MINUTES

APPROVED ELECTRONICALLY

Present: Joy Adams (student CAB representative); Timi Adeboje (SA Representative); Gulsat Aygen (LAS); Sheila Barrett (HHS); Ed Klonoski (Acting Associate Vice Provost); V. Krishnan (BUS); P. Martinez (Ex Officio, Student Housing and Dining representative)

Absent: M. Barnes (UCC/VPA); E. Fleckenstein (student HHS); D. Lonergan (ULIB); M. Schelkopf (student LAS); M. Stang (Ex Officio, Vice President for Student Affairs and Enrollment Management designee); J. Zambito (Ex Officio, Student Involvement and Leadership Development)

I. APPROVAL OF AGENDA

A motion was made by V. Krishnan to approve the agenda, seconded by T. Adeboje. The motion passed unanimously.

II. INTRODUCTION OF MEMBERS

Members present introduced themselves.

III. ELECTION OF COMMITTEE CHAIR

S. Barrett nominated Vijay Krishnan to serve as committee chair, seconded by G. Aygen. Hearing no other nominations, Vijay was elected by acclamation. He expressed his gratitude for being nominated.

IV. APPROVAL OF MINUTES FROM APRIL 14, 2015 MEETING

A motion to approve the minutes from the April 14, 2015 meeting by G. Aygen, seconded by S. Barrett. Motion passed unanimously.

V. OLD BUSINESS

A. Undergraduate Curriculum committee restructuring update
Klonoski gave an update on the attempt to restructure the undergraduate curricular process which included separating the curricular committees from the non-curricular committees (CUAE and CIUE). The proposal was to combine the CUC and APASC as the university-level undergraduate curriculum committee and ultimately replace the Undergraduate Coordinating Council and that committee would be call the Baccalaureate Curriculum Council. Klonoski explained that it failed to receive approval when it came up for vote at the University Council after two readings. The proposal was just two votes short of approval. The restructuring proposal will be brought through the process again this academic year.

B. UNIV 101 update

Klonoski gave an update on UNIV 101. Enrollment for this year is 1428, which is down about 20%. That decline is similar to the decline in total enrollment as well as the decline in Orientation numbers. These numbers indicate that 60% of incoming freshmen are enrolling. There are 82 sections being offered. There are 67 peer instructor in 49 different sections. The average class size is 17 but the range is 10-25. He indicated there were specialized sections for CHANCE, POLS, Music, Honors, etc. He said the format of the course was changed to an 11 week format. During the first 5 weeks the course meets twice a week and then once a week for weeks 6-11. They have been looking into moving to an online, interactive book. S. Barrett expressed that there were times when she wanted to refer to a certain item in the book but students didn’t all have the text readily available so she had to make copies of various things she wanted to highlight. Klonoski said he was happy for the feedback and that Denise Rode, Director of First & Second Year Experience, was developing a survey for UNIV instructors to provide this kind of feedback for the current online book.

Klonoski spoke about the workshop they provided to instructors using the STAR method. This method has instructors identify skills they were going to cover in a given unit, the topics to be covered in that unit, the activities they would design to cover the topics and then the resources they would need. He indicated they had received positive feedback for this method.

C. PLUS update

Committee members were sent materials about the PLUS program via email. Klonoski said these include three very brief PowerPoints that can be viewed independently that explain all the revisions to the baccalaureate curriculum. Also sent were a summary sheet that lists the three large components that comprise the PLUS curriculum. In addition a listing of general education courses that are included in Foundational Studies as well as the Knowledge Domains. Klonoski talked about one of the five baccalaureate high impact practices, two upper-division “writing-infused” courses. He provided a handout for this. He indicated this is currently being vetted around campus – he is visiting college senates and curriculum committees. The upper-division writing infused courses was a recommendation of the PLUS Task Force report. Klonoski put together an implementation team and after researching,
looking at best practices etc. recommended criteria for the writing-infused courses: enrollment cap of 35 students per section, writing component is at least 25% of the course grade, set overall minimum word count of 3,000 (with feedback and revision), and includes discussion of writing assignments. He added that there would be support from the Writing Center to aid with mechanical issues. Klonoski said that the college curriculum committees would determine which courses met the criteria outlined to be designated as writing infused courses and they would provide that information to Registration and Records to tag those courses. That way when students enroll the system will automatically indicate that they met the requirement. In addition the classes can be within the general education program, the major or electives. Colleges are not required to offer such classes however, all students will have to meet the requirement. Once this requirement is approved through the curricular process. The departments will then have a month or so to identify courses that meet the criteria.

CUAE members were supportive of the writing infused requirement presented by Klonoski.

NEW BUSINESS

A. CUAE Representative to the Affirmative Action & Diversity Resources Advisory Committee

Joy Adams volunteered, nominating herself, seconded by G. Aygen. Motion passed.

V. ADJOURNMENT

T. Adeboje made a motion to adjourn @ 2:50 p.m., seconded by G. Aygen. Motion passed unanimously.

Respectfully submitted,

Jeanne Ratfield
Administrative Assistant to the Vice Provost for Undergraduate Academic Affairs