

UUF EXECUTIVE COMMITTEE (UUFXC)

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THURSDAY, DECEMBER 18, 2008  
11:30 AM - 1:00 PM  
ADELBERT HALL, ROOM 352

MINUTES

**ATTENDANCE**

W.A. "Bud" Baeslack III	Donald Feke	Emilia McGucken
Gary Chottiner	Julia Grant	John Protasiewicz
Steven Cummins	Jennifer Lhotsky	Peter Whiting
Gary Deimling	J. Adin Mann	Jeffrey Wolcowitz
Heath Demaree		

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, November 20, 2008 were unanimously approved.

**2. REPORTS**

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

- UUFCC – SOM
- Academic Standing – WSOM: Asim Erdilek, Economics, approved  
Undesignated: Swarup Bhunia, CSE, approved
- Student Life - SON, Greek & graduate students;  
Chair Emilia McGucken shared there appears to be confusion regarding the status of this committee. Some current members are under the assumption that the group would not be meeting since the introduction of the Faculty Senate UUF Restructuring proposal; however, the UUFXC informed Chair McGucken that the UUF will function under normal processes guided by the UUF bylaws until there is a change to the constitution. Dean Wolcowitz will work with Chair McGucken regarding the

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membership to the committee and Chair McGucken will contact the Secretary of the Committee, Vice President of Student Affairs, Glenn Nicholls.

- UG Admissions – CAS: Stephen Haynesworth,  
Undesignated: Julia Grant agreed to recruit committee member from WSOM

### UUF Committee on Curriculum, Gary Deimling

In addition to reviewing the Program Action Forms (PAFs) and Course Action Forms (CAFs), there are four key discussions that the committee had this month:

- 1) MSASS Travel Abroad Program had a representative from their school Debby Jacobsen, Director of International Education Programs, join the committee to share details regarding the coursework and why it constitutes issuing 3 credit hours to students
- 2) Development of a written process for the signatures needed for CAFs
- 3) SAGES Writing Portfolio and the proposed revisions to the writing portfolio process, the proposal was for discussion only and to provide Director Peter Whiting with suggestions from committee members
- 4) CSE Motion on SAGES, preliminary discussions initiated because school reports are not due until December 19<sup>th</sup> and a focus of January's meeting to make recommendation to the UUFXC

### SAGES-Central, Peter Whiting

Director Whiting briefly elaborated upon what was discussed at the UUFCC and noted that these proposed revisions were in process even prior to the Undergraduate Student Government resolution on the SAGES Writing Portfolio.

### SAGES Impact Committee, Peter Haas

Written report available under addendum

### Constituent Faculty Executive Committees

CAS: written report available under addendum

CSE: Strategic Planning Implementation with a current focus on engineering core requirements

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### Undergraduate Student Government

Steve Cummins, USG representative, shared two new items that USG are discussing:

- 1) Development of a central test bank
- 2) Academic credits for introductory language courses

### **3. UUF STATUTE OF LIMITATIONS ON UNDERGRADUATE DEGREES**

Don Feke, Vice Provost for Undergraduate Education, distributed a handout that was a draft version of a policy statement for time limits for completion of undergraduate degrees. There was a lively discussion regarding how many years should be considered and if the policy should state the number of years in a row or by periods of time. The most important aspect for this policy is that it triggers a review for the student, not an action to discourage completion of a degree. It was the decision of committee members that further discussion was needed and this conversation will continue at the January UUFXC meeting.

