

CASE WESTERN RESERVE UNIVERSITY  
University Undergraduate Faculty

Minutes of the UUF Executive Committee Meeting  
April 24, 2008

Committee members in attendance

Gary Chottiner, Chair  
William Deal  
Kimberly Emmons  
Uziel Landau  
Miranda Lang  
Jeff Zabinski

Ex-officio committee members in attendance

Don Feke, Vice Provost for UG Education  
Tim Fogarty, Associate Dean, WSOM  
Ken Ledford, Chair, CASXC  
Jeffrey Wolcowitz, Dean, UG Studies

Regular guests in attendance

John Blackwell, Chair, UUF Committee on Curriculum  
Donald Hunt, Deputy Registrar  
Emilia McGucken, Chair UUF Committee on Student Life  
Peter Whiting, Assoc Dean & Director of SAGES  
Susan Zull, Secretary of the University Faculty

Special Guests

Sheila Pedigo, SOURCE (via phone)

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**1. Minutes**

The minutes of the March 27 meeting were approved unanimously.

**2. Reports**

A. UUF Committees

- i. update on membership & chairs

New members for 2008-2009 of the UUFXC include: Catherine Albers (CAS-Theater), Heath Demaree (CAS-Psychology), and James Swain (SOM-Nutrition). No Chair-Elect was identified.

Other committee membership additions: UUFCC, Julia Grant (WSOM-ex officio); UG Admissions, Leslie Smith (FPBSON), Kimberly Dillon (FPBSON, term starting in 2007).

ii. **Reports from UUF Committees**

**Committee on Curriculum:** The USG representative reported on a motion supporting a common SAGES program for all students and a general preference for flexibility when planning coursework. The USG representative also discussed a USG resolution requesting faculty to schedule assignment deadlines and mid-term tests before rather than after the semester break. The committee was sympathetic to the request and brought the issue to the UUFXC's attention. Jeff Wolcowitz reports that his office will include this request in reminders to faculty. The committee supported the proposal by Sheila Pedigo (SOURCE) to establish a 0-3 credit research course for undergraduates so that transcripts would record participation. The committee approved the program action form from the Department of Anthropology to create a Certificate in Global Health. The UUFXC expressed concern over the issue of undergraduate certificates and suggested that this be a topic for more discussion in Fall 2008.

**Committee on Academic Standing:** No report

**Committee on Student Life, Services, and Environment:** No report

**Committee on Admissions:** No report. Don Feke reports that the admissions numbers appear to be on track for a target class of 1050.

**SAGES Impact Committee:** A draft of the committee's report has been circulated to the UUFXC for review and forwarding to the appropriate parties.

B. **Constituent Faculty Executive Committees**

**College of Arts and Sciences:** The response from the CAS-XC to the UUFXC's request for input into the restructuring of the UUF is included in a report distributed with the meeting's agenda.

**Case School of Engineering:** Strategic planning continues.

**Weatherhead School of Management:** No report.

**Francis Payne Bolton School of Nursing:** No report.

### **C. Faculty Senate**

The FS has formed an ad hoc committee to evaluate potential changes to the UUF. A report from the Chair of the UUFXC was sent to the FS meeting, a copy of which was attached to the meeting agenda.

### **D. Miscellaneous Announcements**

**Course Time Slot Grid**, including possible elimination of the Provosts Hour

The Faculty Senate passed a resolution in support of the notion to eliminate the restrictions on teaching during the Provost's Hour, and The Faculty Senate voted on 03/28/2008 to pass 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."

Jerry Goldberg gave the OK to proceed but Amy Hammett suggests that implementation will be delayed until the Fall 2009 semester.

### **3. May 1 General Meeting of the UUF**

The agenda for the May 1 meeting was finalized, including time for discussion of the SAGES Impact Report, of the SOURCE proposals for *Intersections: SOURCE Symposium & Poster Session*, and of the UUF restructuring. It was suggested that committee reports be handled as quickly as possible to allow time for discussion of each of the initiatives. The content of the discussions should inform future actions of the UUF.

### **4. Intersections: SOURCE Symposium & Poster Session/SAGES Capstone Fair**

The UUFXC discussed the four proposed models for the SOURCE Symposium, and agreed that they would be discussed at the general UUF meeting in May, and that the school executive committees be asked to provide input in September. Ideally, a motion could be presented and voted on in the Fall UUF General meeting.

### **5. SAGES Impact Report**

The UUFXC commended the Impact Committee for its efforts. It was noted that no faculty survey was included in this year's impact report (only department chairs were surveyed) – it was suggested that this be included in subsequent reports. The UUFXC approved the report for distribution.

## **6. UUF Restructuring**

The Provost has requested a "*plan to identify the UUF's essential functions and ensure that these functions are carried out effectively and efficiently.*" An initial draft was distributed with the material for this meeting. The UUFXC approved the draft as written.

## **7. Course Evaluation questions**

Don Feke's ad hoc committee on Course Evaluation questions (2 undergrads, 2 graduate students, 3 faculty from CAS, 1 from CSE, 1 from WSOM, and 2 from Nursing) presented a draft set of questions for course evaluations.

## **8. Resolution of Thanks**

The UUFXC unanimously (and with enthusiasm) approved a resolution of thanks for Chair Gary Chottiner's service this year on the committee.

The meeting was adjourned at 1:02 p.m.

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