

# MINUTES

**Meeting Date:** October 19, 2011

**Time:** 1:30-3:00pm

**Place:** BUSN 302

*Voting Members and Alternates in Attendance: Chair Hedley Freake, Michael Bradford, Laura Burton, Eric Donkor, Larry Gramling, David Grant, Richard Rockwell, Shannon Weaver.*

*Ex Officio Members and Alternates in Attendance: Daniel Doerr, Margaret Lamb, Maria Martinez, David Ouimette Eric Schultz, Jeff von Munkwitz-Smith.*

*Also in attendance: Steve Zinn, Kevin Sullivan.*

Meeting called to order at 1:35pm.

## 1. Welcome

## 2. Minutes of the September 14, 2011 meeting

**Dr. Richard Rockwell moved that the minutes of September 14, 2011 meeting be approved as presented. Dr. Eric Donkor seconded the motion.**

**Motion carried.**

## 3. Announcements

**3.1.** Vice Provost for Undergraduate Education and Regional Campuses position no longer exists. Chair Hedley Freake will seek to clarify the new relationship between the UICC and the Provost's Office.

**3.2.** Chair Hedley Freake reported that the CLAS C&CC Chair, Bob Michel, is interested in getting all UConn C&CC chairs together periodically to discuss common issues. One item that will be high on the agenda is the creation of a common CAR form for the whole university.

## 4. Old Business

### **4.1. Status of UNIV Discussion**

#### **4.1.a.** Definitional Matters working draft 10/19/11

Chair Hedley Freake updated the earlier Definitional Matters document as discussed at the previous UICC meeting. The current draft leaves the INTD section unchanged and the UNIV portion is expanded and clarified.

The following revisions were discussed and, where applicable, agreed:

- The revision of UNIV item 3 language regarding faculty board approval was discussed and agreed.
- Because UNIV courses are unique in their university-wide nature, requiring that all UNIV courses go to the Senate was agreed.
- Requiring a rationale for grading method proposed, either S/U or letter-grading, was agreed.
- A notification to schools and colleges following approval of courses by the UICC was agreed. This will prevent the possible duplication of courses and would give the Senate C&CC the assurance that everyone has been consulted.

#### **4.1.b.** UNIV Designation, Subject Area Processing Form

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A draft of the form was circulated. Chair Hedley Freake noted that Fall 2012 was noted as the activation year although it is unlikely that there will be UNIV courses in the next catalog.

A request was made that the timing of UNIV review decisions be generous enough to allow programs to have correct designations (INTD vs. UNIV) for prospective student recruiting. Chair Hedley Freake noted that the goal is to have redesignations in place by the end of the academic year.

The UICC approved the submission of the Subject Area Form for appropriate signature and formal submission.

**4.1.c.** Timetable for action

Before the Definitional Matters document is sent to the Senate for approval, they should be forwarded to the School and College C&CCs with a request for comment within a month's time. Chair Hedley Freake will circulate a message in the next few days and will report any comments at the next UICC meeting.

Senate By-Laws will need to change to include UNIV courses within the Senate's purview.

During Spring 2012, all courses will have their designation reviewed. Toward the end of the academic year, a packet of redesignations will be sent to Senate C&CC.

**5. New business.**

**5.1. UNIV-type INTD XXXX: Issues in Higher Education/ Preparing African American Students to Sustain Success, Peer Mentoring Program.**

**Dr. Michael Bradford moved to approve the course. Dr. Laura Burton seconded the motion.**

At the request of the CLAS C&CC, Dr. Richard Rockwell was asked to share the sentiment that this course should be treated like the PAASS mentoring course taught as an EGEN course. A move to EGEN would raise its stature and give the Honors Program access to some of the expertise that resides in the School of Education around the areas of peer education.

However, Dr. Richard Rockwell also stated that it is his opinion that this course should reside with the cultural centers and does a good. Dr. Laura Burton agreed that the goal of the course is specific and best resides in the cultural centers.

Dr. Margaret Lamb noted that this is a 1 credit course. By contrast, the Honors course is a letter-graded 3 credit course with a lot more room for engagement with the academic literature.

Chair Hedley Freake noted the issue of repetition for credit. This is a course taken by students who mentor first year students. Normal academic practice would be to not give repeat academic credit for the same work, but this may not be what is best for this course. He raised the possibility of allowing the course to be repeated for credit.

Dr. Richard Rockwell noted that this course was considered by the INTD C&CC, the UICC's predecessor. Not assigning credit for subsequent takings would likely result in students not enrolling in the course.

Chair Hedley Freake proposed that some degree of repetition be allowed for this course and then another course (with deeper content) be developed for veteran mentors, those students who have repeated the first course several times. Allowing the course to be open for credit for up to 4 credits would, assuming a student takes the course in Fall and Spring, allow a student to participate in both their second and third years.

Several UICC members noted that a different mentoring course for seniors would be a great addition. The senior mentor course experience could perhaps entice participating students into the professoriate.

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**Motion to amend the course to allow the insertion of repetition of the course for up to 4 credits.**

**Motion to amend the title to remove “Issues in Higher Education.”**

A request was made that the proposer clarify the course description to make it more direct.

**Motion to defer the vote on this proposal until the UICC sees the revised course description was approved.**

**5.2. Program Reports**

**5.2.a.** INTD 1800 University Learning Skills

Dr. Steve Zinn, Chair of the First Year Programs and Learning Communities Oversight Committee, stated that the committee has spent a lot of time on the credit total for their suite of courses, appropriate grading of those courses, review of the INTD 1800 syllabus, and preparation of Instructor Guidebooks. In addition, the committee is designing a certification program based on specific instructor education that includes continuing education requirements in order to continue as an INTD 1800 instructor.

Key points:

- INTD 1800 not repeatable for credit.
- Letter-grading of this course has been found to be really important by the FYP & LC faculty committee. There is unanimous support among these committee members for the letter-grading of this course.
- A syllabus template was created that highlights the really important features of the course but that allows individual instructors the flexibility to teach in the way that best suits them.
- The course is mostly offered in Fall, with a few sections in spring.
- This is a holistic course focused on the transition from high school to college with a lot of emphasis on self-awareness, academic engagement, decision making, etc.
- Assignments have been ramped up and the program has worked on a writing assignment that gets students introduced to using the Writing Center.
- INTD 1800 classes are sometimes vehicles for lots of offices or programs, like Human Rights.
- It is a class where student problems can become apparent. Working with the students on a personal level helps to address issues that impact retention.
- Some of the questions posed by new instructors are: what are the kinds of assignments, how is grading determined, what is involved in instructor certification.

The discussion will continue at the next UICC meeting.

Meeting adjourned 3:00pm.

Respectfully submitted,  
Anabel Perez  
IISP Administrator