

CASE WESTERN RESERVE UNIVERSITY
University Undergraduate Faculty

Minutes of the UUF Executive Committee Meeting
January 24, 2008

Committee members in attendance

Gary Chottiner, Chair
Christine Hudak
Jay Mann
Uziel Landau
Jeff Zabinski

Ex-officio committee members in attendance

Don Feke, Vice Provost for UG Education
Tim Fogarty, WSOM UG Exec. Committee
Ken Ledford, CAS Executive Committee
Jeffrey Wolcowitz, Dean, UG Studies

Regular guests in attendance

John Blackwell, Chair, UUF Committee on Curriculum
Peter Whiting, Assoc. Dean & Director of SAGES
Pat Crago, CSE Associate Dean UG Programs
Don Hunt, Registrar's Office
Emilia McGucken, Chair, UUF Committee on Student Life, Services, and Environment
Susan Zull, Secretary of the University Faculty

1. Minutes

Jay Mann moved that the committee approve the minutes of the December 20 meeting; the motion was seconded and approved unanimously

2. Reports

A. UUF Committees

i. update on membership & chairs

The UUF Committees are almost all completely staffed, pending confirmation of nominations from the FPBSON for their representatives to the Committee on Undergraduate Admissions and identification of a few student members.

ii. Reports from UUF subcommittees

Academic Standing: numbers change daily due to appeals; 8 students permanently separated; 86 eligible for separation, 19 eligible for fall semester alone, 26 separated with some number appealed; role of committee also discussed

Student Life: brief examination of responsibilities; for next three weeks committee will discuss topics of: residential housing, tutoring and ESS. They are collecting information at this time.

Committee on Curriculum: The UUFCC has been discussing at meetings in December and January the changes in SAGES (make the two USem's optional) proposed by the CSE. The discussion will continue at the UUFCC's February meeting but the committee chair requested some guidance from the UUFXC. The UUFXC discussed some of the concerns of the CSE and the other schools, the authority of the UUF, and the proper procedures to be followed in a situation of this nature.

The UUFXC voted to include the proposal from the CSE on the agenda for the General Meeting of the UUF on May 1. The UUFCC will continue to discuss the proposal but the guarantee of a discussion by the full UUF this semester was felt to be appropriate and useful.

B. Constituent Faculty Executive Committees

CAS: IT services will make Gmail the default email for undergraduate students. Students will have to opt out of Gmail to use University Email. UUFXC members expressed concerns about this new policy, which is to go into effect fall 08.

Jay Mann moved that the UUFXC voice its concern about this policy and request more information. The motion was seconded and passed unanimously. Don Feke will transmit this motion to the VP of IT through the Provost.

WSOM and FPBSON also provided brief reports.

C. Faculty Senate

An effort to initiate a discussion of how the UUF might better interact with Faculty Senate; has been initiated by William Deal. A meeting is being set up for David Matthiesen (chair of the FS-XC), William Deal and Gary Chottiner to discuss possible arrangements.

3. 30 extra credits for 2 degrees

The UUFXC discussed the policy of requiring 30 extra credits to obtain two degrees. Interest in this question has arisen in most of the constituent faculties. The committee would like to learn the rationale for why this policy exists. We've heard it expressed by some that

additional degrees should require significant (1 year) additional work but there are important arguments on the other side, including the idea that students should receive the degrees which they earn by taking the required courses, that seemingly arbitrary policies lead to discontent among students and advisors. Previous attempts to change this policy met with substantial resistance and were not pursued. The UUFXC voted 6-2 to consider the issue this year. We will investigate how other schools handle this issue and the history of the CWRU policy? Don Feke will query archives about this the CWRU history while the UUF Committee on Academic Standing will help with other parts of the research, including consulting with the schools an departments to determine if a change in the policy would have an adverse effect on any programs.

4. Course and program action form archives & policies

At earlier meeting, the UUFXC asked for information about how course and program actions are handled. The relevant forms were distributed for this meeting and the path for the forms was described. The UUFCC has cleaned up the procedures and feels that it now has the process working smoothly. There was one complaint that the new Course Action Forms are too complex but other committee members felt that they are straight-forward and an improvement.

5. SAGES Impact/Oversight

The UUFXC formally appointed the members of a committee to write a report on the impact of SAGES. The members are:

CAS-3: Heather Morrison, Kurt Koenigsberger, Alan Rocke

CSE-2: Jay Mann, John Blackwell

WSOM-1: Tim Fogarty

FPBSON-1: Chris Hudak

UG STUDIES: Jeffrey Wolcowitz

SAGES: Peter Whiting

CHAIR: Gary Chottiner

6. UUF Restructuring

- A. The UUFXC continued their discussion of reforming the UUF. Some members expressed their ongoing concern about the purpose and authority of the UUF, particularly as it relates to the authority of the constituent faculties. The committee members were invited to suggest detailed changes in the by-laws that might clarify these issues.
- B. The UUFXC then moved on to discuss a list of potential changes to the by-laws. It was agreed that the UUF Committee on Academic Computing is no longer needed; the

UUFXC itself can handle the occasional issue (such as UG email) that requires UUF attention.

- C. The next topic was the mandate for the Annual and General Meetings. Most committee members felt that the Annual meeting is not very useful at the beginning of the fall semester. One member suggested we consider more regular UUF meetings. The sense of the committee was that the annual meeting might be of more use if it was moved later in the fall semester. There was general agreement that most of the current agenda items should be moved to a consent agenda or removed entirely, so that more time is devoted in these meetings to discussion of important issues.
- D. The issue of staff support for the UUF was discussed. The need for such support is obvious but it was not clear how to proceed in requesting it. The Dean of UG Studies volunteered to request from the Provost a staff position in his office to support the functions of the UUF. The UUFXC unanimously agreed to support this request.

There are several additional changes to the by-laws that the UUFXC will consider at its next meeting. The meeting adjourned at 1:00 PM.

Notes for these minutes were taken by Christine Hudak and edited by Gary Chottiner