Members Present: C. Hansen, W. Steiner, D. Richter, S. Jackson, N. Birch, B. Alvin

The meeting was called to order at 3:00 p.m. by N. Birch.

1. Approval of Minutes of May 10, 2012. B. Alvin moved to approve the minutes of May 10, 2012. D. Richter seconded. The minutes of May 10, 2012 were approved.

2. Additions/Changes to Agenda. a. N. Birch stated that M. Ayers, Director of the Office of Community Engagement and D. Elder, Director of the Honors Program will be added to the agenda.

3. Chair’s Report. a. N. Birch reported that last year UAC worked on a number of policies. The policies that were approved by the Senate included the Classroom Attendance Policy, the Posthumous Degree Policy, and the Registration Policy. The Undergraduate Student Policy was approved; however, a minor change regarding summer school needs to be made. The Grading Policy made it to Senate, but there were issues with the Incomplete Grade portion of the policy. Currently the Grading Policy is at Rules for further discussion. b. The committee worked on Academic Policy 303-35 Program and Course Management Policy and changes made by T. Hancock will be reviewed at a future meeting. c. The Degree Revocation Policy will be an agenda item at a future meeting. d. Rules met for the first time on Monday. The committee will be reviewing policies this year and distributing sections to UAC and GAC as necessary for their review. e. There is a need to elect a vice chair for the UAC. The person would need to attend Rules if she is unable to attend. The idea would be that the vice chair this year would be the chair next year. If you are interested please contact N. Birch.

4. Committee Reports. a. CPAC 1. D. Bradley reported they are revising and clarifying the guidelines for the course and program approval process. The committee has created a document they hope will clarify what needs to be done to get a program or course approved. N. Birch stated the document can be found on the UAC Blackboard site. If you have any comments or questions you can send them to A. Wetmore at awetmore@ewu.edu

b. GECC. a. N. Ruiz-Rubio reported she is here to report on a General Education assessment cycle change. She stated they are currently assessing one objective for each area in a three year cycle. In winter 2012 the Senate approved the new revised goals and objectives and now most of the areas range from 3 to 5 goals but when it comes to objectives they have from 3 in Capstone to 21 in English Composition. That means that in order to complete a cycle they need from 9 to 63 years which is problematic because the Northwest Commission on Colleges and Universities has a 7 year accreditation cycle and they are pushing to complete the cycles by the time of the next accreditation visit. She stated that during the summer the committee on assessment voted to approve a new cycle of assessment where all approved Gen Ed courses will be assessed one goal a year which means that most areas will complete the cycle within 3 years or less. She stated that came to GECC and there were two major concerns being discussed. The first is where is the role of GECC in requesting faculty to do a new assessment cycle which means passing from a three year to one year cycle. She stated this could be perceived by many faculty as a new burden and there could be a backlash to the committee because they are asking for a big increase in work. The second part is they are going to a
one year assessment cycle so they need to provide training, support and resources for faculty as they
go to the new cycle. She stated that GECC voted to work with the current cycle this year and are
assessing the graduation requirements of Capstones, Cultural Diversity and International Studies.
Meanwhile the committee is asking to open a conversation on assessment of Gen Ed courses and the
training and resources needed for faculty members. M. Baldwin asked if the committee feels two or
two workshops would do or do they feel there is a need for a full time trainer. N. Ruiz-Rubio stated
she feels that a regular training workshop would be adequate to help faculty implement this kind of
assessment as an example. She stated she is willing to table this discussion until the next academic
year and work on an improvement plan for the assessment of General Education because it will not
only be on the faculty side but also how the committee will handle all the added reports. M.
Baldwin asked if H. Bergland should attend the GECC meetings and N. Ruiz-Rubio stated it would
help if she could. D. Richter stated there needs to be some kind of information about what this
means for the faculty because they don’t have the time to do all the assessment work. He stated they
want the faculty to do the assessment of Gen Ed but they need to minimize what the faculty has to do
because it has gone too far overboard. His department already has to do reports for three programs
each year plus they haven’t been allowed to use the same reports for Gen Ed so they have to create
different reports. M. Baldwin stated that H. Bergland spoke with someone from the Northwest
Commission on Colleges and Universities and they will accept whatever reports they are already
doing for accreditation. N. Birch stated they are up for reaccreditation and in her college Northwest
looks at the programs and their accrediting body looks at the core so they have to create two reports.

c. Academic Appeals Board. E. Morgan reported there were two appeals and one was approved
while the other was tabled.

