

UUF Executive Committee  
Draft Minutes of the Meeting of December 21, 2006

Attendees: S. Garverick (secretary and acting chair), D. Feke, L. Ford, A. Gaines, L. Parker, S. Pedago, J. Ruhl, P. Whiting, J. Wolcowitz

1. No announcements.

2. Minutes were approved, but it was noted that the discussion of students lacking pre-requisites was split in a confusing way (that was chronologically accurate). **LF** will revised the minutes to consolidate this discussion.

3A. Committee vacancies, etc.

Committees have been inactive and this item generated much discussion about faculty engagement.

SAGES Oversight committee has not met, apparently due to lack of chair, to be selected by the committee -- UUFXC has asked **LF** to schedule a meeting ASAP, tentatively the week before classes start (Jan 8-12).

Undergraduate Admissions and Curriculum Committees have been active -- the other standing committees have not met.

Student Life committee chair (Buchner) complains of lack of student representation -- **JW** has asked USG for reps, hesitates to contact a list of students generated by GPA ranking, and will renew his efforts with USG to obtain reps outside their normal core.

Academic Standing will meet to review student records for probation and scholarships at the end of the fall semester as is part of their charge.

Academic Computing Committee has not met because the past chairs have felt they have no clear charge, a problem that has plagued that committee for years. Apparently, several parties including the present UUFXC chair, the chair of the Faculty Senate Information Resources Committee, Vice President for Information Services Lev Gonick, and other concerned parties feel that this committee has outlived its purpose -- UUFXC suggested that **LF** to invite chair of Faculty Senate Information Resources Committee to the next meeting of UUFXC, and to invite a proponent of the UUF Computing Committee, if one can be found. Based on the results of this discussion, UUFXC may move to eliminate this committee by change of by-laws.

In conclusion, the importance of filling committees and selecting chairs in the Spring (as per by-laws) is evidenced by this experience.

3B. SAGES update

There will be 93 University Seminars offered in Spring.

2 First Seminars will be provided for students having English as a second language.

2 First Seminars will be provided for students not otherwise completing FS in Fall.

A proposal for a change to the Portfolio requirement is being circulated and discussed by faculty and the constituent schools' curriculum committees for students matriculating in F07 -- the proposed new system will include "serial" proficiency tests and any students failing proficiency checks will be required to register for a 1-CrH proficiency supplement.

Capstone Courses [need to get reported information]

Is FS in steady state? **PW** feels they are close, but there could be more topical First Seminars in F07, and there could be special seminars for native English speakers who are poor writers.

### 3C. Vice Provost Update

1. Online photos will be available with class lists in S07.

2. New course evaluation system is being demonstrated and will be used at end of S07. This system can be demonstrated to UUFXC in January. **DF** has asked for suggestions about testing the system prior to full use.

3. USG has conducted a survey regarding information security, and provided a report to the President and Provost. 20% of undergrads responded, and 40% said that they had been exposed to SSNs of other students, apparently due to sloppy habits of faculty. PeopleSoft system will not use SSNs in any way. Until that time, faculty are urged to use utmost care in maintaining privacy of student SSNs.

4. Search for Munoz replacement has begun. New title will be VP for Undergraduate Enrollment, and will report to the Provost. Expected starting date is July 1.

### 3D. Proposed modification to teaching timetable

**DF** presented proposed time table that eliminates the Provost Hour in favor of a Provost Exam Block at 9:00-10:15 on Thursday. The MWF schedule is shifted earlier by one-half hour, and the TR schedule is shifted later by one-half hour. Times between 4:30 and 6:30 are reserved for Undergrad Activities Period, but courses meeting exceptions (presented in September) may still be offered. Courses may be offered TR 9:00-10:15, but students must take care to avoid conflict with courses requiring the exam block, which are few in number and advertised as such. Overall, the proposed schedule should allow for better classroom utilization while creating the Undergraduate Activities Period. Members of UUFXC voiced approval. **DF** will send e-copy to UUFXC so comments from constituent faculty may be obtained. Turn-around documents have already been submitted for F07, so it is likely that the changes will be implemented in F08.

### 3E. Students without pre-requisites

The present system cannot provide automatic checking. The PeopleSoft system will be capable of doing it.

**JW** cautions that a global check may be an unnecessary override nuisance if implemented. It may be possible to enforce only as directed by instructors. Legal counsel has informally told **JW** that instructors may bar students from courses when they lack pre-requisites.

**JW** will seek formal language for this action in time for January UUFXC meeting, which is unfortunately scheduled for the last day of the drop-add period.

**LP** had hoped that this policy could be in place for the coming semester, but faults himself.

### 3F. Study Abroad Program

Tabled to next meeting.

Postscript

**LF** is retiring at end of Spring semester and there is no successor. UUFXC needs to engage a new staff member early in S07 so there will be adequate overlap.

Meeting adjourned!

Steven L. Garverick , Secretary