

**MINUTES**  
**October 6, 2008**  
**University College Council**  
**(Approved)**

The University College Council met on Monday, October 6, 2008 in the Strickland Conference Room, I.G. Greer Hall. Members present were: Dave Haney, Patricia Beaver, Lynn Moss-Sanders, Emory Maiden, Elizabeth Carroll, Carter Hammett-McGarry, Susan Morgan, Chuck Smith, David Huntley, Nikki Crees, Lynn Waugh, Joy Clawson, Ezell Williams, Jay Wentworth, Alexandra Sterling-Hellenbrand, Leslie Jones, Pete Wachs, and Tom Hansell. Absent were Edwin Arnold, Alan Utter, Mike Mayfield, Shari Galiardi, Martha McCaughey, Howie Neufeld, Georgia Rhoades, and Todd Mortensen. Also present was Linda Coutant with University Communications, Maria Provost, new Director of Advising and Orientation and Nancy Love, Director of the Interdisciplinary Studies Degree Program beginning fall 2009.

Dr. Haney introduced and welcomed Dr. Provost and Dr. Love. They both spoke about their roles here at Appalachian State and about themselves.

**I. Approval of Minutes**

Dr. Haney noted that the September 15, 2008 minutes were not ready for today's meeting. They would be distributed and considered for approval at the November meeting.

**II. Announcements**

Dr. Haney reported that a request had been sent to Faculty Senate on having an elected representative from University College Council and having the Senate appoint a University College representative to AP&P

The UC Curriculum subcommittee, whose membership is Dr. Hellenbrand, Dr. Jones, Dr. Rhoades, Dr. Wentworth and Ms. Waugh, will begin receiving curriculum proposals for recommendation to the Council. The Council will have the opportunity to review the proposals and they will be voted on at the following Council meeting. Dr. Hellenbrand will chair that committee. The deadline for proposals will follow Arts and Sciences, the first of each month. This will give the committee a few weeks prior to the University College Council meeting for review. Proposals will be sent to both the University College Council and the General Education Council at the same time.

Dr. Haney reported that an AsULearn site would be ready soon and that the curriculum proposals, minutes and agendas would be posted on this site for Council members. The Council will be notified by email when that site was ready.

**III. First Year Seminar**

Dr. Sanders announced new proposal forms and examples for First Year Seminar courses were now posted on the First Year Seminar website. These forms are due by November 5<sup>th</sup>. She has received positive feedback from both students and faculty on the new courses.

**IV. University College Rituals (Graduation, Convocation, etc.)**

Dr. Haney reported University College would have a new banner for convocation and graduation ceremonies. He showed the Council an example of the banner University College would have. Departments and programs will also have banners. Ms. Williams reported on the upcoming December graduation: the ceremony will be signed and in closed-caption. The script is completed and changes for the University College will be made at the May graduation. University College will have a few graduates in December and they will walk at the Arts & Sciences ceremony. Ms. McGarry asked

someone to make sure that University College is listed as a separate college for graduation. Dr. Haney will contact Jenny Ware.

Dr. Haney asked for volunteers to sit on a Rituals sub-committee. The following individuals will serve on that committee; Ms. Waugh, Mr. Huntley, Dr. Jones, Dr. Beaver, Mr. Smith, Dr. Maiden and Ms. Williams. Dr. Haney asked that Jenny Ware from the Registrar's office be invited to their first meeting.

#### **V. Communication Update**

Ms. Williams and Ms. Coutant updated the Council on the current communication pieces for University College and changes that had been made to the University College website. They also updated the Council on current and future fundraising opportunities for all departments in University College. Ms. Williams asked Council to contact Beth Jacquot will help on their individual department websites. Ms. Jacquot will be offering two php training days soon.

Ms. Williams reported the University College Communication Committee has been working on press releases, University College tri folds and other promotional materials. The committee consist of several representatives from the university including, Admissions, Communications, University College and others. Ms. Coutant chairs this committee.

Ms. Coutant updated the Council on the University College Communication Plan. A part of the Communication Plan is a timeline. The University College Communication committee was established from that plan. They meet once a month to implement parts of the plan. Now that the main information is out about University College, they will begin focusing on individual departments under University College. Guidelines have been established to help streamline the different projects for these departments. Everything first will be approved by Dave. So your request will go to Dave first and then will be sent to Linda or Ezell. Several Council members were concerned about materials that have been started or finished by their departments. Dr. Haney encouraged them to continue to work on those but to make sure they are following the guidelines that have been set by the Communication committee. Ms. Williams asked that if departments send out their own press releases to make sure she receives a copy.

#### **VI. Assessment Committee**

Dr. Carp stated the Assessment Committee was established in the spring. Members of the committee are Ms. McGarry, Mr. Huntley, Dr. Rhoades, and Dr. Carp. A couple of new Directors will be asked to join the committee. Dr. Carp will also ask Dr. Tony Carey, the new Vice Provost for Faculty Affairs, to attend the meetings. Dr. Carp recommended that the committee have web presence on the University College website. The committee will be meeting on a three week cycle, and would be meeting next on October 20<sup>th</sup>. Dr. Haney recommended the committee use the University College Council AsULearn site. Dr. Carp reported they would be looking at different assessment tools and hopes to be a resource for all departments. He encouraged input from all on what their department needs are. The process for developing University-wide assessment will be phased in. The initial focus should be on mission, vision, objectives, and how best they work with all in University College. The committee is working with the General Education office regarding the courses in fall 2009 that will need to be assessed. The results will be formative since the programs are new. Dr. Haney stated using this information to improve the different programs was the main purpose of the committee.

#### **VII. University College Retreat**

Dr. Haney reported that due to unforeseen issues, the last day of the retreat for staff, faculty, and EPA's had to be cancelled. A new date has not been decided upon, but everyone will be notified as soon as possible.

#### **VIII. Faculty Governance Issues**

Dr. Haney proposed to the Council that University College develop some way to credential non-tenure-track faculty members who are teaching in University College programs. The Council agreed and the vote was unanimous.

#### **IX. Administrative Changes**

Dr. Haney reported Dr. Aeschleman approved an Assistant Vice Provost for Undergraduate Education in University College. All programs will continue to report to Dr. Haney. This new position will take care of curriculum issues and other duties normally associated with assistant/associate deans. Dr. Haney welcomed input. The Council agreed this was a great idea.

**X. Adjourn**

With no further business, the meeting adjourned at 10:27 a.m.