

MINUTES

Meeting Date: Tuesday, May 6, 2014

Time: 9:30am

Place: BUSN 302

Voting Members and Alternates in attendance: Hedley Freake (Chair), Jennifer Telford (SoN), David Grant (SoPh), Gary Kazmer (CANR), Larry Gramling (SoB), Ion Mandoiu (SoE), Edith Barrett (Reg), Tom Long (SoN), Shannon Weaver (CLAS)

Ex Officio Members in attendance: Kristopher Perry, David Ouimette, Jaclyn Chancey, Eric Schultz

Administrators and Guests: Karen Piantek (Admin), Steve Zinn, Melissa Foreman, Mark Westa, Edward Kammerer

Regrets: David Stern, Eric Donkor

Meeting called to order at 9:34am.

1. Welcome

2. Approval of minutes from the March 4, 2014 meeting

The minutes of the March 4, 2013 meeting were accepted as submitted.

3. New Business (Agenda items rearranged by Chair's prerogative)

3.1 Proposal to add UNIV 3820 – Learning Community Advanced Seminar

- D. Ouimette explained that there are continuing students who participate in learning communities, so they need courses to accommodate those upper-division students. Some departments have picked up the responsibility of these courses, but there is a need to have something else in place when a course cannot be put in a department. The course is like an upper-level UNIV 1820.
- E. Schultz asked about repetition; the CAR says that the course can be repeated twice for credit, and E. Schultz suggested rewording this part to indicate that it “may be repeated for a total of 3 credits” in order to standardize the language. The course representatives present approved this change.
- H. Freake noted that he received some comments from committee members via email; most of the comments were grammatical, but there was also a clarification on grading.
- L. Gramling asked realistically how long students stay in learning communities. He questioned the need for a 3000-level course. It was noted that, while somewhat rare, there are some students who stay in the community all four years.

Motion to approve the course (T. Long, L. Gramling); the course was approved unanimously.

3.2 Proposal to add UNIV 3995 – Special Topics: Applied Legal Analysis

- E. Kammerer explained that grading and assignments in the course are based on work the students do for collegiate competition; they must prepare to do an oral argument before a panel of judges at a competition. In the course, students will learn a substantive area of law.

- J. Chancey noted that students do a lot of work towards the competition that is not represented in the assigned coursework; the course itself is structured around giving credit for the academic learning components.
- E. Barrett asked if the course had any prerequisites. It does not; the course that might be considered as a prerequisite is also a Special Topics course, and one Special Topics course cannot be the prerequisite for another. This might be a consideration if the courses becomes permanent, however.
- One member questioned at whom the course would be aimed as a 3000-level. Can freshmen take it? E. Kammerer noted that is unlikely freshmen would take the course; by nature, UNIV Special Topics courses are open only with consent of instructor.
- H. Freake noted that a few details need to be added to syllabus that are reflected in the CAR, such as the number of credits.

Motion to approve the course (L. Gramling, J. Telford); the course was approved unanimously.

- H. Freake asked about how the previously-approved pre-law courses worked out. E. Kammerer said that they went well. He indicated that the mock trial course needed more students but felt that getting the course on the books earlier would help.

3.3 UICC Annual Report

- Committee members asked about the gap in data for 2012-13. In the transition between Program Assistants, the timeframe of data collection changed so that more recent data are now being reported, rather than data from the previous Academic Year. The Program Assistant will go back and fill in the missing year for next year's report.
- H. Freake felt it would be particularly interesting to go back and look at the reasons for decreasing enrollments in some courses.
- J. Chancey noted that the new academic plan advocates for more study abroad, but there are obviously issues to be dealt with.

3.4 End of Semester Report on Study Abroad courses accredited as INTD/UNIV

- H. Freake and K. Piantek explained some of the issues that they encounter when trying to accredit Study Abroad requests, such as the lack of a standard process, duplicated efforts, and different departmental standards, etc.
- Both the committee and the UICC Chair felt that the solution to these issues needs to come from the Study Abroad office. The best course of action is to advocate for Study Abroad to hire/designate one person to take care of these accreditations. There is too much inconsistency across departments to continue the present system.

4. Old Business

4.1. UICC Policy Guide – Revisions and Additions

- E. Schultz noted that the guide refers to an “academic plan” that is now old. It was suggested that the guide either date the academic plan or add the descriptor “at the time this committee was constituted” to the wording. Another member noted that the specific academic plan is in fact noted at the end of the paragraph, but clarification will still be added.
- H. Freake said that he now considers this an adequate and comprehensive enough version of this living document to be posted on the UICC website.

5. Other Business

5.1 Meeting Schedule for Fall 2014 – Doodle poll to be sent in late August

- K. Piantek asked members to keep an eye out in their email inboxes in early August for a message containing a Doodle poll to request their availability for Fall meetings.

5.2 UICC Appointments that are ending

- H. Freake announced that the two-year appointments of the following UICC members are ending: Eric Donkor, Jennifer Telford, George Elliott, Ralph Schiffler, Michael Bradford, Ion Mandoiu, Olga Vinogradova, Annelie Skoog
- He asked that members consider being reappointed for another two-year term and let him know as soon as possible.

Adjourned at 10:17am

Respectfully submitted,
Karen Piantek
IISP Administrator