

UUF EXECUTIVE COMMITTEE (UUFXC)

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THURSDAY, SEPTEMBER 25, 2008  
11:30 AM - 1:00 PM  
ADELBERT HALL, ROOM 352

MINUTES

ATTENDANCE

Gary Chottiner  
Catherine Albers  
Steven Cummins  
Gary Deimling  
Heath Demaree  
Donald Feke

Christine Hudak  
Donald Hunt  
Julia Grant  
Miranda Lange  
Jennifer Lhotsky  
J. Adin Mann

Roger Marchant  
Emilia McGucken  
Minh-Tri Nguyen  
Sheila Pedigo  
John Protasiewicz  
Jeffrey Wolcowitz

The meeting was called to order at 11:31 a.m. by Donald Feke, Vice Provost for Undergraduate Education.

**1. ELECTION OF THE CHAIR**

The Chair of the Committee is elected by regular members of the UUF Executive Committee and the nominee was Gary Chottiner. The committee voted and approved the re-election of Gary Chottiner as Chair of the UUFXC.

**2. REPORTS**

UUF committee memberships were reviewed and openings were discussed. Also, new appointments were reviewed and approved and the Faculty Senate Representative for this year will be Joe Prah. There was an approved motion to not elect a Vice Chair or a committee member to serve as Secretary to the committee. There was also agreement that the UUF Academic Computing & Information Resources will not staffed for the 08-09 academic year.

Being the beginning of the fall semester, the only committee to have met prior to the UUFXC was the UUF Committee on Curriculum. The Chair of the UUFCC is Gary Deimling and he gave a brief outline of what the committee will accomplish this 08-09 academic year. On a monthly basis the UUFCC will review Program Action Forms (PAFs) and the Course Action Forms (CAFS). In addition, other items of business will be to review and provide feedback regarding CSE's proposal to change implementing SAGES as a requirement for undergraduates in their program and to review certificate programs at Case Western Reserve. Although there is only one certificate program, it was decided upon by the committee that the process should be reviewed and what policies and procedures should be in place regarding CWRU certificate programs.

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The SAGES Impact Committee will reconvene this year and will be chaired by Peter Haas. The SAGES Impact Committee report was completed last year and is available through the UUF website at <http://www.case.edu/president/uuf>. A cwrnet ID and password are required to login to read the report. A list of questions to be addressed in the next report is included in last year's report. The focus of the report will be the SAGES Capstones and Departmental Seminar.

There were no reports given from the Constituent Faculty Executive Committees or the Faculty Senate.

Undergraduate Student Government (USG) representatives shared with the UUFXC what are current agenda items being discussed at meetings. There are three specific subjects shared: 1) consistency between SAGES grading and writing portfolio evaluation, 2) CSE's proposal regarding the SAGES requirement, 3) the University grading system and the possibility of adding "+" and "-" to grades.

### **3. UUF ANNUAL MEETING 10/02/08**

The agenda for the Annual Meeting of the University Undergraduate Faculty was approved. Of particular note was the new Provost, William "Bud" Baeslack III, will be the presiding officer. He will also start off the meeting with a statement regarding his vision for undergraduate education. The approved agenda will be distributed to the constituent faculty through their schools Deans' office and their Executive and Curriculum committees. In addition, the consent agenda material will accompany the agenda in the e-mail and after the meeting will be posted on the UUF website at <http://www.case.edu/president/uuf>. Lastly, besides the UUF meeting in the Spring, there will likely be a special meeting called in February regarding the recommendations and feedback concerning the CSE proposal regarding SAGES.

### **4. GENERAL BULLETIN & HANDBOOK FOR UNDERGRADUATE STUDENTS**

Chair Gary Chottiner announced the both the General Bulletin and the Handbook for Undergraduate Students are being updated.

### **5. SAGES CAPSTONES FOR MA/MS STUDENTS AND CAPSTONE FUNDING**

It was shared that schools already have procedures concerning regarding the acceptance of a master thesis as a CAPSTONE presentation and that funding for CAPSTONES is the responsibility of the departments in the schools. If there are questions from schools they should be directed to Peter Whiting, Associate Dean and Director of SAGES. If students have questions they should be directed to their Deans' office.

### **6. UNDERGRADUATE COURSES BY PROFESSIONAL SCHOOLS**

It had recently come to the attention of the UUFXC that undergraduate courses were approved from the professional schools without being brought before the UUFCC for review. It was requested of the Registrar's office that these courses are sent to the UUF for approval. Don Hunt, Deputy Registrar, agreed to the re-routing in the approval process.

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**7. UUF RESTRUCTURING**

The Faculty Senate appointed an ad hoc committee to initiate a process to replace the UUF with an undergraduate committee of the Faculty Senate. A handout of the proposal was distributed to the committee members for review and for further discussion at the next UUF meeting. Feedback is strongly encouraged and the proposal is being forwarded to the constituent schools for review. Chair Gary Chottiner has prepared an informal, historical document regarding the UUF and will send it out to committee members to compliment the Faculty Senate proposal.

**8. 30 EXTRA CREDITS FOR 2 DEGREES**

The USG General Assembly passed a resolution related to the 30 additional hour requirement for students pursuing dual degrees. The resolution asks for the requirement to be eliminated and is asking for a unified policy. The UUF Committee on Academic Standing has been asked to provide additional research from among what our peer institutions are doing regarding the matter. The committee on Academic Standing is expected to give report to the UUFCC and UUFXC once it has collected the data and has a recommendation.

The meeting adjourned @ 1:00 p.m.  
Minutes by Jennifer Lhotsky.

**NEXT MEETING:  
THURSDAY, October 30, 2008  
11:30 a.m.-1:00 p.m.  
Adelbert Hall, Room 352**