

UUF Executive Committee
Minutes of the Meeting of September 21, 2006
11:30 a.m. - 1 p.m., Room 352 Adelbert Hall

Present: Antonio Candau, Jessica DeQuach, Kimberly Emmons, Don Feke, Lynne Ford, Steven Garverick (Secretary), Christine Hudak (Chair), Lynn Lotas, James McGuffin-Cawley, Larry Parker, John Ruhl, Jeffrey Wolcowitz

Also Present: Sheila Pedigo, Patricia Underwood

1. No announcements.

2. Minutes were approved.

3A. Committee vacancies, etc. (Chris Hudak)

- This committee is still awaiting confirmation from USG of student members to this and other standing committees; Jessica DeQuach is one, serving on this committee. Professor Uziel Landau is confirmed as the liaison representative between the UUF and the Faculty Senate.

- Perhaps membership openings on the Academic Computing Committee should be held until this committee begins to meet.

- Academic Standing Committee needs one CAS representative and a list of suggested persons has been submitted; Lynne Ford will contact those recommended.

- UUFCC is only in need of three student representatives.

- Student Life, Services and Environment Committee: Marc Buchner has offered to chair the committee and his offer is gratefully accepted by the UUFXC. One CAS faculty representative is needed and names from the same list mentioned above could be used. The committee needs four undergraduate student members and one Graduate Student Senate representative to complete its membership.

- Undergraduate Admissions Committee still needs several faculty members: one from either Nutrition or Biochemistry (both departments have indicated their undergraduate teaching faculty are overloaded), one from Nursing and one from Arts and Sciences. This committee has begun to meet and has set an agenda for the year.

- Faculty Senate has two committee membership places for UUF representatives: on the Information Resources Committee, specifying that it be the chair of the UUF Academic Computing Committee; and a place on the University Libraries Committee which C. Hudak will fill as she is a member of that committee in term.

3B. SAGES update: None. Peter Whiting is out of town.

3C. Writing oversight (Kimberly Emmons and John Ruhl)

In short, a mechanism to communicate best practices in writing instruction across the university is sought.

In regards to representation, it is noted that the Director of Professional and Technical Communication position may be eliminated.

CASXC has reviewed the proposal, and strongly agree that there needs to be representation on this committee beyond CAS.

C Hudak: Should Faculty Senate be engaged to include schools outside UUF?

Perhaps not, since the emphasis is undergraduate writing.

On the other hand, faculty in professional schools do teach SAGES seminars.

K Emmons: The committee would be broader than SAGES -- must coordinate all writing.

C Hudak: Ad-hoc or standing?

S Garverick: Report to XC or CC?

L Lotas: Should personnel issues be part of their domain?

L Parker: There is concern about UUF affiliation, which may reduce effectiveness. Cited "SAGES writing packet" as being unsatisfactory.

J McGuffin-Cawley: English department could establish their own "advisory group", independent of UUF.

J Wolcowitz: This would insure committed participation and help avoid getting "bogged down by representation."

Conclusion: Proposal is being sent back to CASXC with concerns.

Should professional schools be included in committee membership?

Should administrative responsibilities (numbers 4 through 6 on the proposal) be removed?

Is Ad-hoc acceptable? To whom should the committee report?

Is an English advisory group better than a UUF committee?

3D. Vice Provost Update (Don Feke)

Enrollment stats: 1031 F06 freshmen as of 6/1, 1015 after drop/add. (Goal was 1050.)

Retention: 90.6% of F05 freshmen returned. Historically, this rate runs from 90% to 92%.

Avian flu pandemic: D Feke will put together an academic plan for dealing with an outbreak.

What if we need to shut down for 6 weeks?

Do we distinguish between sick and healthy students? etc.

3E. Agenda for 9/28 UUF Annual Faculty Meeting (Hudak)

Curriculum Committee proposal for bylaws change relative to confusion in ex-officio representation from Nursing and Management will be included at end of meeting, if time permits.

SAGES Oversight will be discussed during time allotted for Special Initiatives -- the committee has not yet met.

3F. Undergraduate Courses in Late Afternoon (D Feke)

4:30-6:30 courses would not be allowed, unless one of four conditions are met (see handout).

Policy would make Case "extra-curricular friendly", seen as an advantage in recruitment.

Only 5 courses per semester would be affected.

J Ruhl: Physics lab courses taken by sophomores, juniors, seniors would all be affected. (They meet for 4 hours, 2 times per week.)

L Parker: Weatherhead has discussed it, and has no problem.

C Hudak: Physics could ask for an exception.

Conclusion: schools should provide feedback to D Feke.

3G. Tracking research experiences (D Feke and Sheila Pedigo)

Many grant applications ask for the number of undergrads involved in research. We

presently have no way of determining that number.

In this proposal, students would instigate the request for transcript notation.

SOURCE would confirm with faculty mentors and arrange for notations on transcripts.

Requirements (see handout) include 40-50 hours/semester in a legitimate creative/research endeavor (not "screw sorting", for example).

Work could be done for pay or as volunteer.

A Case mentor must approve the request.

P Underwood: Why not use independent study?

D Feke: Independent study student cannot be paid, must pay tuition, cannot start a project after drop/add deadline.

Also, independent study is not always a creative/research project.

J DeQuach: Students would definitely like to have this recognition on their transcript.

J McGuffin-Cawley: Routing of form must assure the integrity of the faculty approval.

Conclusion: Good concept, but details need to be clarified.

3H. New Course Evaluation Process (D Feke)

Tabled.

4. No committee reports to examine.

5. No reports from Faculty Senate and UCITE.

6. No updates from constituent Executive Committees.

Adjourned!

Steven L. Garverick

Associate Professor of EECS