

**Millersville University**  
**UCAPC - Meeting Minutes**  
**02/18/2025**

The meeting was called to order at 4:05pm. All departments were in attendance except Accounting & Finance (ACFN), Criminology, Sociology & Anthropology (CSAN), Music (MUSI) and Physics (PHYS).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Associate Provost), Dr. Ollie Dreon (APSCUF-MU President-elect), Dr. Nicole Pfannenstiel (GCPRC Chair), Dr. Kim McCollum-Clark (General Education Coordinator), Tevon Kerr-Hornbaker (SGA President)

**I. Welcome and introductions of representatives and other guests**

**II. Minutes of the Faculty Senate**

- Minutes from the 2/4/2025 meeting were approved with 2 small corrections via a Bookmiller/Miller motion without dissent.

**III. Report of the UCAPC Chairperson**

- Chairperson Hower recognized the large amount of work going back at least three years with regards to the General Education curriculum, and expressed the need to continue to communicate with our departments. She noted that feedback is still being taken with regards to the Gateway program, and that changes will be made where relevant. She noted that she has seen pride from colleagues coming from other institutions for our shifting to a culture of assessment, and this can only benefit our students. It's important that we are teaching what we say we are teaching. This is hard, but we needed to move in this direction, and we have done a lot of hard work, and this has been developed by people who know what they are doing. All of the committees are committed to bringing solutions to bring this general education curriculum to full implementation. We have a dedicated General Education Coordinator with plentiful experience with assessment who is invested in the area. While it is important to identify issues particular to certain groups, her ask is to please try to bring solutions – she is certain that solutions can be found within the work that has already been done to address these. She encouraged the group to keep going.
- Elections of the UCAPC officers:
  - Representative Robinson (ARTD) nominated Aileen Hower, Shaun Cook, and Antonia Cardwell, for the positions of President (2025-28), President Pro Tempore (2025-26), and Secretary (2025-26), resp. All three nominations were accepted. The elections will be held at the next UCAPC meeting.

#### **IV. General Education Update (Dr. Kim McCollum-Clark):**

- Dr. Kim McCollum-Clark (General Education Coordinator) shared that the second scheduled luncheon had been held that day (the first had been cancelled due to illness.)
- She announced that there would a workshop scheduled for faculty who would be teaching a FYEX course for the first time, and asked representatives to have them reach out to Kim if there are any in their department.
- A need was expressed to possibly hold such a workshop in late Spring or even over the Summer for adjunct faculty who would be teaching a FYEX course for the first time in the Fall.
- GERC/AOAC are planning 2 assessment workshops around Spring Break that will be structured similarly to the one that was held in the Fall.
- Kim is willing to work with faculty over the Summer.

#### **V. Proposed Curricular Frameworks for endorsement**

- None

#### **VI. Proposed Courses and Programs**

- Consent agenda – *The following new and changed courses and programs were approved without dissent.*
  - Undergraduate Proposals:
    - [FYEX100Q](#)
    - [FYEX100Q](#)
    - [FYEX100P](#)
    - [FYEX100N](#)
    - [FYEX100I](#)
    - [MATH107](#)
    - [MATH230](#)
  - Graduate Proposals:
    - None

#### **VII. APSCUF Updates**

- Dr. Wubah will be attending Rep Council on 2/20/25.
- Faculty are encouraged to attend Open Space Utilization Town Halls next week

#### **VIII. Report of the Student Government Association (Tevon Kerr-Hornbaker, SGA President)**

- SGA was surprised with how quickly the new MAX came out. They were anticipating being able to help with the rollout. He suggests emails for issues as big as this should come out individually, not part of Ville Daily. He also requested training be available for students.
- Passed Advising Resolution on 2/6 – See attached

