

CASE WESTERN RESERVE UNIVERSITY
University Undergraduate Faculty

Minutes of the UUF Executive Committee Meeting

November 15, 2007

Committee members in attendance

Gary Chottiner, Chair

William Deal, Faculty Senate Representative

Uziel Landau, CSE

Jay Mann, CSE

Miranda Lange, UG student

Ex-officio committee members in attendance

Don Feke, Vice Provost for UG Education

Tim Fogarty, WSOM UG Exec. Committee

Ken Ledford, CAS Executive Committee

Jeff Wolcowitz, Dean, UG Studies

Regular guests in attendance

John Blackwell, Chair, UUF Committee on Curriculum

Pat Crago, CSE Associate Dean UG Programs

Don Hunt, Registrar's Office

Emilia McGucken, Chair, UUF Committee on Student Life, Services, and Environment

Peter Whiting, Assoc Dean and Director, SAGES

Susan Zull, Secretary of the University Faculty

Professor Gary Chottiner, Chair of the UUF Executive Committee, called the meeting to order at 11:30 a.m. Minutes of the August and October meetings were not available for approval. In the absence of Chris Hudak, committee secretary, he asked for a volunteer to record and produce minutes for this meeting. He noted the importance of maintaining minutes that include a record of attendance, discussion of agenda topics, and actions taken, adding that minutes will be posted on the UUF website. A discussion of administration support for the UUF took place. Professor Chottiner will distribute an agenda and supporting material for UUF Executive Committee meetings two days prior to each meeting. Those contributing pre-meeting material are asked to forward that to Professor Chottiner three days in advance of the meeting.

Update on UUF committee membership and chairs

After responding to questions posed by the committee, Professor Emilia McGucken was unanimously elected to chair the UUF Committee on Student Life, Services and Environment. She shared her ideas for creating and evaluating student surveys, and promoting more effective student mentoring. Vacancies remain on some of the other UUF standing committees, and Professor Chottiner has asked the schools for input. The committee agreed on the desirability of filling these committees at the end of the spring semester rather than waiting until fall semester. Professor Chottiner intends to exercise his prerogative to invite standing committee chairs to Executive Committee meetings. It was noted that these chairs should be presenting reports from their committees to the Executive Committee on a regular basis; this has not been done for several years.

Course Time Slot Grid

Don Feke has met with various constituencies for input on a proposal to alter the standard teaching time block. The Graduate Student Senate was supportive of the proposed change while the question has raised

debate within the Undergraduate Student Government. Feedback from some of the UUF constituent faculties has been supportive, but another constituent faculty has recommended against the proposal. Additional feedback is still being solicited.

Course evaluation questions

Don Feke asked for volunteers to help develop a new instrument for course evaluations, which would be in use by the fall 08 semester. Questions were raised concerning who controls and/or has access to the information obtained from the evaluations. The chairs of the schools' executive committees should be asked to nominate a representative to form an *ad hoc* committee to create a new instrument. The UUF Curriculum Committee will review recommendations and inform the UUF Executive Committee, and the entire UUF will vote on the new instrument.

Forced course withdrawal

Don Feke asked whether this committee should consider developing a policy/process for withdrawing a student from a course for reasons other than non-attendance. After discussion, it was determined that the USG and University Attorney's office should be asked for input on this issue.

Other issues

- The Task Force on Retention has met once.
- PeopleSoft training is going smoothly.
- In response to the question: "Should the UUF Executive Committee ask for a specific role in the current university-wide strategic planning effort?" there was no substantive comment.

Review of the UUF and its committee structure

Professor Chottiner referred to the document "Overview of the UUF, Draft 11/13/2007," which was distributed electronically prior to this meeting. There was an extensive exchange regarding the course change approval process, and how to make the current system more efficient. The UUF Curriculum Committee will further investigate this issue and report to the Executive Committee. Professor Chottiner asked for more feedback on the document. He noted that the provost is expecting a proposal from this committee in January regarding the current status and future of the UUF.

The meeting was adjourned at 1:00 p.m.

Susan Zull
Secretary of the University Faculty