

Draft Minutes of the Meeting of the UUF Executive Committee  
January 25, 2007, Room 352 Adelbert Hall

Attendees: Antonio Candau, Peter Chung, Kimberly Emmons, Don Feke, Lynne Ford, Steven Garverick (Secretary), Amy Hammett, Christine Hudak (Chair), Uziel Landau, Miranda Lange, James McGuffin-Cawley, Vassilis Panoskaltzis, Larry Parker, Sheila Pedigo, David Samols, Peter Whiting, Jeff Wolcowitz, and Jeff Zabinski

Guests: Paul Jarc, Nate Murphy and Julie Petek

1. No announcements.

2. Minutes were approved without comments.

3A. Committee vacancies, etc.

Student Life committee continues to await student members. **JW** believes that USG is beginning to show interest.

Computing committee is not meeting and has no clear charge. Elimination would require a change to the b-laws.

3B. SAGES update (**PW**)

We have entered the 4th semester of full implementation. The portfolio requirement is being considered and **PW** has proposed a more efficient process to identify writing deficiencies earlier and ease the burden of portfolio evaluation, by funneling students into various tiers of writing proficiency. Seminar requirements are made more complicated, and various curriculum committees are now studying the proposal. It is suggested that the SAGES Oversight committee should look into this, but this committee has not yet met.

3C. Vice Provost Update

1. Online photos are available with class lists on my.case.edu as of 1/25/07. A printer friendly version is coming soon.

2. The Cleveland Scholarship Program has signed an agreement with Case. This philanthropic organization will provide scholarships to Cleveland high school students who meet Case admission requirements. Case will allocate some additional scholarships for these Cleveland students.

3. The search for a new VP of Enrollment Management (Chris Munoz's replacement) has been launched, including formation of a search committee and hiring of search firm.

4. The Vice Provost will soon be charged with establishing outcome assessment for the university. Each major must have well defined learning outcomes.

5. Nate Murphy, Paul Jarc, and Julie Petek presented an extensive demo of the online course evaluation system, and fielded many questions. (Refer to meeting handout.)

The system is accessed through my.case.edu.

Evaluations submitted are anonymous.

The demo version is based on the questions used in the present paper form, but the multiple choice questions and free-form questions are integrated into a single survey.

The final version will allow customization of the questions, in tiers: the university, the

schools, the departments, and the instructors may each supply questions.

The online system will be used to conduct course evaluations at the end of Spring '07 semester. Timing will be similar to present paper-based system, but instructor loses fine control of the timing. A paper back-up would be prohibitively expensive.

A midterm pilot evaluation will be available during the first week of March for all interested instructors.

There was lengthy discussion about the expected usage.

Will students take the time to do it?

Can it be streamlined to make it easier to use?

The system will send automated e-mail to remind students of non-compliance.

Should president, department chairs, USG leaders, popular instructors send email encouraging students to use it?

3D. Teaching schedule -- tabled

3E. Students lacking pre-requisites -- tabled

3F. Study abroad -- tabled

Meeting adjourned!

Steven Garverick