

CASE WESTERN RESERVE UNIVERSITY  
University Undergraduate Faculty

Minutes of the UUF Executive Committee Meeting  
March 27, 2008

Committee members in attendance

Gary Chottiner, Chair  
William Deal  
James Swain (for David Samols)  
Jeff Zabinski

Ex-officio committee members in attendance

Don Feke, Vice Provost for UG Education  
Tim Fogarty, Associate Dean, WSOM  
Marilyn Lotas, Associate Dean, Nursing  
Jeffrey Wolcowitz, Dean, UG Studies

Regular guests in attendance

John Blackwell, Chair, UUF Committee on Curriculum  
Pat Crago, CSE Associate Dean UG Programs  
Susan Zull, Secretary of the University Faculty

Special Guests

Jean Gubbins, Center for Institutional Research  
Sheila Pedigo, SOURCE

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1. Minutes

The minutes of the February 28 meeting were approved unanimously.

2. Reports

- A. Jean Gubbins presented the proposed plan and schedule for surveys administered to undergraduates. The plan features the replacement of the long-standing Senior Survey with a nationally recognized instrument, the College Senior Survey. In addition, the plan will allow better longitudinal tracking of the experiences of our undergraduate students. A copy of the plan is appended.
- B. UUF Committees
  - i. update on membership & chairs

The UUFXC agreed that it would be appropriate to invite members appointed for the 2008-09 academic year to attend the remaining meetings of the UUFXC this year as guests.

The UUFXC noted that James Swain (Nutrition) has been nominated to serve on the UUFXC, replacing David Samols whose term is expiring. The UUFXC also noted that Julia Grant will replace Tim Fogarty as representative of WSOM on all UUF committees.

The UUFXC confirmed the appointment of Leslie Smith and Kimberly Dillon as the School of Nursing's representatives on the UUF Committee on Admissions.

ii. Reports from UUF subcommittees

**Committee on Curriculum:** The action taken by the UUFCC in regards to the School of Engineering's proposed revision to their GER (to make two SAGES University Seminars optional) was discussed. The motion has been tabled at the UUFCC until the Fall 2008 semester. In the interim, each of the constituent faculties have been asked to discuss and report whether: (a) it is acceptable for the SAGES program for undergraduate majors at another school to contain multiple tracks, and (b) the changes to SAGES proposed by the CSE might also be appropriate for their majors. It was also noted that the Undergraduate Student Government (USG) passed a resolution recommending that the University maintain a unified undergraduate general education requirement.

**Academic Standing:** No report.

**Student Life, Services and Environment:** No report.

**Committee on Admissions:** Written report submitted by the Committee chair, Sean McDonnell. The Committee has been actively reading certain categories of undergraduate applications (e.g., borderline admits, candidates for full-tuition scholarships). In addition, the Committee has been studying the effectiveness of on-campus recruiting programs.

**SAGES Impact Committee:** The committee met on March 12 and plans to also meet on April 3. An outline for the SAGES Impact Report has been established, and a database (Blackboard site) of information is being compiled. As part of this process, a survey on SAGES Impact is being conducted by the USG. To date, approximately 300 students have responded. The SAGES Impact Committee expects to deliver a document to the UUFXC prior to the April meeting.

The SAGES Impact Report will be distributed to the deans, Provost, and school Executive Committees. The UUFXC also agreed to make the full report public (posted on the web) one week after it is distributed to the deans.

## B. Constituent Faculty Executive Committees

**CAS, CSE:** No reports

**WSOM:** Tim Fogarty reported that Julia Grant will assume administrative responsibilities for undergraduate affairs for WSOM this summer.

**FPBSON:** Lyn Lotas reported that the statistics on admission of new nursing undergraduates for Fall 2008 showed a decline compared to prior years.

## C. Faculty Senate

William Deal reported that the Faculty Senate is waiting to receive the report of the UUFXC regarding possible restructuring of the UUF. Questions were raised about the meaning of the slow response to the request for feedback on possible modifications of undergraduate governance requested by the UUFXC Chair. The deadline for these responses is not until April 7. The USG is expecting to produce feedback shortly.

## 3. May 1 General Meeting of the UUF

The tentative agenda for the General Meeting was revised as follows:

- (1) Reading, correction if necessary, and adoption of the minutes of the previous regular meeting
- (2) Resolutions *in memoriam*. (CONSENT AGENDA - attachment to documentation)
- (3) Introduction of new members of the University Undergraduate Faculty. (CONSENT AGENDA - attachment to documentation)
- (4) Announcements.
- COMMITTEE REPORTS (with select exceptions, CONSENT AGENDA - attachment to documentation)
- (5) Report of the Executive Committee.
  - UUF restructuring - discussion under item #9, New Business
- (6) Reports of the other standing committees.
  - UUFCC - CSE report – moved to discussion under item #9, New Business
  - UUF Committee on UG Admissions - short oral report
  - Academic Standing - oral report on new policies, other items in consent agenda
  - Student Life require oral reports - consent agenda
- (7) Reports of special committees.
  - SAGES Impact
- (8) Consideration of unfinished business.
  - SOURCE proposal for tracking research experiences
- (9) Consideration of new business.
  - CSE SAGES proposal
  - UUF restructuring
  - SOURCE proposal for Intersections, the SOURCE Symposium and Poster Fair

## 4. Course Time Slot Grid, including possible elimination of the Provosts Hour

The Faculty Senate votes on 3/28/2008 on the following resolution: “The Faculty Senate supports the provost’s “Proposal to Alleviate Classroom Shortage,” which modifies the teaching grid to release the current “Provost’s Hour.” Be it further resolved that the Faculty Senate suggests preferential scheduling of graduate level or upper level undergraduate courses as needed during this newly released time period.” (Note added after the meeting:: the Senate voted to approve this resolution).

## 5. Proposals Concerning Undergraduate Research

Sheila Pedigo presented two proposals that impact on undergraduate research, both of which stem from discussions within the SOURCE Advisory Board.

### A. Tracking undergraduate research experiences

The proposal on tracking of undergraduate research and creative endeavor experiences encourages all departments to establish (if they do not currently have them) courses into which students could register. These courses would carry 0-3 credits (as determined by the department) and would appear on the student’s transcript. A discussion ensued on the appropriateness and usefulness of having zero-credit courses. A motion to endorse this proposal was offered and seconded. Subsequently, a motion to withdraw the previous motions was made, seconded, and approved by unanimous vote. The matter has been referred to the UUF Curriculum Committee for additional discussion and recommendation.

### B. Scheduling of Intersections

The second proposal concerned scheduling of Intersections, the SOURCE Symposium and Poster Session. Four options were considered: (1) Dedicate one of the Spring Reading Days for Intersections; (2) Dedicate the last teaching day (or half day) of the Spring semester for Intersections; (3) Disaggregate the Poster Session from the presentations of Capstone projects and schedule the latter throughout the last week of classes; (4) Maintain status quo. Following a discussion on the pros and cons of each option, the proposal was tabled until the next meeting.

## 6. UUF Restructuring

The Committee briefly discussed the Provost’s request for a "*plan to identify the UUF’s essential functions and ensure that these functions are carried out effectively and efficiently.*" Gary Chottiner drafted a letter/report on this topic; this draft was distributed to the Committee with the agenda. Committee members were asked to review this draft, and send comments to Chairman Chottiner.

The Committee also briefly discussed the steps (amendment to the University Constitution, revision of the bylaws) which would be necessary to implement any such restructuring.

The meeting adjourned at 12:58:00 PM.

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Notes for these minutes were taken by Don Feke and edited by Gary Chottiner