

UUF EXECUTIVE COMMITTEE (UUFXC)

THURSDAY, NOVEMBER 20, 2008
11:30 AM - 1:00 PM
ADELBERT HALL, ROOM 352

MINUTES

ATTENDANCE

Julie Amon
Gary Chottiner
Patrick Crago
Gary Deimling
Heath Demaree
Randall Deike

Donald Feke
Christine Hudak
Julia Grant
Jennifer Lhotsky
J. Adin Mann

Emilia McGucken
Minh-Tri Nguyen
John Protasiewicz
Peter Whiting
Jeffrey Wolcowitz

The meeting was called to order at 11:31 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, October 30, 2008 were unanimously approved.

2. ADMISSIONS POLICIES

Randall Deike, Vice President of Enrollment, discussed differences in student achievement levels for students who express interest in various undergraduate academic programs. Undergraduate students are accepted to the university and the following factors are considered: GPA, SAT, High School Curriculum, Essay, and Extra-curricular Activities. In a few cases, application to a specific school is a factor. There are multiple goals that Undergraduate Admissions tries to achieve while maintaining a diverse population of students, and all admitted students meet our basic admissions standards.

3. TASKFORCE ON RETENTION RECOMMENDATIONS

Julie Amon, Assistant Dean of First Year Undergraduate Students, presented a report from the Task Force on Retention, which she chaired. She shared the key findings and recommendations of the Retention Task Force and distributed a handout containing this information. The taskforce met for an intensive six weeks to gather and provide information to the university strategic plan. The Retention Taskforce offered recommendations with four broad categories:

- 1) Institution-wide commitment to increased data procurement, organization, and analysis with regard to retention, graduation, and students success

UUF EXECUTIVE COMMITTEE (UUFXC)

- 2) Establishment of institutional goals and priorities with regard to retention, graduation, and student success, with a timeline for achievement of the goals
- 3) Examination of the role that campus culture plays in the undergraduate experience
- 4) On-going and enhanced efforts not only to raise awareness about retention and student success, but also to coordinate allocation of resources and decision-making to support those efforts

The UUFXC passed unanimously a motion advising the Provost that the UUFXC supports the recommendations made by the Retention Task Force and hopes that the resources will be made available to realize the goals outlined in their recommendations.

The presentation and report are available to review on the UUF website at www.case.edu/president/uuf.

4. REPORTS

The UUFXC reviewed the list of unfilled seats on various UUF committees:

- UUFCC - SOM
- Student Life - SON, Greek & graduate students
- UG Admissions - CAS & undesignated
- Academic Standing - WSOM & undesignated

Undergraduate Student Government (USG) representatives distributed the resolution on the SAGES Writing Portfolio that USG passed at their last General Assembly. The resolution has been attached to the minutes as an addendum. The concern of the students is that the required status of the writing portfolio has not been met by Administration with the level of seriousness required to ensure the writing portfolio is:

- a) adequately and consistently measures writing proficiency;
- b) is reviewed in a timely fashion; and
- c) will lead to enhanced writing proficiency.

Peter Whiting, Director of SAGES, stated the resolution has been reviewed and the concerns will be addressed.

UUF EXECUTIVE COMMITTEE (UUFXC)

5. UUF RESTRUCTURING

Chair Chottiner announced that the deadline from the constituent faculties for feedback on the UUF restructuring was November 15th. The Faculty Senate has agreed to receive comments from the UUFXC based on today's meeting. Once more, prior to this meeting, the proposed plan and commentary

produced by Chair Chottiner were sent as attachments for review. The general feedback from the committee was that the proposed new structure would not lead to major differences in operation but would largely result in a renaming of the University Undergraduate Faculty (UUF). The benefits that would result include increased attention from central administration, access to a budgetary process, a more coherent overall faculty governance structure and an opportunity to address certain flaws in the current UUF. A motion was requested in support of the proposal from the voting members present: one approved, two opposed, three were undecided. After a short discussion, one of those who voted in opposition expressed a willingness to change that vote to approval. Committee members were invited to send detailed comments on this proposal to Chair Chottiner for forwarding to the Faculty Senate.

6. UUF STATUTE OF LIMITATIONS ON UNDERGRADUATE DEGREES

At the last meeting, the UUFXC was informed that Case Western Reserve University does not have a "statute of limitation" policy for undergraduate degree programs. The committee members should consult with their schools concerning such limitations. The two areas to consider regarding the matter are:

- 1) Should there be a time out period or time limit for returning to complete an undergraduate degree?
- 2) Are there a total number of years that would pass in which a degree could still be issued?

Don Feke, with the assistance of Jeffrey Wolcowitz, volunteered to bring a draft policy to the UUFXC.

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

NEXT MEETING:
THURSDAY, January 29, 2008
11:30 a.m.-1:00 p.m.
Adelbert Hall, Room 352

ADDENDUM

Undergraduate Student Government

Case Western Reserve

General Assembly Agenda



General Assembly Resolution R. 18-08

Authors: Representative Hernandez, Representative Haas Committee: Academic Affairs Presented: 18 November 2008

A Resolution to Address Concerns Regarding the SAGES Writing Portfolio

Whereas, satisfactory completion of a SAGES Writing Portfolio is required of all Case Western Reserve University undergraduates prior to graduation,

Whereas, Writing Portfolio feedback and grading are not currently received in a timely fashion,

Whereas, the existing Writing Portfolio guidelines (App. A) are vague and not easily quantified,

Whereas, students are not provided with an example portfolio, a sample rating scale for the rubric, or any other means of self-review prior to Writing Portfolio submission,

Whereas, evaluations of writing by seminars instructors do not always correlate with evaluations by reviewers of the Writing Portfolio,

Whereas, there is considerable variation in evaluative feedback received by students;

Be it resolved by the Undergraduate Student Government, acting in full session:

- I. That the Writing Portfolio rubric should be revised so that portfolio requirements are easily determinable.
- II. That a final deadline for timely review of portfolio submission should be published.
- III. That the SAGES Writing Portfolios should be reviewed over a standardized and publicized time period, with preference given to time sensitive submissions.
- IV. That the Writing Portfolio rubric should be reviewed in all seminars and that instructors should be mindful of portfolio requirements when evaluating assignments.

UUF EXECUTIVE COMMITTEE (UUFXC)

- V. That the SAGES writing team should conduct an evaluation of the effectiveness of writing instruction and evaluation provided during individual SAGES classes.
- VI. That a serious reconsideration of the necessity of a writing portfolio should be made, and that alternative writing evaluation methods should be considered, including those relying on feedback received from seminar professors and writing instructors.
- VII. That this resolution be sent in its entirety to the following people:
- a. Don Feke, Vice Provost for Undergraduate Education
 - b. Peter Whiting, Director of SAGES
 - c. Alegra Martin, Assistant to Peter Whiting
 - d. William A. Baeslack III, Provost
 - e. Jeffrey Wolcowitz, Dean of Undergraduate Studies
 - f. Glenn Nicholls, Vice President for Student Affairs