

Millersville University
UCAPC - Meeting Minutes
9/1/2026

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

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Ollie Dreon (APSCUF), Dr. Eric Ryndock (APC Chair), Prof. Adam Boyer (AHSS CCC Chair), Dr. Kevin Robinson (SCTE CCC Chair), Dr. Brian Trout (LCOB CCC Chair), Dr. Kristen Lawson (UC CCC Chair), Dr. Leonora Foels (TEC Chair), Kaylee Fry (SGA President)

I. Welcome and introductions of representatives and other guests

II. Minutes of the UCAPC

- Minutes from the 04/21/2026 meeting were approved via a Schaeffer/Lawson motion without dissent.

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

- Aileen clarified the responsibilities of the departmental representatives to liaise with their department members, explained the approval process for policies through APC/GCPRC, explained the course approval process with a CourseDog demo, and clarified the roles of curriculum committee chairs. The following documents were shared (see attached):
 - UCAPC Curricular Subcommittee Chair Expectations and Workflow
 - Campus Notification Commenting Instructions
 - CourseDog Customized Saved Views Instructions
 - Quick Guide for Program Proposals (Undergraduate)
 - [Gateway Model Implementation and Curricular Approval Workflow \(for Undergraduate and Graduate Courses\)](#)
- Because of the local agreement - [University Curriculum & Academic Policy Committee \(UCAPC\)](#), the “Faculty Senate” governance policy has been sunset.
- A few of the governance committees used to book McComsey 266 for their meetings. This is now a classroom. If they need a meeting space, they are welcome to reserve McComsey 368 instead by contacting Chris Salinger in AHSS dean’s office.
- Program revisions due to the new General Education program should be submitted into CourseDog by end of Fall 2026 semester.
- Nominations for the third round of UCAPC committees will be accepted until 6pm, 9/1/26. An electronic ballot will be emailed on 9/3/26 to all permanent faculty.

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

- The new General Education Website for students and the public is now active. There is also an intranet available only to faculty/staff – this will be fleshed out over the next year. The Teams page is still available but will no longer be updated – faculty should use the intranet on the General Education site as the primary resource. If you have questions, please feel free to contact Kim and/or Krista.
- The following Gateway help sessions have been scheduled. These sessions with Kim McCollum-Clark and Krista Higham will be offered on Zoom on the following schedule:
 - Wednesday, 9 September, 12 noon-1pm: “Do We Need a Program Revision?”
 - Monday, 21 September, 3 pm-4 pm: “Advising Students Who are Considering a Switch to Gateway”
 - Friday, 2 October, 1 pm-2 pm: “Gateway GE: Ask Us Anything!”

V. Proposed Curricular Frameworks for endorsement

- None

VI. Proposed Courses and Programs.

- Undergraduate Courses and Proposals (Chairpersons: Dr. Susannah Boyle, Prof. Krista Higham):
 - UCPRC is still working on P, D, and W recertifications under the Legacy general education program. These currently provide the best source of data for Middle States.
 - Consent agenda – *The following new and changed courses and programs were approved without dissent.*
 - Undergraduate Consent Agenda:
 - [Technology & Engineering Education \(K-12\), B.S.Ed. - Engineering Design Education Concentration](#)
 - [Technology & Engineering Education \(K-12\), B.S.Ed.](#)
 - Non-Consent Agenda Proposal(s):
 - [Special Education PK-12/Early Childhood Education PK-4, B.S.Ed.](#) The proposal was approved without dissent.
 - Graduate Courses and Proposals (Chairperson: Dr. A. Nicole Pfannenstiel): None

VII. APSCUF Updates (Dr. Ollie Dreon):

- Faculty are invited to attend a Welcome Back Social on Friday, 9/4/26, from 3-7pm at the Millersville VFW.

- The “State of the ‘Ville” will be held on Thursday, 9/10/26, at 4pm in the Winter Center’s Clair Hall.

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

- There have been some student concerns around registration and that process – an ad hoc committee is being convened to address these concerns. Talk to Kaylee if you are aware of issues – they are interested in faculty feedback too.
- SGA is currently working on the annual Major Fair which will be held on October 7 from 11:00-1:30 on the Ville Courts. Department chairs have been contacted about representation.
- They are also organizing a “Meet the Cabinet” event for students and the public (date TBD). An announcement is forthcoming.

