

CASE WESTERN RESERVE UNIVERSITY
University Undergraduate Faculty

Minutes of the UUF Executive Committee Meeting
February 28, 2008

Committee members in attendance

Gary Chottiner, Chair
William Deal
Kimberly Emmons
Christine Hudak
Uziel Landau
Miranda Lange
Jay Mann
Larry Parker
David Samols
Jeff Zabinski

Ex-officio committee members in attendance

Don Feke, Vice Provost for UG Education
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
Emilia McGucken, Chair, UUF Committee on Student Life, Services, and Environment
Susan Zull, Secretary of the University Faculty

1. Minutes

The minutes of the January 24 meeting were approved unanimously.

2. Reports

A. UUF Committees

i. update on membership & chairs

The UUFXC confirmed the appointment of Heath Demaree to the Committee on Academic Standing (to replace Menachem Shohan [Biochemistry] who is on leave this spring). It also confirmed the appointment of Emilia McGucken for a three-year

term (to end 8/2010) as the Chair of the UUF Committee on Student Life, Services, and Environment.

The UUFXC agreed by consensus that the current procedure – of appealing to the executive committees of the respective schools for nominations to fill vacancies on UUF committees – is appropriate.

On the matter of staff support for UUF committees, Jeff Wolcowitz reports that his office has put in a request for administrative support; a decision should be known before July 1.

ii. Reports from UUF subcommittees

Committee on Curriculum: The UUFCC is scheduled to take up the School of Engineering's proposed revision to their GER (to make two SAGES University Seminars optional) at its meeting next week. The Chair reported that the committee has been discussing the five major concerns raised by this proposal, namely: (1) A preference for a university-wide GER as a common feature of all CWRU undergraduate curricula; (2) Possible negative effects on freshmen recruiting; (3) Whether engineering students will continue to achieve the expected level of writing proficiency; (4) Difficulties for students transferring from engineering to majors in other colleges; (5) A request for more time for the other constituent faculties to consider the SCE modification. The UUFXC will consider the proposal once the UUFCC has taken a vote on it. There was some discussion about how and when this proposal might be brought to the whole UUF (the UUFXC currently has this item listed for discussion – but not for vote – on its May 1 UUF meeting); the bylaws state that any member of the UUF can request that an item or motion be placed on a meeting agenda, provided that request is made at least 11 days prior to the meeting.

Academic Standing: No report.

Student Life: Emilia McGucken reports that following a conference with Judith Olson-Fallon, Director of Educational Services for Students, the committee was given permission to establish a Peer Tutoring Center in Mather Memorial, where three Social Science Departments are housed. Students will be paid per client, and there is general feeling that this will be a much-used service.

Committee on Admissions: No report.

SAGES Impact Committee: The committee met on Wednesday, February 7, and has scheduled another meeting for the week of March 10. They divided their work into 6 areas of responsibility and have begun accumulating data for our report. A Blackboard web site has been set up for communication and information storage. If any member of the UUFXC would like access to this web site, contact Gary Chottiner.

B. Constituent Faculty Executive Committees

CAS, WSOM, CSE: all provided brief reports; the activities of all schools center on budget and strategic planning issues.

FPBSON: reports that they have received accreditation for 8 years from the National League for Nursing Accrediting Commission and that they are beginning a second accreditation process via the American Association of Colleges of Nursing this spring.

C. Faculty Senate

The faculty senate is involved in budget and strategic planning activities. They are waiting to hear from the UUFXC and the SAGES Impact Committee, and are interested in identifying better strategies for interaction between the UUF and the Faculty Senate.

3. New Email Policy

After receiving additional information about the move for all students to Gmail email accounts, the UUFXC believes the Faculty Senate is the right body to pursue additional clarifications and policy decisions. Ken Ledford volunteered to report back to the UUFXC on the Faculty Senate's activities.

4. 30 extra credits for 2 degrees

The UUFXC affirmed its decision to ask Jeff Wolcowitz and his Committee on Academic Standing to do additional research among our peer institutions to determine an appropriate policy regarding dual degrees. Members of the UUFXC expressed strong concerns that the additional 30 credit hours represented a hardship for students and that, in the face of no clear rationale uncovered by University Archives, it was an important for the constituent faculties to consider. The Committee on Academic Standing will report to the UUFCC and to the UUFXC once it has collected data and has a recommendation.

5. May 1 General Meeting of the UUF

The UUFXC considered various items for the May 1 general meeting, and agreed that the consent agenda could include: resolutions *in memoriam*, introduction of new members of the University Undergraduate Faculty, and most committee reports. The UUFXC agreed that Admissions and SAGES Impact committees should provide oral reports, and that any policy changes instituted (e.g., from the Academic Standing Committee) should also be discussed orally outside of the consent agenda. New business will presumably include the Engineering proposal regarding their GER, and the potential restructuring of the UUF.

6. UUF Restructuring

- A. The UUFXC discussed a list of potential restructuring options for the UUF and the need to gather additional input from the constituent faculties. It was generally confirmed that additional feedback was necessary, and the Chair would pursue this option, with input via email to the UUFXC.
- B. The options for UUF restructuring include:
- a. Reaffirm that the current UUF structure should be maintained as is.
 - b. Update the by-laws of the UUF to optimize its structure, improve the effectiveness of the various UUF committees and clarify their responsibilities and authority, including their relationship to the constituent faculties, the Faculty Senate and the Office of the Provost.
 - c. Convert the UUF to an arm of the Faculty Senate, creating a Committee on Undergraduate Studies that parallels the Faculty Senate Committee on Graduate Studies. This committee would become one of 13 standing committee of the FS - <http://www.case.edu/president/facsen/frames/committees/committeelist.htm> .
 - d. Create a School of Undergraduate Studies which would house those administrative units (not the academic units such as the CAS and CSE) that primarily serve undergraduate students at CWRU. The UUF, with appropriately revised structure and by-laws, would provide faculty governance for this school. This does NOT imply an increase in authority for the UUF compared to the authority of the constituent faculties. The UUF already has committees associated with the Office of UG Studies (UUF Committee on Academic Standing), UG Admissions, and Student Affairs, plus a Committee on Curriculum and the Executive Committee.
 - e. Eliminate the UUF.
- C. In general, the UUFXC would like the executive committees of the constituent schools and others (deans) to provide the following feedback:
- a. Articulate the perceived advantages and disadvantages of each of the five options for UUF restructuring (listed above).
 - b. Identify all options which are acceptable to your constituency.
 - c. Identify the preferred solution and report any addition comments to the UUFXC by April 1, 2008.
- D. The UUFXC will consider this feedback at its April 24th meeting, and determine how to proceed, including a report at the May 1 UUF meeting. It was the general sense of the UUFXC that more details will have to be investigated, particularly about items c and d above.

The meeting adjourned at 1:00 PM.

Notes for these minutes were taken by Kimberly Emmons and edited by Gary Chottiner