### **4. UUF RESTRUCTURING**

Chair Chottiner stated the UUFXC comments regarding the restructuring were sent to the Faculty Senate and the ad hoc committee had met on Wednesday, December 17<sup>th</sup> to discuss the feedback that they received regarding the proposal. Chair Chottiner reminded everyone that any changes will require amendment to the faculty handbook and to the constitution of the University Faculty. He shared with committee members that it is the University Faculty with voting privileges who will vote on the amendment, not the UUF or the Faculty Senate. In addition, he referred members the Faculty Handbook, Article IX:

#### ARTICLE IX. AMENDMENT

Par. 1. An amendment of this constitution may be proposed by majority vote of the Faculty Senate or by action of the voting members of the University Faculty at an annual meeting or at a special meeting, subject to the procedures specified in Article VIII, Section A. The vote on any proposed amendment shall be by mail ballot of the University Faculty and shall require the approval of sixty percent of those voting members returning ballots. In the case of an amendment proposed by majority vote of the Faculty Senate, the president of the University shall call a special meeting of the University Faculty to discuss the proposed amendment; that meeting shall take place not later than the fifth day preceding the final date for submission of ballots.

Par. 2. At least once every five years, the Faculty Senate shall review all provisions of this constitution and recommend to the University Faculty as to desirable amendments.

Par. 3. After its approval by the voting members of the University Faculty, an amendment shall be submitted to the president for consideration and transmittal to the Board of Trustees for approval. The amendment shall take effect immediately upon receipt of trustee approval unless the amendment specified otherwise.

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**5. CSE PROPOSAL ON SAGES**

Chair Chottiner lead a preliminary discussion regarding the CSE Proposal on SAGES and shared that a recommendation will be received from the UUFCC at the January meeting. There was a request to have the UUFCC recommendation distributed to the UUFXC prior to their January meeting. Upon review at the UUFXC, the proposal will be placed on the agenda of a UUF meeting. In addition, the Office of the Provost is reviewing all the reports regarding the proposal and will have a response in regards to the matter.

**6. OTHER BUSINESS**

SOURCE Intersections Poster Session will be Friday, April 17, 2008, at the Thwing Center.

The meeting adjourned @ 12:56 p.m.  
Minutes by Jennifer Lhotsky.

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

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**ADDENDUM**

SAGES Impact Committee Report

The committee met on December 11. Below are notes from that meeting:

Tom Geaghan reported that a student survey on Capstone projects was just sent out to something over 400 students about a week ago, and a reminder is going out now. About one hundred responses have been received so far. We can review the data at our next meeting. The bulk of the meeting was devoted to determine what information we would like to collect next semester for our report to the UUFXC. We decided that three surveys should be accomplished in the Spring semester:

- 1). a second capstone survey for students doing capstone projects during the Spring semester. This would be essentially the current, but with some possible tweaks or changes;
- 2). a survey to individual faculty members, asking for the impact on them of teaching Departmental Seminars or mentoring Capstone projects or classes;
- 3). a survey to departments aimed at determining the impact of SAGES Departmental Seminars and Capstones at the departmental level.

In addition, the Committee decided to look into possibly having a survey or survey question to alumni asking about their experience with SAGES in general and SAGES Capstones in particular. This maybe could be (or should be) part of a more general survey that is sent to alumni. We also decided to see if Randy Deike has any new information or input for the Committee as regards the impact of SAGES on recruitment/retention. If he has significant input that goes beyond what was said in last year's report, we might ask him to meet with the Impact Committee. In all events, our focus this year will be on the impact of Departmental Seminars and Capstone projects. Because the Committee needs to review the results of the proposed surveys for its report, which is due to the UUFXC in mid-April, the surveys need to go out by late March. To prepare them, the Committee will convene again in late January of early February.

CAS Executive Committee Report

A&S Executive Committee

November 13, 2008

The members voted to make a recommendation that a Provost's Task Force on SAGES be convened to devise ways that the university can built on the initial SAGES implementation efforts. It was also recommended that an A&S SAGES Task Force be activated at this time. The members decided to ask the college's Committee on Educational Programs to review the parameters for course inclusion in the Global and Cultural Diversity component of the GER. Regarding the recent SAGES proposal from the Case School of Engineering, the committee decided that the university should maintain a common core curriculum; consequently, the members felt that the proposal from CSE should not be adopted. The members decided to respond favorably to the Faculty Senate's plan regarding the reorganization of the UUF. Associate Dean Stephen Haynesworth will be one of the college's representatives on the UUF Admissions Committee.