MINUTES

Meeting Date: Tuesday October 6, 2015
Time: 2:00pm
Place: ROWE 420

Voting Members and Alternates in attendance: Eric Donkor (Chair), Tom Long (SoN), Shannon Weaver (CLAS), Ion Mandoiu (SoE), David Stern (SFA), Kyle Baumbauer (SoN), Sarira Motaref (SoE), Olga Vinogradova (SoPh), Laura Burton (Neag), Susan Gregoire (CAHNR)

Ex Officio Members in attendance: Marianne Buck, Tom Fritsch, Jaclyn Chancey, David Ouimett, Eric Schultz, Jim Lowe

Administrators and Guests: Karen Piantek (Program Assistant), Jill Deans, Shawna Lesseur, Melissa Foreman, Steve Zinn

Regrets: Kristopher Perry, Hedley Freake

Meeting called to order at 2:04pm.

Before commencing with the agenda, UICC Chair Eric Donkor read a prepared statement to serve as a "Vote of Appreciation" for K. Piantek's service to the UICC. K. Piantek was surprised and humbled by the kind and complimentary words and gratefully accepted the committee's appreciation with much thanks.

1. **Welcome and Introductions**

2. **Approval of minutes from the April 21, 2015 meeting**
   D. Stern motioned to approve. L. Burton seconded. The minutes were approved unanimously.

3. **New Business**

   3.1. Proposal to add UNIV 1XXX: Holster Research Proposal Development
   - Jill Deans gave an introduction and overview of the course, which focuses on the proposal development for the Holster project.
   - J. Deans noted that several proposals are funded at the end of the course, but all students received grades regardless of funding.
   - When asked to provide a little information about the project's namesake, J. Deans explained that Robert Holster was in the very first class of Honors students, and that he and his wife endowed a fund that the Honors Program uses to help first-year students launch interdisciplinary projects early on.
   - D. Stern asked how we make sure more students can get this kind of opportunity or training.
   - It was noted that the course is useful for student who later pursue IDEA and SURF grants or other types of research funding.

- D. Ouimett from FYE is also working with Caroline McGuire to get students involved in projects and grant writing.
- One member observed that organizations can often ~~as~~ be interested in the unfunded projects one submits as the funded ones.
- Students must talk to faculty to get support for their Holster project, so the program helps them make faculty connections early on.
- E. Schultz made some notes about catalog copy. He questioned the wording for permissions, and there was some discussion about appropriate language. Minor adjustments were made to the catalog copy.

O. Vinogradova motioned to approve the course with amendments to the catalog copy. I. Mandoiu seconded. The motion was approved unanimously.

3.2 Summary of Education Abroad Accreditations

- E. Donkor explained some of the highlights of the spreadsheet. In particular, there was an explanation of the UCONN in Florence courses, which were previously accredited for five years and were recently renewed for another five years.
- K. Piantek gave some information about London College of Fashion courses.
- E. Schultz asked about how credits were determined for courses, especially when foreign institutions issue significantly different credits than what UConn would normally grant. K. Piantek explained that a number of factors went into the decision, including how many credits were considered full-time at the foreign institution. UConn students are sometimes awarded more credit than normal in order to allow them to receive full-time status when they go abroad.

3.3 Update on the UICC Pre/Post study abroad course development
NOTE: This agenda item was post-posted until the next committee meeting.

4. Other Business

4.1. Course Shell Realignment Presentation – FYE
Note: This item was moved up in the agenda due to the presenter's availability.

- Steve Zinn gave a PowerPoint presentation with an overview of UNIV offerings through FYE.
- He noted that about 85% of first year students are involved in these programs; this number does not count the Honors FYE shell (UNIV 1784), which increases the percentage to more than 90%.
- S. Zinn detailed the stages and levels of FYE's very large and in-depth mentoring program.
- He noted that an oversight committee was formed to vet courses for FYE; members serve on a three-year rotation, and there are always at least two members of the oversight committee on duty during the summer to assist FYE staff.
- Early on, the biggest criticism of the committee was that many FYE courses were being taught by staff who were not trained or vetted to be instructors, so a training process was initiated. Tenure track faculty do not have to undergo training, but all other instructors go through a review process.
- There is an annual curricular conference, and S. Lesseur runs numerous trainings per year. Other instructor resources include a bi-weekly digest and HuskyCT site.
- If an instructor receives a score of less than 3 on the SET there is remediation for that instructor. If the score is too low, the instructor may not be invited back.

- E. Donkor noted that he has often seen FYE used as a recruiting tool, and he thanked FYE staff for the work they do.

4.2 Curriculum proposal workflow system

- E. Schultz gave an introduction and overview of the new course proposal system. He projected the form for the committee to see and demonstrated its functionality.
- J. Chancey asked about the workflow to get courses to the Honors Board. E. Schultz acknowledged that the Honors Board had not been considered and said that the workflow group would look into this. He noted that in general the form is moving towards allowing for more manual routing since automatic routing is growing increasingly complex.
- The UICC committee response was that the form generally looked to be a significant improvement over the old form.

Adjourned at 3:32pm

Respectfully submitted,
Karen Piantek
IISP Program Assistant