IX. Report of the Graduate Student Association

- None

X. Report of the Administrative Officers

- Dr. Rachel Finley-Bowman (Associate Provost):
 - Rachel reminded everybody that the “Required Related” language is going away. She has been working with department chairs over summer. She suggests department incorporate those changes into proposals with going through with other updates. She distributed hardcopy instructions for making changes to CourseDog proposals; these will also be shared electronically (see attached).
- Professor Krista Higham, Chair GEOAC
 - If faculty have a general education course proposal that they would like on the books for Fall 27, it is important to get the proposal moving by Fall Break of this Fall. There is a significant need for DCC and Capstone courses - very few are currently on the books.
 - GEOAC is working on instructions for proposing a Gateway Certificate. All included courses must already have been approved for the appropriate Gateway label. Talk to Krista if you are interested in this.
 - GEOAC needs more members.

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

- None

XII. Reports of the Faculty Senate Standing Committees

- Academic Standards (ASC) Chairperson: Maja Klosinska, BIOL

- The committee met in June. A total of 13 dismissal appeals were approved, 12 appeals were denied, and there were 4 requests for amnesty.

XIII. **New Business**

- None.

XIV. **Adjournment**

- Meeting adjourned at 5:39pm via a Boyle/Lawson motion that was approved without dissent.

Respectfully Submitted,
Antonia Cardwell
UCAPC Secretary

Meeting Summary 9/1/26:

Minutes Approved:
04/21/2026

- Approved courses and programs:
 - Undergraduate:
 - [Technology & Engineering Education \(K-12\), B.S.Ed. - Engineering Design Education Concentration](#)
 - [Technology & Engineering Education \(K-12\), B.S.Ed.](#)
 - [Special Education PK-12/Early Childhood Education PK-4, B.S.Ed.](#)
 - Graduate:
 - None
- Approved policies and proposals:
 - None
- Attachments:
 - UCAPC Curricular Subcommittee Chair Expectations and Workflow
 - Campus Notification Commenting Instructions
 - CourseDog Customized Saved Views Instructions
 - Quick Guide for Program Proposals (Undergraduate)
 - CourseDog Instructions

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 Coursedog 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 Coursedog. 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 HB1 Z22

☐ 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”

Commenting in CAP during Campus Notification

1. Either [log into CAP](#) (Coursedog) or click on the proposal link from the “MU CAP – Curriculum Notification” weekly email.
2. Review the proposal.
3. To add a comment, click on Activity within the Proposal Toolbox.

DOWNLOAD PDF

Proposal Toolbox

Status: Pending

Decisions: [Icons: 3 green checkmarks, 1 purple arrow, 1 green checkmark with a red X, 10 empty circles]

DECISION WORKFLOW ACTIVITY

Sorry, you cannot make a decision at this step.

Current step

Campus Notification - 2 Weeks

Status: Pending

Deadline: 14 days
At Deadline: Move to next step

4. Scroll to the bottom to see if other comments have been submitted.
5. Add your comment in the “Enter Value” field.

API User 10/6/2025 5:30 AM EDT
API User voted to Move to Campus Notification this request.

Request 10/6/2025 5:30 AM EDT
Users voted to Move to Campus Notification, and the proposal moved to Campus Notification - 2 Weeks

Enter value

6. Press Enter to submit.
7. Your comment should show up with a blue colored background.
8. Comments will be reviewed by all curriculum committees in the workflow.

Coursedog – Creating your own Saved View

Helpful view for Curriculum Bodies, especially GERC, but can be modified for other uses.
Updated October 27, 2024.

CAP - <https://www.millersville.edu/universitycollege/curriculum/currchange.php>

Coursedog direct login - <https://app.coursedog.com/#/login?continue=%2F>

Choose “Proposals” from menu on left.

Curriculum Management

- Home
- Courses
- Programs
- Course Sets
- Proposals
- Drafts
- Agendas
- Reports



Choose “Course” under Document type

Proposals ⓘ

Document type

Course ×

Request type

All request types ▼

Click on “All Requests”

Vote Required 4 ⓘ	Assigned To Me 33 ⓘ	Created By Me 0 ⓘ	All Requests 165 ⓘ	Archived Requests 4 ⓘ
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On the right side, click on the down arrow next to “Columns (6 of 123)”

< PREVIOUS NEXT > COLUMNS (6 OF 123) ▼



Customizing your view:

- Check the box in front of “Cornerstone Labels”
- Check the box in front of “Gateway Stage Labels”
- Check the box in front of “Current Step Age (Days)”
- Scroll to the top of the list.
- Click and hold on the six little dots icon to move the fields in the order you prefer.
- You may uncheck any fields you do not want to see. Only six will show on most computers.

