

MINUTES
February 4, 2008
University College Council

(Approved)

The University College Council met on Monday, February 4, 2008 in the Strickland Conference Room, I.G. Greer Hall. Members present were: Dave Haney, Tina Hogan, Richard Carp, Edwin Arnold, Cynthia Wood, Patricia Beaver, Lynn Moss-Sanders, Alan Utter, Emory Maiden, Elizabeth Carroll, Mike Mayfield, Maggie McFadden, Martha Stephenson, Carter Hammett-McGarry, Joy Clawson, Shari Galiardi, Susan Morgan, Chuck Smith, Georgia Rhoades and David Huntley. Don Rankins, Registrar's Office, was also present.

I. Approval of Minutes

Dr. Carp made a motion to approve the minutes from the November 26, 2007 meeting. This motion was seconded by Dr. Beaver. All voted in favor of the motion.

II. Announcements and Updates

General Education

Dr. Mayfield announced the Summer Grant deadline is February 15, 2008. AP&P will be reviewing the administrative structure of the Gen Ed program at their next meeting.

Interdisciplinary Degree Program

Dr. Haney reported the submittal of the Appendix C's for new programs have been sent to General Administration for approval. Documentation will be sent out soon to faculty for program reassignments.

Development

Dr. Haney reported on a meeting with Susan Pettyjohn, Vice Chancellor for Advancement, at which they discussed opportunities University College has for development. The discussed such items as brochures in capital campaigns, naming of a building, corporate fund raising and others.

Assessment Team for University College

Ms. Hammett-McGarry suggested that University College form an assessment committee to design and implement protocols and rubrics for University College Program assessments.

Dr. Haney asked for volunteers to work on an assessment committee. Those who volunteered were Mr. Huntley, Dr. Carp, Ms. Stephenson, Dr. Rhoades and Dr. Hogan.

Carnegie Engagement

The application for Carnegie Engagement Classification has been submitted. Dr. Haney and Dr. Hogan will be going to the General Administration to receive advice and guidance regarding the expectations for implementation and monitoring Carnegie classification requirements.

Other Announcements

Dr. Haney suggested that University College be represented at the off campus spring open houses. He will talk with Erin Hill in Admissions about creating a brochure for University College for display at those open houses.

III. University College Registrar Issues

Mr. Rankins, Director of the Registrar's Office, updated the Council on the changes within the Registrar' Office, including the new Banner Program. He explained there are still problems to be worked out with Banner, but overall it would benefit faculty, staff and students.

Curriculum, Advising and Program Planning module in Banner was explained and discussed. A BANNER Consultant will be available for a total of one month spread over 10-12 weeks to write degree program rules and help implement this program. CAPP can be used for degree evaluations and degree audit for grad level programs. A coding position will be added and would report to Advising and Orientation. CAPP will help with advising transfer students and processing on-line substitution (either for one time or as regular updates to the articulation agreement).

Mr. Rankins explained a new program that will assist with course development, CurricuNet. It will begin with individual faculty proposals and go through the levels of approval culminating at AP&P and would be able to produce a catalog copy of the online version of the bulletin.

Mr. Rankins spoke about the replacement of GC as a college code with a UCO designation. The Council discussed expanding the role of UCO and the need for required advising. Colleges that do not have required advising now are some departments in Fine and Applied Arts and the College of Business.

The question arose as to how advisors would know which courses were General Education/University College. Mr. Rankins explained those courses would be marked with attributes in the CAPP module after AP&P has signed off on the proposed attributes.

Mr. Smith asked if departments could offer experimental courses at the section level with differing attributes. Dr. Haney and Ms. Hammett-McGarry both indicated the problems with getting down to the section level in determining which courses meet which requirements. Those kinds of decisions adversely affect the way the University can meet seat demands from students and how chairs can effectively allocate their teaching resources.

Mr. Rankins asked about the role of the 'Managing Your Academic Career' brochure that was developed for orientation and whether it needed to continue to be printed. The registrar's office will be reviewing the degree declaration process and the articulation tables and updates would be made to the Registrar's website.

IV. University Representation on Faculty Senate and AP&P

The Council discussed that one member would not be enough representation. Dr. Carp suggested proposing having three members from University College; one from General Education, one from Degree Programs, and one from Honors/Watauga College. It was decided that a University College Faculty Council was necessary to make this and other decisions appropriately made through a process of faculty governance. Dr. Haney requested proposals for a definition of University College Faculty and could be discussed further at the March meeting.

V. University College Mission Statement

Dr. Haney reported that he would be sending out a revised Mission Statement soon to Council. Once approved, the Mission Statement will be posted on the University College website as the introduction.

VI. University College Websites

Dr. Haney reported that Beth Jacquot is available to help the different departments with establishing their "PhPWebsite" websites. The General Education and University College websites are completed and updated with new information.

Adjourn

With no further business, the meeting was adjourned at 10:30 a.m.