

## MINUTES

**Meeting Date:** Thursday September 12, 2013

**Time:** 1:00pm

**Place:** BUSN 321

*Voting Members and Alternates in attendance:* Hedley Freake (Chair), Eric Donkor (SOE), Tom Long (SON), George Elliot (CANR), Olga Vinogradova (SOP), Larry Gramling (SOB)

*Ex Officio Members in attendance:* Eric Schultz, Monica van Beusekom, Marianne Buck, Jim Lowe, Jaclyn Chancey, Maria Martinez, David Ouimette

*Administrators and Guests:* Karen Piantek, Kristopher Perry, Nikki Cole, Jay Dixon

*Regrets:* Laura Burton, Edith Barrett, Shannon Weaver

Meeting called to order at 1:02pm.

### 1. Welcome

### 2. Approval of minutes from the April 18, 2013 meeting (T. Long, E. Schultz)

**The minutes of the April 18, 2014 meeting were accepted as submitted.**

Note: E. Donkor wanted to acknowledge the hard work of the UICC administrator before beginning. The recognition was gratefully accepted.

### 3. Old Business

#### **3.1. MISI and AIRF Courses – Follow-up on governance issue**

##### *Review*

- Last semester, the UICC learned that the AIRF and MISI units now reported directly to the Provost rather than to CLAS. This called into question the oversight of their curriculum. H. Freake met with K. Perry and A. Donahue over the summer to discuss this issue and decided that UICC oversight made sense. The Provost's Office has not officially sanctioned this charge, but approval is anticipated.

##### *Discussion*

- K. Perry, Director of the Office of Veterans Affairs and Military Programs, was present to confirm that the UICC should press forward with this arrangement; he noted that his division is anticipating changes in the pipeline, such as additional credits for lab sessions within MISI/AIRF courses
- E. Schultz asked for clarification on who determines the curriculum for these units; K. Perry noted that 100% of the curriculum is determined by armed services, Dept of Army and Dept of Air Force; E. Schultz noted that this might lead to some question about process (e.g. Who will changes come from?)
- K. Perry clarified that some schools in CT do not recognize courses for credit, while some, including UConn, do. H. Freake made the point that these courses will need a department-level review panel as they move forward
- It is anticipated that K. Perry will be appointed as UICC rep for AIRF and MISI courses shortly

- E. Donkor asked if non-ROTC students can take these classes. K. Perry noted that, yes, non-ROTC students could take the classroom portion only, but not the leadership laboratory

### **3.2. Grade Change Policy**

#### *Review*

- H. Freake reminded the committee that it wrote and approved a policy last year regarding a grade change process that has since been sent to Scholastic Standards; the sense is that this policy looks good, but they are not sure what to do with it. Does it require a by-Law change? Or is it just a policy interpreting the by-laws? The sense is that it can just be left as a policy, but Scholastic Standards will meet today to discuss

#### *Discussion:*

- None

### **3.3. New course proposal UNIV 39XX Interdisciplinary Career Planning – Tabled pending discussion with Jim Lowe**

#### *Review*

- The Stamford campus has taught this class three times, so a request was submitted last semester to make the course permanent. However, the UICC had multiple questions about the course and how it would fit into the reorganization of the Career Center, so the UICC voted to allow the course to be offered once more as a Special Topics pending further analysis. The discussion was then deferred to J. Lowe as part of New Business items

## **4. New Business**

### **4.1 Jim Lowe on curriculum ideas for Career Services**

#### *Overview*

- J. Lowe, Executive Director of the Center for Career Development, explained that UConn currently has regional career service offices with no central function; one of his charges when he was hired was to bring the silos under one umbrella
- This course is one of many concerns for the new oversight body; for one, J. Lowe reviewed the curriculum in Stamford and found it good, but not state of the art or up to the standard that UConn would want