5. Administrative Report. E. Morgan reported: a. Last year it was discussed that they wanted to
purchase a piece of software to manage the curriculum process and they are moving forward on that.
She stated that October 15th or 16th is the deadline for proposals to be submitted and they hope to
have it in place by spring. b. The enrollment numbers show the university surpassed the goal for
state FTE which was a 2% increase. c. They received calls from people who were unaware of the
changes made to the drop for non-attendance policy or the 3rd day faculty signature change so if you
have time to go back to inform your colleagues that would be great. M. Baldwin stated they are
creating an Undergraduate site on their website where policy and curriculum changes can be listed.
D. Richter stated there needs to be a faculty handbook where that information is listed. N. Birch will
take this to Rules. M. Baldwin reported: a. The Math lab has been established in Monroe Hall
temporarily. He stated the initial feedback is that the first part of MATH 103 seems to be going well
and in fact he has been asked to present on the state level on what we are doing in Math. They
implemented the ALEKS software system which is a tool that assesses the student on where they are
and if can they function in basic math. B. Alvin stated the reason the Math department did this is
that students come here unprepared and we don’t have courses as low as the community colleges so
they can take ALEKS and can build up their competency. She stated that with ALEKS math can be
broken up into smaller increments and there is a faculty member who is on hand to help if necessary.
Within the first four weeks they will be identifying the students who are having difficulty so they
can go to the ALEKS lab and work at their own pace. b. They have interviewed candidates for the
Director of the Transfer Center that will be implemented in the near future. The center will help
coordinate articulation agreements, course equivalencies, will build curricular partnerships and work
on the state level on state policies, etc. c. They have reopened the search for the Vice Provost of
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Undergraduate Affairs and Student Success that is currently filled by C. Ormsby. d. L. Greene has rewritten the document for Academic Integrity and they are in the process of proofreading it and it should come to the committee by the end of the quarter. e. CPAC has made some changes in the process and he has been working up front with faculty on filling out the CPAC forms which he hopes will make policy and course changes smoother. He stated they are expecting a large volume of curricular adjustments this year. f. He and T. Ashby-Scott rewrote the Reinstatement Policy that is not in the catalog. He stated the catalog is very good in describing when to remove a student from the University for performing poorly academically and they are now establishing a procedure on how to reinstate a student. He will put the policy document on the Blackboard site for review and comments. He stated they will enforce more stringently the one quarter sit-out or the one year sit-out depending on if it is their first or second time because it hasn’t been enforced in the past. It is important especially as the courses fill up because they want to make sure that students who are successful have the right to enroll and students who perform poorly can enroll at some point when they are reinstated. He stated they are uncomfortable with the number of students, although not a large number, taking seats when they should be sitting out. For the students who are declared majors they will be asked if they are still intending to pursue that major because of their poor performance, changing majors or are they intending to become undeclared. He stated that whatever their intent then the associate dean of that college will work with T. Ashby-Scott and M. Baldwin to make a determination if that student should be reinstated. g. There is an academic advising professional group which is a subset of NACADA (the National Academic Advising Association) that sent him a proposal to change the major declaration process that would require a Gen Ed assessment in that process and he had concerns about that so he sent it back to them but thought he should bring it up to UAC. He stated we do a lot of things that restrict the students’ ability to enroll which isn’t necessarily good but it is a problem that needs to be addressed. The problem is they are seeing more and more students towards the end of their college career who say they never heard of, never knew of, forgot or got conflicting information about Cultural Diversity, International Studies, Foreign Language, etc. so they want a clear point in time where they can show that information was communicated to the student. He stated we don’t have that currently but they will be working on a Major Declaration Policy that will include that plus when a student should declare. He has gotten feedback that there is a different response to students department to department. D. Richter stated it is important especially in Gen Ed with many of the Science majors because they can’t just take Gen Ed for 2 years and have any hope of graduating in 4 years. They have to start in their major in the beginning and spread their Gen Ed over 3 years. M. Baldwin stated he would like to suggest because it is a complex problem with many implications is to have a subcommittee or Ad Hoc committee work with him to put together a proposal that would come forward to UAC. He stated the proposal would include recommendations of what a pre-major is which he feels should move from 90 to 60 to encourage an earlier commitment because there are students missing out on opportunities because they haven’t declared soon enough. h. The provost has asked they return to UAC to review the consistency between the outcomes of the online courses to make sure there is a consistency between what is a standard course. He will find out what specifics he is looking for and inform the committee. D. Richter stated that as we move more towards Elearning we need to make sure there isn’t cheating taking place. M. Baldwin stated we want to make sure there isn’t a question about the quality of our programs. S. Jackson asked if UAC is the place to deal with this because her program has Graduate programs. D. Richter stated that maybe there needs to be representatives from both GAC and UAC discussing this issue. i. There has been an increase in students who speak a different language at home and they aren’t graduating because they haven’t taken a language
course here. He stated he gets a lot of complaints and he would like to work with this committee to create a policy regarding this issue. D. Richter stated the issue they run into is there is a student who speaks Spanish at home but they take a Spanish test here challenge the course and they find out the dialect is different. M. Baldwin stated they are sending a lot of students to BYU to test because they offer a battery of tests in languages and they are the standard to determine if a student has the language skills.

