

UCAPC Agenda for Tuesday, **February 4, 2025**

DATE: January 31, 2025
TO: Members and stakeholders of UCAPC
FROM: Aileen Hower, Chairperson
SUBJECT: UCAPC Meeting, Tuesday, 02/04/2025, 4:05-5:45 pm, Osburn Hall, room 200/201

- I. Welcome and introduction of representatives, and other guests
 - II. Minutes from UCAPC meeting on Tuesday, December 3, 2024, attached for review, any changes should be sent to **Dr. Antonia Cardwell** prior to our next meeting on Tuesday, November 19, 2024.
 - III. Report of the UCAPC Chairperson
 - University Strategic Planning, Faculty input on draft
 - W Discussion/vote
 - DL List (consent agenda)
 - Spring semester requirement: UCAPC subcommittee bylaws update to align with local agreement (due to Bylaws chair, Antonia Cardwell, no later than 2/10/2025)
 - Elections
6. Officers
- a. The following officers shall be elected from the UCAPC membership at the first meeting of each spring semester:
 - President
 - President Pro Tempore, who shall preside in the absence of or at the request of the President of the UCAPC.
 - Secretary; duties other than those normally pertaining to the office of secretary shall be specified in the bylaws
 - Parliamentarian, who shall be appointed by the President of the UCAPC.
 - b. All officers shall serve a three-year term. The first set of elections under this provision shall be staggered as follows:
 - President, Spring 2025
 - President Pro Tempore, Spring 2026
 - Secretary, Spring 2027
 - c. All officers shall begin their terms on the first day of the fall semester following their election/appointment.
 - d. Should an office be vacated prior to the end of the regular term, the membership shall elect someone from the UCAPC membership to serve out the remainder of that term.
- **IN-PERSON: UCAPC Meeting Dates 2024/25 (1st and 3rd Tuesday)**
 - ~~September 3rd, 17th~~
 - ~~October 1st~~
 - ~~November 5th, 19th~~
 - ~~December 3rd~~
 - February 4th, 18th
 - March 4th, 18th
 - April 1st, 15th
 - Straightforward/minimal course change proposals must be **approved by the proposer's department by:**
 - **end of September** for Fall courses (next calendar year)
 - **end of March** for Winter courses (next calendar year)
 - **end of May** for Spring courses (next calendar year)
 - **end of November** for Summer courses (the next calendar year)

New courses or labels:

Courses ready to run in	Due on Dean initial schedules	Final submission deadline after department approval	Time for Full approval
Fall 2026	Early December, 2025	Mid September, 2025	By mid November 2025

Spring 2027	Mid August, 2026	End of January, 2026	By early May 2026
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IV. General Education update

V. Proposed Curricular Frameworks for endorsement: None

VI. Proposed Courses and Programs

Please review all proposals within the CAP system prior to our meeting. The following courses are consent agenda items and are for your final review. Unless there is an objection, these items are approved (without the need to formally vote) and are included in the UCAPC Minutes as approved.

- Undergraduate Course Proposals (Chairpersons: Dr. Susannah Boyle, Ms. Krista Higham, Dr. Betty-Jo Bowers)
 - [MATH163H](#)
 - [MATH161](#)
 - [MATH151](#)
 - [MATH102](#)
 - [MATH108](#)
 - [MATH130](#)
 - [MATH235](#)
 - [MATH105](#)
 - [WELL240](#)
 - [Chemistry, B.S. - Polymer Chemistry Option](#)
 - [EDUC324](#)
 - [EDUC425](#)
 - [Industrial and Environmental Health Minor](#)
 - [Environmental Policy and Regulation Minor](#)
 - [Water Resources Minor](#)
 - [OSEH221](#)
 - [FYEX100F](#)
 - [FYEX100L](#)
 - [ENGL234](#)
 - [ENGL233](#)
 - [ESCI222](#)
 - [OSEH120](#)
 - [ACTE610](#)
- Graduate Course Proposals (Chairperson: Dr. A. Nicole Pfannenstiel)
 - [EDFN545](#)
 - [EDFN590](#)
 - [Assessment, Curriculum and Teaching, M.Ed. - Online Instruction](#)
 - [Assessment, Curriculum & Teaching, M.Ed. - Integrative STEM Education](#)

VII. APSCUF Updates

VIII. Report of the Student Government Association

IX. Report of the Graduate Student Association

X. Report of the Administrative Officers

- Registrar's Office: changes in MAX due to the move to One SIS

XI. Announcement of new courses, programs, or changes to existing courses/program

XII. Reports of the Faculty Senate Standing Committees

Please note that committee chairs wishing to report or share documents and be added to the agenda at a meeting should email me the UCAPC Chairperson (aileen.hower@millersville.edu) the Wednesday prior to a meeting.

- Academic Outcomes and Assessment (AOAC) Chairperson: Betty-Jo Bowers, AEST
 - 1) Keystone Assessment form
- Academic Policies (APC) Chairperson: Richard Behun, PSYC
- Academic Standards Chairperson: Maja Klosinska, BIOL
- College Curriculum Committees (CCC)
 - 1) Caleb Corkery, ENGL, AHSS
 - 2) Abdulsalami Ibrahim, EDFN, EDHS
 - 3) Brian Trout, ACFN, LCOB
 - 4) Talor Walsh, ESCI, SCTV
 - 5) Kristen Lawson, ESSD, UC
- Bylaws Chairperson: Antonia Cardwell, MATH
- Cooperative Education Chairperson: Ankur Nandedkar, MGMK
- Financial Aid (appointed Chairperson): Emi Alvarez
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
 - 1) GERC Statement on the Number of Labels on Courses in the General Education Gateway Program
 - 2) Updated Certificates Definition and SLOs
 - 3) Keystone Assessment form
 - 4) Capstone Assessment form
- Joint Senate Conference Committee appointed Chairperson: Shaun Cook, PSYC
- Multidisciplinary Programs Curriculum Committee Chairperson: Duane Hagelgans, ESCI
- Noonan Fund Appointed Chairperson: Jeffry Porter
- University Honors College Committee Chairperson: Sam Earman, ESCI

UCAPC Website: <https://www.millersville.edu/fsenate/index.php>

UCAPC Committees: <https://www.millersville.edu/fsenate/committee-rosters.php>

XIV. New Business

XV. Adjournment

#END of AGENDA – February 4, 2025#