#### **IX. Report of the Graduate Student Association**

- None

#### **X. Report of the Administrative Officers**

- Dr. Rachel Finley-Bowman (Associate Provost):
  - They are working to finish the Keystone and Capstone forms within CourseDog – they are about 90% there.
- Dr. Aileen Hower on behalf of Alison Hutchinson (Registrar):
  - Alison is very busy right now, especially with UCAPC and PASSHE actions.
  - There are changes in MAX due to the move to OneSIS.
  - There was discussion that faculty feel unprepared to go into advising with the new system.
  - The Degree Audit cannot be viewed in MAX for graduate students if they haven't started yet.
  - It was noted the change came out the day that Graduate registration started. Some courses are listed as 100% asynchronous that then have certain dates they meet in person.
  - A lot of pages on MyVille currently show "Page not found"
  - Jeri Robinson expressed that the new required start times (lining up with TR classes) have impacts on the nontraditional classes such as studio classes. This is causing chaos for A&D.
  - Gail expressed that she will see Alison tomorrow and discuss about maybe setting up a tutorial.

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

- None

#### **XII. Reports of the Faculty Senate Standing Committees**

- Academic Outcomes and Assessment (AOAC) Chairperson: Dr. Betty-Jo Bowers, AEST
  - The Assessment Luncheon is tentatively scheduled for 3/25.
  - They are working on approving courses as they come in.
  - They have rubrics for Cornerstone that they continue to work on, as well as working on the Assessment Calendar.
- Academic Policies Committee (APC) Chairperson: Dr. Joe Behun, PSYC
  - Policy Changes – First Reading
    - D 2024-10-17 Baccalaureate Degree Programs (GERC Review)
    - E 2024-09-05 Academic Program Associate Degree Programs (GERC review)
    - Due to a timely need from AEST to have these proposals updated, there was a Bowers/Boyle motion to waive two-meeting rule – the motion passed without dissent
    - Kendra Saunders moved to present the proposals on behalf of APC - both proposals approved without dissent

- The committee is seeking a member to serve for the Spring 2025 committee.
- Bylaws Committee Chairperson: Antonia Cardwell, MATH
  - There is a need to update the policies for the Standing Committees of UCAPC to bring them into agreement with the APSCUF UCAPC Local Agreement. The biggest change is to the membership of each of the committees – most of the committees will now have 9 members, one selected from each of 9 clusters. Due to the workload, ASC and the new GEOAC are proposing 2 members from each cluster for a total of 18.
  - Policy Changes – First Reading:
    - Bylaws Committee
    - Academic Policies Committee (APC)
    - Undergraduate Academic Standards Committee (ASC)
    - General Education and Outcomes Assessment Committee (GEOAC)
    - Multidisciplinary Curriculum Committee
    - Undergraduate Course and Program Review Committee (UCPRC)
    - University Honors College Committee
- General Education Review Committee (GERC) Chairperson: Krista Higham, LIBR
  - The committee is working on approving courses as they come in.
  - She reminded faculty to keep in mind that if courses are intended to be offered in the Fall '26 semester, the course change proposals need to be in CourseDog by the middle of September '25.
  - GERC Statement on the Number of Labels on Courses in the General Education Gateway Program:
    - There was a Hower/Cook motion to table the vote for now given some problematic areas have not yet been addressed. The motion was approved with 1 abstention
    - Send feedback to GERC, especially if there are department-specific issues
    - If your specific department has issues be prepared to communicate with GERC regarding possible solutions before we are passing statements that only work for 90% of the groups.

XIII. **New Business**

- None

XIV. **Adjournment**

- Meeting adjourned at 5:12pm via a Kennedy/Bowers motion that was approved without dissent.

