Minutes of the UUF Executive Committee Meeting of February 24, 2005

Members Present: Antonio Candau (Chair), Christine Cano, Corbin Covault, Jessica DeQuach, Don Feke, Lynne Ford, Steven Garverick, Lynn Lotas, James McGuffin-Cawley, Marshall Leitman, J. Adin Mann, Jr., Kelly McMann, Larry Parker, Sheila Pedigo, Stephen Previs, Gary Previts, Roy Ritzmann, Beverly Roberts, Margaret Robinson, Mano Singham, Peter Whiting

A. The meeting was convened at 11:35 a.m. with Professor Candau presiding.

B. The Minutes of the meeting of January 27, 2005, were approved as distributed.

C. SAGES update, Peter Whiting.
   1. Workshops for SAGES faculty are scheduled.
   2. Sample Seminars have been held for students admitted for the Fall, 2005. Parents had a separate session. This program appeared to work well.
   3. The Budget is in the Provost’s office for approval; the Deans have reviewed the budget. The Budget is “moving ahead.”

D. Standing Committee Reports
   1. Academic Computing: Two meetings were held this month. The committee is working on a survey for both faculty and students, which is scheduled for completion by the end of the semester.
   2. Academic Standing: There was a discussion of grading and academic standards.
   3. Curriculum: February meeting minutes with agenda; SAGES course approval, SAGES capstone guidelines, transfer students and SAGES.
   4. Student Life: Composition of the University Judicial Board was discussed along with a review of the method of selection.
   5. Undergraduate Admissions: Noted again: Applications are up. Admissions are working to put students in contact with departments of their choice.

E. 1. Faculty Senate: David Matthiesen – No report.
   2. UCITE: 100 faculty are going through training using new technology. Noted the changes in the way the Medical School trains students. The design of a simulation center was mentioned. UCITE will hire a part-time assistant director.

F. Update from the Executive Committee
   1. College of Arts and Sciences: See the attachment for the last meeting. A SWOT (strengths, weaknesses, opportunities, threats) analysis is being conducted. By-laws are being studies and revised.
   2. Case School of Engineering: See report.
   3. School of Medicine: Steven Previs. The School is in the process of changing the method of teaching courses; lectures are broken down into smaller groups. The first planning meeting was held.
   4. Francis Payne Bolton School of Nursing: The focus is on how to implement SAGES. The Fall class will include about 100 students, which is much larger than previous classes.

G. Old Business:
   1. Ad hoc: Committee on Course Evaluations. No report.
   2. Revision of the UUF By-Laws and SAGES assessment. Jay Mann. There was an extensive discussion of whether and how SAGES should be mentioned in the By-Laws. The view of the executive committee is that very little about SAGES should be mentioned directly in the By-laws. Gary Previts brought up the point that composition of the executive committee and curriculum committee discussed last year were not represented in the draft that was circulated. Jay Mann will make that correction.
H. New Business:
   1. Service Learning: Don Feke. Should Case include elements of service learning in our educational programs – the answer is yes. How should this be done? What is the definition of “service learning” for our courses? It was suggested that we look to see how this was done at CWRU in the past of about 6-10 years ago. (JAM – try entering “service learning” in GOOGLE, the results are quite interesting.)
   2. Sheila Pedigo of the SOURCES office for undergraduate research and scholarship described their program. There is a web page and an advisory board.

Respectfully transmitted,

J. Adin Mann, Jr.
Secretary