Committee on the Improvement of Undergraduate Education
April 9, 2012
(11-12, #6)

APPROVED

Members present: Pat Anderson (Alumni), Anne Birberick (Vice Provost), Amanda Cecchi (HHS), Sheryl Honig (EDUC), Sibel Kusimba (LAS), Brian Mackie (BUS), Sarah McHone-Chase (LIB), Kathleen Musker (HHS), Joel Stafstrom (LAS).

Members absent: Abul Azad (EET), Danny Brouillette (LAS), Janice Hamlet (LAS), Kitty Holland (LAS), Chris Jones (Honors), Billie Giese (VPA), Heather Hanson (LAS), Denise Hayman (CHANCE), and Patty Hurney (EET).

Others: Joanne Ganshirt (Recording Clerk/Honors), Jeanne Ratfield, (Administrative Assistant to Vice Provost).

I. Adoption of Agenda

A motion was made by Musker, seconded by Honig. The motion passed.

II. Approval of Minutes

The minutes of the March 19, 2012 meeting will be sent for electronic approval.

III. Additional Funds for Paul Stoddard

Birberick reported that Paul Stoddard had requested additional funds for his previously funded proposal for globe production due an increase in production costs. The funds were no longer necessary. No action by the committee is needed.

IV. New Business

Birberick reintroduced the topic of procedures for the EUTA/EUIA awards. Based on previous discussions, Mackie added he thought there was a need for clarification in the language in an effort to minimize the problems identified earlier. The requirements must be clear. If the requirements have not been met then the submission would not be considered. Part of the issue this year was submissions that were incomplete for one reason or another. Discussion of wording as incomplete or incorrectly filled out. Joanne mentioned that she didn’t feel comfortable making the decision as to whether the
applications were completed correctly. She said she thought that should be done by at least two members of the committee. Mackie indicated he thought the chair of the committee and another member should be the ones to handle that. Birberick questioned whether the committee should be responsible for determining the completeness of the applications. She indicated that they should be complete prior to submission for committee consideration.

Mackie stated that when this latest form was created the information was only to be entered into the boxes. Submissions include full resumes instead of just the information that pertains to the particular sections, where the boxes indicate to provide specific information. Stafstrom indicated that the rubric given, contained four areas to consider and there was no way to formally consider the letters of recommendation. It was up to the committee members to evaluate if the contents of the recommendation letters fell into any of the categories on the rubric. He would like there to be a way more formally weigh or access the information from the letters of recommendation. Mackie said they could adjust the grid to include the information from the letters of recommendation in the rubric. Several members were in favor of having a checklist to provide further guidance so the appropriate information/material is submitted.

The issue of what constitutes an acceptable signature was also discussed. Some letters of recommendation were either not signed or were from a period of greater than a year prior to submission. Members questioned whether the letters of recommendation are typically submitted via email. Joanne stated that no recommendation letters have been submitted via email; typically they are either in PDF form or come as an attached Word document. Mackie suggested the committee could require submission be in the form of a PDF document. The discussion included comments about cutting and pasting information from letters of recommendation into the boxes. Joanne pointed out that last year that was addressed and it was decided that cutting and pasting was not acceptable. Different information than what is presented in the letters is what is asked for in the boxes. The committee agreed that the instructions need to be clearer. The correct information filled out in the correct areas and filled out completely needs to be reinforced in the form of a checklist or in the instructions for submission whichever method is chosen to use. The issue of the quality of the application in regards to how the application is completed was also discussed. So that all applications are treated equally, the committee will discuss how the applications should be reviewed. Many felt the college should be the responsible party for ensuring all the letters are with the application. The college would send the applications back for completion if all the materials were not complete or correct.

The topic of the requirement of a vita was discussed. Many committee members felt the vita was not necessary. McHone-Chase suggested that she would like to exclude the
vita from the process. Others indicated it may be helpful to have it as a separate part of the application in order to obtain or clarify information. This is another matter to be considered when the information is going to be disseminated in the fall.

Birberick recapped the items: add to the evaluation form something that addresses the letters of recommendation; possibly adding a checklist to the packet — in addition to a signature statement for the preparing department acknowledging the packet was reviewed; the checklist would be sent to the colleges advisory group; including in various places (checklist and application) wording to the affect that only properly completed applications will be considered; the outstanding issue of what constitutes an acceptable signature. Birberick said she would check with legal regarding how to treat emails; still debating about the vita whether or not to have that submitted as a separate document in addition to the application packet. Birberick added the best practice going forward will be to have working rules so that all committee members are on the same page when evaluating the packets.

Birberick acknowledged and thanked Joanne for her many years of service to the committee.

V.  **Adjournment**

Stafstrom made a motion to adjourn, seconded by McHone-Chase. **Motion passed.**

*Respectfully submitted*

Jeanne E. Ratfield