Here is my preference.

- ☰ ☒ Name
- ☰ ☒ Cornerstone Labels
- ☰ ☒ Gateway Stage Labels
- ☰ ☒ Current Step
- ☰ ☒ Current Step Age (Days)

Click on “SAVED VIEWS” in the upper right corner.

 CURRICULUM REPORTS LIST  EXPORT RESULTS  SAVED VIEWS



Click on “SAVE CURRENT VIEW” (bottom of the pop-up box)

 SAVE CURRENT VIEW

Name your View

- You may want to begin the name with an asterisk (*) so it will alphabetize to the top.

Save view

You can choose which rules should be saved

Name required

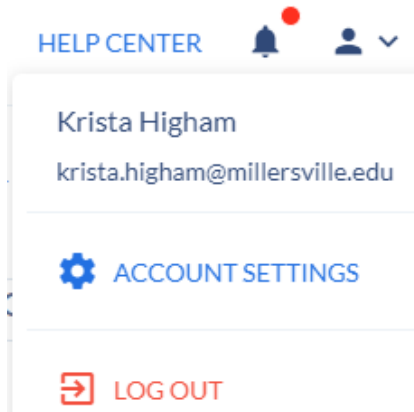
* Courses with Gen Ed Label and Step Age

Description

|

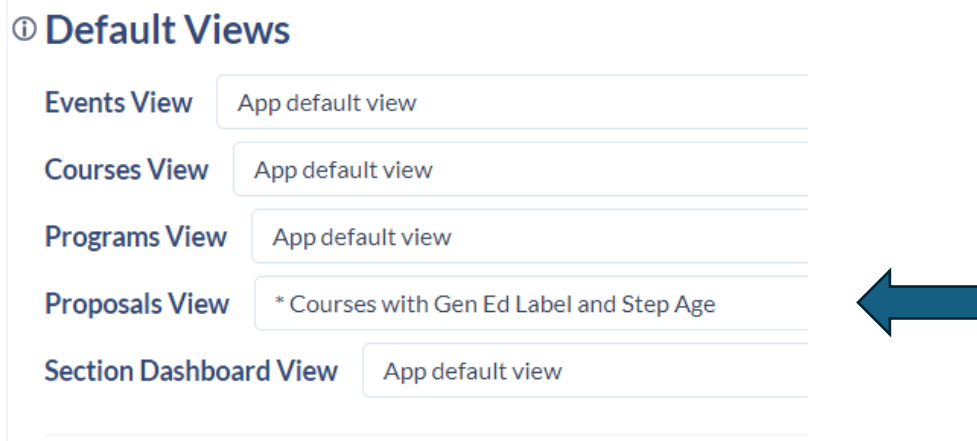
To set this as your Default View.

- Click on the down arrow next to the person icon (upper right)
- Click on ACCOUNT SETTINGS



Scroll down to Default Views

- Under “Proposals View” choose your named view from the drop-down menu



The page automatically saves your changes.

Click on “Millersville Coursedog” (upper left corner) to return to the main screen.

Now, if you click on Proposals, your default view should show.

Sorting and Filtering

- At this time, there is no way to filter or sort by Label
- You may filter by department or any other field listed in the FILTER section and then save your view
- You may have multiple Saved Views, but only one default per type of view

Quick Guide for Program Proposals (Undergraduate)

As we sunset the “required related” language, program updates that reflect and meet the PASSHE guidelines will need to be entered into the CAP process via CourseDog by March 1, 2027, in order to be completed for the 2027-2028 catalog.

The information below is based upon 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 and counted in the major GPA. Cognate courses do not share with general education requirements.

Directed General Education courses 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. **The maximum general education credits (whether directed or open courses) per PASSHE policy is 48 (45 credits is the minimum required in the Gateway Program).**

Other Courses are courses that students must complete to meet the full credit requirements of their degree path, which in most cases is 120 credits, and fall outside the major and general education programs of study. These courses should align with [the CPOS \(Course Program of Study\) requirements](#) for financial aid reimbursement. These could be *recommended* electives that complement a program of study.