Respectfully Submitted,  
 Antonia Cardwell  
 UCAPC Secretary

## Meeting Summary 2/18/25:

Minutes Approved:

11/05/2024

- Approved courses and programs:
  - Undergraduate Proposals:
    - [FYEX100Q](#)
    - [FYEX100Q](#)
    - [FYEX100P](#)
    - [FYEX100N](#)
    - [FYEX100I](#)
    - [MATH107](#)
    - [MATH230](#)
- Approved policies:
  - 2024-10-17 Baccalaureate Degree Programs
  - 2024-09-05 Academic Program Associate Degree Programs



From the Office of  
Student Government Association  
Resolution No.102-2025  
Authorized by: Tevon Kerr-Hornbaker, President  
Supported by: SGA Executive Board

**WHEREAS** the Student Government Association of Millersville University (SGA) is dedicated to advocating for the student body and ensuring that all students are treated with respect and dignity; and

**WHEREAS** the SGA conducted a comprehensive questionnaire on Advising services, through the Office of the Provost and the Senior Vice President for Academic Affairs at Millersville University that received responses from 493 students, revealing significant insights into student satisfaction and areas for improvement; and

**WHEREAS**, in response to the question on a scale of 1 to 10, "How Often Do You Refer to the MarAudit for Scheduling Classes?", 196 promoters, 130 passives, 167 detractors, with the average score being 6. This data suggests that an equal number of students refer to this platform for their process of scheduling classes. With a slim majority using MarAudit for this process; and

**WHEREAS** students have expressed interest in the Degree Audit before it was changed to be the MarAudit, because it was easier to understand what classes need to be taken as a Millersville University student. A few suggestions pointed out including a "Sort" button that only shows the classes that need to be fulfilled; and

**WHEREAS**, in response to the question, "Do You Know How to Use Schedule Builder?" 74.04% yes, 19.47% no, and 6.49% said "what is that?". This data suggests that the majority of students utilize this platform for planning their upcoming semesters; and

**WHEREAS**, in response to the question, "Do You Know Who Your Advisor is?", 98% answered yes and 2% answered no. In response to the statement, "I Feel Comfortable Going to My Advisor," 47% strongly agreed, 29% agreed, 16% were neutral, 6% disagreed, and 2% strongly disagree. The data suggests that the overwhelming majority of students have a good relationship with their advisor, with 76% of students either agree or strongly agreeing with the above statement; and

**WHEREAS**, in response to the statement, "My Advisor Influences the Decision-Making Process for My Schedule," 24.76% strongly agree, 40.56% agree, 22.31% were neutral, 7.71% disagree, 4.66% strongly disagree. The feedback above suggests that the majority of advising of the Millersville University campus, is beneficial to the students who seek assistance when scheduling classes for the next academic term; and

**WHEREAS** students had stated the benefit of the FYEX courses teaching them the internal processes of MAX and how to adequately use these services when scheduling for the next academic term. Students also stated numerous issues with advisors not answering emails and not getting back to their advisees in an adequate time; and



From the Office of  
Student Government Association  
Resolution No.102-2025  
Authorized by: Tevon Kerr-Hornbaker, President  
Supported by: SGA Executive Board

**NOW, THEREFORE, BE IT RESOLVED** that the SGA strongly recommends that the Office of the Provost the Senior Vice President of Academic Affairs take the following actions:

- Ensure that the communication from Advisors occurs in a timely manner and provides further guidance for Advisee's course selection.
- Alter the MarAudit system to provide a simplified roadmap for academic requirements.

Actions to be taken include and are not limited to:

- A "Sort" option to separate classes that must still be taken
- A tracking system to identify if a student is "on track" or "falling behind" with their expected graduation date

**BE IT FURTHER RESOLVED** that the SGA urges the Office of the Provost and the Senior Vice President of Academic Affairs to collaborate with student representatives to address the student body's advising concerns and enhance their advising experience.

**BE IT FINALLY RESOLVED** that the SGA appreciates the Office of the Provost and the Senior Vice President for Academic Affairs attention to these findings and looks forward to our partnership in enhancing the advising experience for all students at Millersville University.

The Student Government Association Vote:

Date: 02/06/2024

Affirmative: 17

Opposition: 0

Abstention: 0