6. ASEWU Report.  a. K. Chapman reported she has received several Learning Commons suggestions such as adding more non-white board tables, more group and individual study areas, etc. She has been in contact with R. Knight and T. Otto and will meet with C. Ormsby soon regarding these suggestions.  b. The next council meeting will be held on October 24th in the PUB Fireside Lounge.

7. Old Business. Traditionally there is no unfinished business at the start of the academic year.

8. New Business. a. Academic Policy Project: Undergraduate Policy (Program and Course Management. This will continue as new business at the next meeting.

b. Academic Policy Project: Undergraduate Policy 303-21. - E. Morgan stated she would like to change the wording in Section 2-3 Non-Matriculated Students to read: a. Non-matriculated students may register for classes for two quarters without being admitted to the University with the exception of Summer Session. This will be unfinished business at the next meeting.

c. Office of Community Engagement. M. Ayers stated she is the new Director of Community Engagement and she has started to meet with the deans to find out what community engagement initiatives are happening in each of the schools and she will be invited to several of the chairs meetings to speak with faculty. She stated she has a survey for faculty to fill out so she can see what is happening, what the needs are and how the office can support faculty and support students. She will be meeting with executive directors of non-profits to see what their needs are and see how we can match some of their needs with what faculty are doing. She will be centered in Showalter 115 on the Cheney campus and she will be on the Riverpoint campus twice a week.

d. Honors Program Freshman Priority Registration Request. N. Birch reported D. Elder is here to make a request to give incoming Honor’s freshman priority registration in the fall quarter. D. Elder stated Honor’s students already have priority registration for winter and spring quarters but they would like to include fall as well. He stated that historically it hasn’t been a problem for these students but now that we have over 10,000 students the classes fill up fast. The Honor’s freshman students come in with the other freshman at First Step and by that time there are no seats left. They go to great pains to recruit these students just to find the classes they need, such as MATH 105, CHEM 151, etc. are full. He stated that most of the Honor’s students come in with a major even as freshman, are very focused, very committed, and studies show that from 2007-11 82% of the incoming freshman Honor’s students graduated inside of four years. E. Morgan stated that Honor’s students already get priority registration in all three quarters but D. Elder is asking to have priority registration for incoming Honor’s freshman students. She stated once this group of students is in they would get priority registration for the following fall. Priority registration opens up June 1 and
only new students can register at that time. D. Elder stated the real issue is we aren’t able to keep up with the demand for certain classes. D. Richter asked if they want to be able to register an Honor’s freshman student prior to someone who has been here all year and is in need of a class and D. Elder stated he does. W. Steiner stated that from the Chemistry perspective they offer CHEM 151 all year long but his department recently opened another class because they had filled up the 5 courses they previously offered due to the high demand so fall isn’t the only quarter they could take that class. B. Alvin stated the Student Success Committee interviewed faculty and they were told there aren’t enough sections being offered for students. D. Richter stated he has an issue with someone new being guaranteed a class when there has been a student who has been here trying for a long time to get in because that isn’t fair. He stated we need to offer more sections of the high demand courses. W. Steiner stated he agrees but is there a way to find out if these students couldn’t get into a class or were they trying to get in or is it repeats. D. Richter stated they are having trouble getting students into courses because they don’t offer enough sections and it is becoming a real issue if they are in a program and it is a course that is a sequence. D. Elder stated it is a campus wide challenge. B. Alvin stated she is thinking of offering MATH 105 classes at 3:00 p.m. and 4:00 p.m. N. Birch stated she will work with E. Morgan and M. Baldwin to create a proposal and will bring it to the next meeting. This will be unfinished business at the next meeting.

9. Council/Committee/Board Appointments. a. H. Saad, Engineering and Design to CPAC. D. Richter moved to approve the nomination. B. Alvin Seconded. Motion carried.

10. Good of the Order. a. N. Birch stated that the Oktoberfest “Twilight Masquerade” fundraiser will be held on October 27, 2012 from 5:00 p.m. to 10:30 p.m. and costumes may be worn. Tickets can be purchased online at the Oktoberfest website or at the JFK Library. b. If you have any suggestions for agenda items send them to N. Birch at nbirch@ewu.edu

11. Adjournment. Meeting was adjourned at 4:48 p.m. The next meeting is scheduled on October 25, 2012.