

UUF EXECUTIVE COMMITTEE (UUFXC)

THURSDAY, OCTOBER 30, 2008

11:30 AM - 1:00 PM

ADELBERT HALL, ROOM 352

MINUTES

ATTENDANCE

W.A. "Bud" Baeslack III
Gary Chottiner
Patrick Crago
Steven Cummins
Heath Demaree
Donald Feke

Christine Hudak
Julia Grant
Jennifer Lhotsky
J. Adin Mann
Emilia McGucken

Minh-Tri Nguyen
James Swain
Larry Parker
Peter Whiting
Jeffrey Wolcowitz

The meeting was called to order at 11:30 a.m. by Gary Chottiner, Chair of the UUF Executive Committee.

1. APPROVAL OF MINUTES

Upon motion, duly seconded, the minutes of the UUF Executive Committee meeting of Thursday, April 24, 2008 were unanimously approved.

Upon motion, duly seconded, the minutes of the UUF Executive Committee meeting of Thursday, September 25, 2008 were approved with an amendment to the Reports Section regarding CSE's proposal to change the implementation of SAGES as a requirement for undergraduates in their program.

2. REPORTS

UUFXC reviewed committee memberships and either acknowledged or approved the following new members:

- UUFXC
David Schiraldi, CSE
- UUFCC
Kenneth Gustafson, CSE
Vacant, SOM
- Student Life
Brian Gran, CAS (approved)
Vacant, SON

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- UG Admissions
Sean McDonnell, PysEd, elected chair
Roy Ritzmann, CAS (approved)
CAS, vacant
- SAGES Impact
Bo Carlsson, WSOM (approved)
Jeffrey Zabinski, Student (approved)

Gary Chottiner, Chair of UUFXC, gave a report regarding the proceedings at the UUF Annual meeting. The annual meeting ran the full ninety minutes and the reports given by Undergraduate Studies and the Taskforce on Retention will be available via the UUF website. Of particular interest is the concern that the undergraduate faculty are not being timely informed regarding meeting announcements. Chair Chottiner requested ideas from committee members on ways to better the communication. One suggestion was maintaining an UUF mailing list at the Office of the Provost by obtaining the mailing lists from each of the schools and having announcements distributed from one central source. This was the most favorable option and will be explored to be implemented before the special meeting occurring in the spring.

Gary Deimling, Chair of the Committee on Curriculum, was unable to attend the meeting but had submitted a brief written report that was distributed prior to today's meeting. There were no questions. The complete text of the report is appended to these minutes.

Sean McDonnell, Chair of the UG Admissions Committee, was unable to attend the meeting but submitted a brief written report to Chair Chottiner. Chair Chottiner shared the update with the UUFXC members. There were no questions. The complete text of the report is appended to these minutes.

Peter Haas, Chair of the SAGES Impact Committee, was unable to attend but Gary Chottiner, also a member of the SAGES Impact Committee, provided a report on his behalf. The committee met for the first time this academic year on October 23rd. The SAGES Impact Report this year will concentrate on the SAGES capstones and departmental seminars. The SAGES Impact Committee discussed student concerns, as expressed in the last UUFXC meeting, regarding the writing portfolio but determined that this is more of an administrative concern rather than a committee concern. SAGES-Central and the Department of English are aware of the issues and are prepared to make appropriate adjustments. USG is working on a resolution regarding the portfolio; this should clarify the issues.

There were no reports given from the Committees on Academic Standing and Student Life, Services, and Environment.

Of the Constituent Faculty Executive Committees, the College of Arts and Sciences and the Francis Payne Bolton School of Nursing submitted written reports which were distributed to committee members. There were no questions. The complete text of the report is appended to these minutes.

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The Case School of Engineering Executive Committee reported that they are implementing a change regarding issuing individual degrees for each major at the school. CSE will henceforth issue a degree in Bachelor of Science of Engineering and instead of multiple degrees, there will be multiple majors. In addition, CSE has changed their rules regarding minors. This change allows for a single set of rules for minors among all schools. This proposal has been sent to the college for review. In addition, it was announced that CSE accreditation for several programs were satisfied and will be official in July.

The Weatherhead School of Management Executive Committee reported on their discussion regarding the CSE SAGES proposal. WSOM will have a recommendation to UUFXC at a later date.

Undergraduate Student Government (USG) representatives reported their current items of discussion:

- 1) SAGES grading and writing portfolio evaluation
- 2) Possibility of adding “+”/”-“ to grades
- 3) A Study Abroad ad hoc Committee has been formed
- 4) Evaluating the utilization of the Pre-professional advising

3. ADMISSIONS POLICIES

The UUFXC discussed whether it should provide any particular guidance to the UUF Committee on Admissions. The only concern raised was whether admissions standards are being applied for all students regardless of school they plan to attend. There was interest in having these standards data reported to UUFXC this year. Vice Provost Feke will request that the Office of Undergraduate Admissions report to the UUFXC about how they handle applications that specify particular schools/programs.

