREMENTS

Approved: October 1997

Reviewed: June 4, 2007

Revised: February 22, 2017

Deans' Council, Faculty Senate

A student who holds a baccalaureate degree **or is currently enrolled as an undergraduate degree-seeking student** may earn a second baccalaureate degree by meeting the following stipulations:

1. A minimum of 30 additional credits must be completed at Millersville at the undergraduate level, following the award of the first degree. These credits must be in the major and **required related cognate course** fields.
2. All requirements for the major of the second degree must be satisfied.
3. Course work completed as part of the first degree program may be used to satisfy the related **cognate** course work requirement in the second degree.
4. Coursework completed as part of the first degree program may be used to satisfy up to half of the second degree's major. If a course required in the second degree's major was completed as part of the first degree, it may not be repeated.
5. Teacher certification credits may not be counted toward a second degree.
6. When there is overlap in the majors of the first or second degrees, the 50 percent limitation in requirement four above and the limited course offerings in some departments may preclude the pursuit of a second degree.

Concurrent Baccalaureate Degrees:

It is possible for a student who is seeking to satisfy the course requirements for two or more different Baccalaureate degrees (e.g., B.A. and B.S.Ed.) simultaneously. A minimum of 30 additional credits must be completed at Millersville at the undergraduate level in addition to the 120 required for the first degree. These credits must be in the major and required related fields.

If a student is seeking to satisfy the requirements for two different Baccalaureate degrees (e.g., B.A. and B.S.Ed.) simultaneously and has not earned the 30 additional credits only

one degree will be awarded. The student chooses the degree to be awarded, but all completed majors will be recognized in University records.

Subsequent Baccalaureate Degrees:

A student who already holds a baccalaureate degree at Millersville or another institution may earn a second baccalaureate degree by meeting the stipulations as those for concurrent Baccalaureate degrees. These students are admitted to the University as second degree students and are exempt from general education requirements.

Associate Degrees as Second Degrees:

A student who earns an associate degree at Millersville or another institution may apply credits, as appropriate, to meeting the requirements of a first baccalaureate degree.

An undergraduate enrolled in a bachelors degree program cannot be awarded an associate degree in the same term or semester in the same discipline. At least one term semester must separate the awarding of a Baccalaureate degree and an Associate degree in the same discipline. A student who already holds a bachelor's degree will not be awarded an associate degree in the same discipline.

A student who already holds an associate degree (e.g. AT) cannot subsequently be awarded the same associate degree for another major or concentration.