

UCAP
Approved Meeting Minutes
April 28, 2015
FA Conference Room

Present: Rhonda Dass (chair), Marge Murray Davis, Kevin Elliott, Pat McKinzie, Julie Kerr-Berry, Jenny Turner (minutes)

Call to order: 3:07 pm

1. Chair for next year

- A returning committee member must be recommended to chair before the end of the academic year. We will have three new members next year.
- Dass is trying to pull together a guide to help with knowledge continuity for the committee.
- Time commitment for chair: weekly UCAP meetings, prep for meetings, and FA meetings (2/month); it is possible to divide the UCAP chair into co-chairs.
- We will hold an electronic vote to determine the chair/co-chairs for next year (email to be sent tomorrow, 4/29, shortly after 5pm).

2. Honors Council representative for next year

- We need a replacement, as current rep is cycling off UCAP (Kerr-Berry).
- Time commitment: Friday Honors Council meetings, other assorted events/tasks throughout the year.
- Turner is willing to take this on.

3. Gen Ed Committee and Writing Across the Curriculum

- Gen Ed Committee has asked us to look at how writing intensive proposals might fit into the UCAP workflow.
- Currently, WAC Sub-Committee reviews/vets writing intensive proposals and then sends proposals to Gen Ed for approval. Gen Ed would like these proposals to come to us instead.
- If, Gen Ed is still reviewing diverse cultures proposals, it makes sense they continue to also look at writing intensive.

4. Honors Proposals

- Honors proposals have a different timeline than other proposals (plan two years out).
- We have Honors proposals sitting in CDS; do we want to take care of these in Spring or in Fall?
- Recommendations: look at in September, before the rest of the proposals start to come in, or look at in April, when proposal approvals for other areas are complete (we can set rules in CDS to designate when honors proposals are due and to prevent them from getting sent back like other late proposals). If we look at proposals in the fall, we need to make sure they show up for new committee members.
- Decision for this year: hold proposals for Fall '15 and set up new honors-specific deadline in CDS for Spring '16.

5. Other

- Status of proposal 8553? UCAP help the proposal for additional information. In February, an inquiry was sent to the author for clarification, but we did not hear back.

Adjourned: 4:20 pm

Minutes respectfully submitted by Jenny Turner.