4. TASKFORCE ON RETENTION RECOMMENDATIONS

Committee Members would like for Julie Amon, Assistant Dean of First Year Undergraduate Students, to come in as a guest of the UUFXC to discuss the report from the Retention Taskforce and determine the UUFXC’s role in carrying through on recommendations of the Taskforce.

5. UUF STATUTE OF LIMITATIONS ON UNDERGRADUATE DEGREES

Don Feke, Vice Provost for Undergraduate Education, brought to the attention of the UUFXC Committee Members the fact that there is no “statute of limitation” policy for undergraduate degree programs at CWRU. For example, a student could finish all but one course for a bachelors degree back in 1973, then decide to take that one course in 2009 and qualify for a 2009 degree. Presently, these cases are handled by a case by case basis but Vice Provost Feke has asked the committee to consider if a formal policy should be developed given the complexity of many of today’s fields and constant changing and updating of information. Vice Provost Feke will provide the UUFXC with data on how other schools handle statute of limitations for undergraduate degrees. The UUFXC will then continue its discussion of whether CWRU should adopt some particular policy.

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6. UUF RESTRUCTURING

Chair Chottiner requested that all the schools provide feedback at the UUFXC November meeting on the Faculty Senate proposal for restructuring the UUF into a committee of the Faculty Senate. Committee member, Chris Hudak (SON), stated that the School of Nursing has begun discussing the proposal and the SON faculty that are most concerned by the proposal are the undergraduate faculty; at this point in time the undergraduate faculty is divided on the issue. Provost Baeslack reported that the Faculty Senate will be presenting the proposal to the Board of Trustees at their June meeting.

7. DUAL ENROLLMENT WITH TRI-C

Provost Baeslack reported on the meeting he and Vice Provost Feke had with the Cuyahoga Community College (Tri-C). The meeting concerned dual admission vs. dual enrollment and how to develop a stronger partnership between the two institutions. Dual enrollment would have the student start at Tri-C and then complete their degree at CWRU. The discussion of this issue within the UUFXC will continue at our next meeting.

The meeting adjourned @ 1:02 p.m.
Minutes by Jennifer Lhotsky.

**NEXT MEETING:
THURSDAY, November 20, 2008
11:30 a.m.-1:00 p.m.
Adelbert Hall, Room 352**

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ADDENDUM

UUF Committee on Curriculum

The UUF curriculum committee met on Thursday, October 16, 2008. We reviewed eight course action forms submitted by the respective colleges and schools and approved same. During that process it became apparent that not all course action forms processed by the colleges and schools are being routed through the committee, and that some are going directly to the registrar to expedite the process. Not all course action forms require the UUFCC approval, but the committee felt that the decision whether or not to review specific course actions should reside with our committee, rather than the colleges and schools. The committee discussed at length the desirability and implications of reviewing all course action forms. We also discussed possible processes to accomplish this without unnecessarily delaying the implementing of course actions. Jeff Wolcowitz will develop a plan and flow chart of the process for our committee to review at its next meeting and then provide guidelines for the colleges and schools.

UG Admissions Committee Report

The first meeting for the 08-09 academic year was October 27, 2008. The committee did not address many specific issues because the much of the time was spent with a candidate interviewing for the Director of Admission position.

Listed below are bulleted highlights from the meeting:

- The committee unanimously voted for Sean McDonnell to serve as Chair for the 2008-09 academic year
- Rae Ann DiBaggio reported on the Office of UG Admission's Open House Events (October 12 & November 15). None of our committee members expressed questions or concerns about the Open Houses.
- Randy Deike addressed questions about the potential size and composition of the incoming class
- Roy Ritzman addressed concerns about the difficult time that the Biology department faces regarding lab space, class size, and limited faculty due to the large number of entering students with biology/pre-med interests. A good discussion followed Roy's inquiry.
- Roy also asked Randy about the impact that the current economic climate will have on our ability to enroll students
- Randy let the committee know when decisions were scheduled to be made regarding merit scholarships for the entering class. A premium has been placed on increasing the average SAT score and our policy for awarding merit scholarships will reflect that.

ADDENDUM (cont.)

A&S Executive Committee

October 7, 2008

The committee approved the agenda for the faculty meeting to be held Thursday, October 30. Also approved was a recommendation from the A&S Graduate Committee for a change in the college by-laws regarding membership on the committee. This will be added to the faculty meeting agenda for discussion. Finally, the committee approved a motion for reports by the A&S Budget Subcommittee and the College Strategic Planning Steering Committee to be made at regular meetings of the Executive Committee.

Frances Payne Bolton School of Nursing Report

The School of Nursing has completed its Strategic Plan with goals impacting the undergraduate programs in several areas including goals related to global health and community outreach. The SON is also working on the development of a policy related to students who are suspected of being in the clinical area impaired by drugs or alcohol. New curriculum initiatives include the integration of new national guidelines on quality and safety in care and strengthening genetics content throughout the program. The Executive Committee is also reviewing the Senate proposal for the creation of an undergraduate committee within the Senate structure.