

MINUTES

Meeting Date: December 13, 2016

Time: 2:00-3:30pm

Place: Student Union, 318

Voting Members and Alternates in attendance: E. Donkor (Chair), L. Burton (Neag), T. Craemer (Regionals), H. Freake (CAHNR), L. Gramling (Business), D. Grant (Pharmacy), S. Motaref (Engineering),

Ex Officio Members in attendance: M. Hatfield, A. Kelleher, D. Ouimette, B. Settje, M. van Beusekom

Administrators and Guests: C. Galli (Admin), E. Hines

Meeting called to order at 2:01pm

1. Welcome

E. Donkor welcomed members to the last meeting of the semester. He distributed a handout that included potential dates for spring meeting schedule and an informational guide to the Course Action Request online form. He then announced a correction to the April 13, 2016 minutes. What had been recorded as UNIV 3093 has been corrected to MISI 3093.

2. Approval of minutes of November 15, 2016

Motion to approve by H. Freake; seconded by T. Craemer; approved unanimously.

3. UNIV 1995 Proposal

D. Ouimette gave a brief introduction of the course. E. Hines then joined the meeting and shared that six students from the Engineering Learning Community have asked to join the study abroad excursion. L. Gramling asked what is expected of the students. E. Hines advised that students will make a presentation following the trip. They may also be required to create video diaries during the trip. When asked what the minimum number of participants is for the trip to take place, Erik replied 12. It is possible that the opportunity may be opened up to other learning communities or for interested freshman. E. Donkor explained that as a UNIV 1995, Special Topics course, it may be offered up to a maximum of three times. E. Hines is aware of this and may seek course designation/accreditation through Neag. D. Ouimette shared that there has been some talk of creating a Learning Community shell for Education Abroad courses.

It was noted that the proposal indicates that the course is repeatable for credit. As this is not the case, E. Hines will correct the form.

Motion to approve course as amended by L. Burton; seconded by L. Gramling; unanimously approved.

4. Discussion on UNIV course alignment

Part 2: Guidelines (attached)

E. Donkor referred to the handout distributed with the agenda. He noted an error in the 1st page, last paragraph – “been” to “be”. He also requested input for clarifying the last paragraph.

Discussion on the document took place. It was decided that having the forms due on the first day of classes is not ideal for the instructors. The due date will be established at the time of the request by the administrative assistant to the committee. The form will be updated to read “The UICC Administrative Assistant will email responsible parties at the beginning of the semester with a request to submit relevant materials. The due date will be indicated within the request.”

5. Open Forum

E. Donkor shared that he has requested a list of all INTD transfer courses from the Office of Admissions. H. Freake had suggested that the UICC should review the list. E. Donkor expects to have the list by the start of the spring semester and will be included as an agenda item thereafter.

D. Ouimette inquired as to who is considered the department head for UNIV courses. It was agreed that this may depend on the question or issue being raised. The question may be most appropriately routed to the department or program of origin. The UICC may act more as the Dean’s level rather than department level.

D. Ouimette noted that the several Senate committees include liaisons from other Senate committees. He finds this practice quite beneficial and suggested that it may be helpful to have a faculty member from the UICC serve on the First Year Programs and Learning Communities Faculty Review board. E. Donkor suggested that this is a request that should go through the Provost’s Office. The Provost’s Office appoints representatives to the UICC whereas Dave assigns people to his committee. E. Donkor will discuss with Vice Provost Reis at his annual de-briefing in the summer.

The meeting was adjourned at 2:56pm.