#### *Discussion:*

- L. Gramling asked why the course was designated UNIV; J. Lowe explained that the course predated him, but was not housed in a school or college, hence it was designated as a UNIV
- J. Lowe wasn't sure if questions about this course and the larger question of all these types of courses happens in the UICC or somewhere else, and if these were two separate conversations; H. Freake said that the larger question needs to be answered somewhere else (a curriculum board committee within Career Services)
- J. Lowe indicated that Career Services would be hiring a person shortly to whom all the regional campuses would report
- J. Lowe believes that the current Stamford curriculum is more "job search" than "career management" and indicated that the goal is to have 80% of the curriculum be standard across the board; L. Gramling asked about the creation of more UNIV courses to cover such a curriculum
- H. Freake asked J. Lowe what his recommendation for the proposal (UNIV 39XX Interdisciplinary Career Planning) that is on the table would be; J. Lowe recommended leaving it on the table for now

#### **4.2 UNIV 3995: Special Topics – Individualized Study Across Academic Disciplines**

##### *Overview*

- Because UICC permission is needed every time a Special Topics course is offered, the proposers are seeking permission to offer the class next semester

##### *Discussion:*

- E. Schultz noted that this course was never officially transitioned from INTD to UNIV, so is this a “revision;” the course is currently being offered as a UNIV, a mistake that may have been due to the parallel timing of its approval with the INTD/UNIV transition.
- M. van Beusekom noted that the course was approved in 2012, but not offered until this Fall.
- H. Freake asked M. Buck if there are any major issues with the INTD/UNIV status; M. Buck did not believe there was; it was determined to let the mistake pass
- E. Donkor asked about the peer review component of the course and M. van Beusekom clarified that assessment of this was wrapped up in the students’ participation grade
- E. Schutz asked that a grading scale be included; M. van Beusekom noted that the grading scale was included in an online version of the course syllabus along with more information; she noted that parts of the syllabus had just been abbreviated for the proposal

**Motion to approve the course UNIV 3995 by G. Elliot. Motion seconded by E. Donkor.**

**The motion was approved unanimously.**

#### **4.3 UICC Policy Manual**

##### *Overview*

- H. Freake proposed that the UICC collect from past meeting minutes a set of guidelines about how UICC handles different situations – e.g. Special Topics, study abroad, grade change/appeals

##### *Discussion:*

- L. Gramling questioned whether the Senate is ok with keeping these policies separate from the by-laws. He noted that the Senate Exec Chair at one time said he would rather see more by-laws than less. Should the discussion be rekindled?
- H. Freake says the policy change recently submitted will be the test; as of now, it appears to be ok; H. Freake also noted that the UICC is a committee of the Provost’s Office, not a Senate committee
- E. Schultz recalled that excessive by-law revision or creation was eventually deemed to be over the top

### **5. Other Business**

#### **5.1 INTD 1660W to MAST 2100W**

##### *Overview*

- INTD 1660W was developed at Avery Point prior to creation of the Maritime Studies program, which now proposes to take it over and drop the INTD designation
- E. Donkor questioned the course numbers provided, and K. Piantek confirmed that the numbers on agenda were incorrect; the numbers needed to be changed from INTD 1600W to INTD 1660W and MAST 2600W to MAST 2100W

##### *Discussion:*

- It was noted that there was some question in the Senate C&C about how to treat the course, either as a new course or a revision; M. Buck said it would be treated as a “formerly offered” revision
- H. Freake noted that the UICC has oversight of INTD courses but not MAST, so it would seem that the UICC should treat this as an informational item; H. Freake asked if anyone felt the need to take any action or if they were happy to simply be advised; members agreed that it was sufficient to be advised

### **5.2 Is UNIV 1998 still needed?**

#### *Overview*

- The UICC previously retained UNIV 1998 (the only variable topics course left) because learning communities were using it for service learning. Is this course still needed?

#### *Discussion:*

- D. Ouimette confirmed that the course is no longer needed with the recent approval of UNIV 1840.
- H. Freake questioned if UNIV 1998 needs to officially be dropped; E. Schultz said yes.
- H. Freake noted that “someone” would complete the formal proposal to delete UNIV 1998 for the UICC’s review in the near future and that it would be presented at the next meeting

Adjourned at 2:10pm

Respectfully submitted,  
Karen Piantek  
IISP Administrator