Courses whose primary audience is traditional undergraduate students (not online or online degree completion students) should be offered during fall and spring semesters and degrees should be completable in eight semesters (4 years) if there are no transfer credits.

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

May 2026

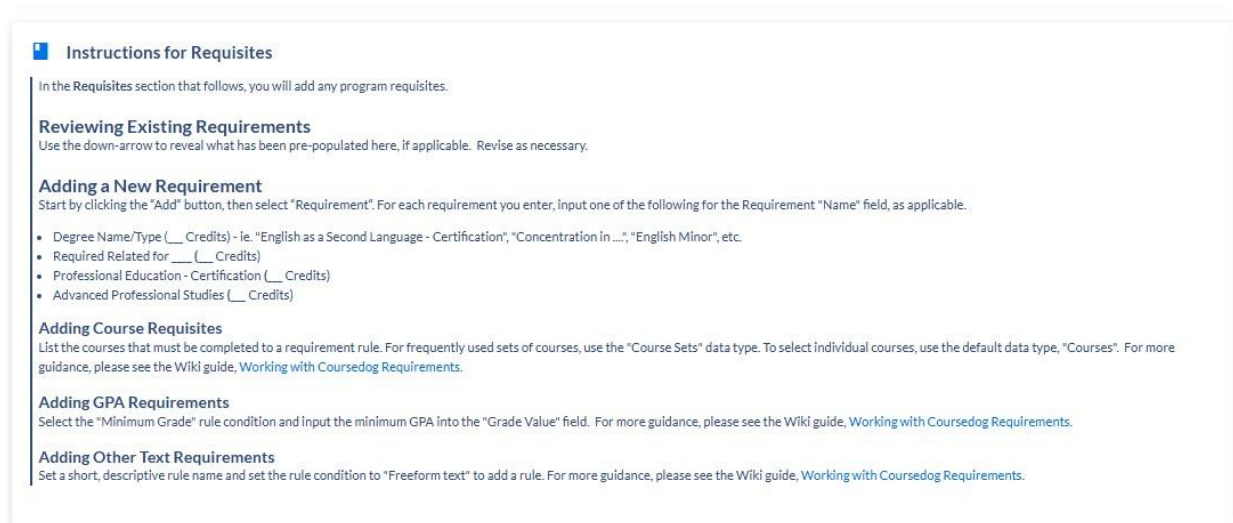
February 2026

Updating “Required Related” Requirements in CourseDog

If your program currently uses “Required Related” language, please update the requirement name to align with PASSHE terminology (e.g., Cognate Courses, Directed General Education, Open Courses/Electives, or another discipline-specific title). The change must be made in the Requisites section of a Program Change Proposal for it to appear correctly in the catalog.

Directions to Edit or Rename an Existing Requirement

1. Start your Program Change Proposal in CourseDog.
2. Scroll to the Requisites section.



Instructions for Requisites

In the Requisites section that follows, you will add any program requisites.

Reviewing Existing Requirements
Use the down-arrow to reveal what has been pre-populated here, if applicable. Revise as necessary.

Adding a New Requirement
Start by clicking the “Add” button, then select “Requirement”. For each requirement you enter, input one of the following for the Requirement “Name” field, as applicable.

- Degree Name/Type (__ Credits) - ie. “English as a Second Language - Certification”, “Concentration in ...”, “English Minor”, etc.
- Required Related for __ (__ Credits)
- Professional Education - Certification (__ Credits)
- Advanced Professional Studies (__ Credits)

Adding Course Requisites
List the courses that must be completed to a requirement rule. For frequently used sets of courses, use the “Course Sets” data type. To select individual courses, use the default data type, “Courses”. For more guidance, please see the Wiki guide, [Working with Coursedog Requirements](#).

Adding GPA Requirements
Select the “Minimum Grade” rule condition and input the minimum GPA into the “Grade Value” field. For more guidance, please see the Wiki guide, [Working with Coursedog Requirements](#).

Adding Other Text Requirements
Set a short, descriptive rule name and set the rule condition to “Freeform text” to add a rule. For more guidance, please see the Wiki guide, [Working with Coursedog Requirements](#).

3. Under Requirements, locate the existing requirement.



Requisites

REQUIREMENTS

No Requirements

ADD +

4. Click the expand arrow on the right side of the requirement.
5. In the Name field, replace the current title with the new PASSHE-aligned title.

The screenshot shows the 'Requisites' form with the following fields and options:

- REQUIREMENTS** tab selected.
- Untitled Requirement** header with a 'Show in catalog' button.
- Type:** Completion Requirement (dropdown).
- Visibility:** Show in catalog (toggle, currently on).
- Name:** Untitled Requirement (text input).
- Rule Condition:** Complete All Of (dropdown).
- Data Type:** Courses (dropdown).
- Filter by:** Subject code (dropdown).
- Select course:** Type here to start searching (text input).
- Rule Name:** Enter name/label... (text input).
- Rule Description:** Rich text editor with icons for bold, italic, link, etc.

6. If needed, update the courses or requirement rules associated with the requirement.
7. Repeat these steps as necessary.

Examples

- Required Related (6 Credits) becomes Cognate Courses (6 Credits)
- Required Related (12 Credits) becomes Directed General Education (12 Credits)

To Create a New Requirement

1. In the Requisites section, click ADD +.
2. Select Requirement.

The screenshot shows the 'Requisites' section with a 'REQUIREMENTS' tab. Below the tab, it says 'No Requirements'. At the bottom left, there is a blue 'ADD +' button.

3. Choose the appropriate Type:
 - Completion Requirement for grouped program requirements such as Cognate Courses, Directed General Education, or Open Courses/Electives.
 - Prerequisite, Corequisite, or Recommended Course when the requirement represents one of those specific relationships.

Important: Do not use Completion Requirement if the item is actually a prerequisite, corequisite, or recommended course. Select the requirement type that best matches the intended student requirement.

The screenshot shows the 'Requisites' form with the following fields and options:

- Requisites** (Section Header)
- REQUIREMENTS** (Tab)
- Untitled Requirement** (Title)
- Shown in catalog** (Toggle)
- Type** (Dropdown): Completion Requirement
- Visibility** (Toggle): Show in catalog
- Name** (Text): Untitled Requirement
- ADD REQUIREMENT RULE** (Button)
- Additional Comments** (Text area)
- DELETE REQUIREMENT** (Text)
- ADD +** (Button)

4. Enter the requirement title in the Name field.
5. Click ADD REQUIREMENT RULE to add courses.

The screenshot shows the 'Requisites' form with the following fields and options:

- Type** (Dropdown): Completion Requirement
- Visibility** (Toggle): Show in catalog
- Name** (Text): Untitled Requirement
- Rule Condition** (Dropdown): Complete All Of
- Data Type** (Dropdown): Courses
- Filter by** (Dropdown): Subject code
- CLEAR FILTER** (Text)
- Select course** (Text): Type here to start searching
- Rule Name** (Text): Enter name/label...
- Rule Description** (Text area)
- Rule Notes** (Text area)

Rule Condition ?

Complete All Of

Data Type ?

Courses

Filter by: ? ?

Subject code

CLEAR FILTER

Select course ?

Type here to start searching

Rule Name ?

Enter name/label...

Rule Description ?

Rule Notes ?

REMOVE

STOP EDITING

ADD REQUIREMENT RULE

6. Repeat these steps as necessary.

To Delete a Requirement

Only delete a requirement if the courses are being moved elsewhere or are no longer needed.

1. Expand the requirement you wish to remove.
2. Locate the Delete option.
3. Select Delete Requirement.

Additional Comments ?

DELETE REQUIREMENT

ADD +

4. Before deleting, verify that any required courses have been reassigned to another requirement category or removed from the curriculum as appropriate.
5. Repeat these steps as necessary.

Tip

If the curriculum is not changing and only the terminology needs to be updated, rename the requirement rather than deleting and recreating it.

Before Submitting Your Proposal to the CAP Process, review that:

- The requirement name has been updated to PASSHE-aligned language.
- The correct requirement type has been selected (Completion Requirement, Prerequisite, Corequisite, Recommended Course, etc.).
- Courses have been reviewed to ensure a separate course proposal is not needed (for example, if a course does not yet carry the required General Education designation).
- Any deleted requirements have been replaced or reassigned as needed.
- The proposal narrative clearly explains any curriculum changes being made.

Reminders

Changing language in the proposal narrative alone will not update the catalog. The requirement must be edited directly within the Requisites section of the proposal.

Information entered within the Requisites section may be displayed in the catalog, including any narrative added in the explanatory notes.