CASE WESTERN RESERVE UNIVERSITY  
UUF Executive Committee  
Minutes of the Meeting of September 23, 2004  
Room 352 Adelbert Hall  

Present: Antonio Candau, Corbin Covault, David Deeds, Donald Feke, Lynne Ford, Steven Garverick, Christine Hudak, Uziel Landau, Marshall Leitman, Lynn Lotas, J. Adnin Mann, David Matthiesen, James McGuffin-Cawley, Kelly McMann, Roy Ritzmann, Beverly Roberts, Margaret Robinson, Christoph Weder, and Peter Whiting  

Jay Mann, the committee chair of last year, convened the meeting. His one announcement concerned a reported discontinuation in the no-cost dial-up computer access to the university from off-campus.  

Deputy Provost Don Feke made a progress report on the anticipated university accreditation process and self-study report. Our last accreditation visit of the Higher Learning Commission of the North Central Association of Colleges and Schools was 10 years ago. It is now again our turn to do a self-study which addresses their criteria. Our steering committee has four subcommittees who reflected on different topics. We are writing that report now and anticipate it will be ready for comment by our faculty and the university community by December, with the actual visit scheduled in April, 2005. More information will be discussed at a future meeting.  

D. Feke was asked about the importance of SAGES and responded it is quite important and that the interest is in the development process and assessment. He further added that we must be thorough and that team members will cover all our areas and schools and review the areas of shortcoming from 1995: lack of a formalized outcome assessment plan, declines in minority students and recruitment efforts, and our perceived diminished strengths in graduate programs, especially in the humanities. He asked that this committee spread the word among their colleagues.  

The minutes of the April 22 meeting were approved as distributed.  

The standing committee reports:  

Academic Computing and Information Resources Committee – Chris Hudak, as past chair, said that the committee will likely discuss working together with the Faculty Senate committee. As there are questions about the effects of the planned change in dial-up service, it was suggested that Vice President Lev Gonick be invited to the next meeting. The issues to discuss are that we have a policy stating that e-mail is an official way to communicate with our constituents and that this could affect minority recruiting. Suggestions included a survey of student and offering scholarships for needy student.  

Academic Standing Committee – Dean Margi Robinson reported that the committee met during the summer months on appeals and that there has been a change to the standards for scholarships: students must maintain a 2.5 GPA for their first 24 credit hours and a 3.0 thereafter.  

Minutes for the Curriculum Committee were included with the agenda, and there were no additional reports. The Student Life, Services, and Environment and Undergraduate Admissions committees have not met yet this year. It was reported that there are 786 new incoming students and that for the first time we held summer orientation and were able to include the parents. The mathematics placement test was also able to be given before selection of courses. Faculty perspective was very positive, even a model for SAGES full implementation.  

Professor Landau asked about advising, noting that though the freshmen advisor is to be the SAGES seminar leader, some students want that “majors” faculty contact in their freshman year. Dean Robinson responded that we will have the majors/minors fair in the fall. Case FAM is suggesting a catalog of peer advisors; therefore, students will be able to choose someone in any area they wish.
Faculty Senate Report: David Matthiesen reported that discussion in the Senate acknowledges that the status quo is no longer acceptable as regards undergraduate admission; the university must increase its visibility, especially to younger students – MTV style. Printed materials will be aimed at parents. The university is launching a multi-year campaign. Professor Matthiesen suggests an outcome assessment study to ensure that this approach to 14-17 year olds and their parents is producing the desired results.

Constituent Faculty Executive Committee Reports:

Case School of Engineering: Professor Landau reported that the minutes of their meetings attached to the agenda noted formation of a special ad hoc SAGES implementation committee within Engineering; and ad hoc committee on IT issues, and that the school is updating it by-laws to be in compliance with the Faculty Handbook.

College of Arts and Sciences: Professor Ritzmann reported that Provost Anderson is asking for input on strategic planning, and Dean Turner has opened that up to all CAS faculty; the SAGES implementation committee will report to faculty in October; Peter Whiting is appointed as associate dean and director of SAGES.

Weatherhead School of Management: Professor Deeds reports issues as getting good student internship placements and covering SAGES requirements.

FPB School of Nursing: Dean Lotas reported they are reviewing new courses/practicum; some students are getting to go abroad for community service placements; health screenings being done in Cleveland schools is involving all nursing students.

Old Business:

Ad hoc Committee on Course Evaluations: Professor Leitman reported that two proposals are currently being evaluated, and he expects to be able to report some progress next month, noting that one proposal is for an outside evaluation process and the other, for an internal type of evaluation process, which may be ready for a pilot in the spring.

Task Force on Revisions of the UUF By-Laws: Dean Lotas reported that any proposals have been deferred to next spring to allow for inclusion of SAGES; discussion on process for approval, suggestion of passing on to Faculty Senate By-Laws Committee.

SAGES Governance: Dean Whiting reported that SAGES staff are working with the pilot students and planning for 900 new students next year. All are committed to insuring that graduation requirements are being met. Professor Gary Chottiner is working to develop guidelines and an approval process for new required capstone courses which do not cause too much delay. Professor Ritzmann said that the SAGES Task Force Phase II Report said that each school should develop their own capstone courses. Dean Robinson suggested that the capstone criteria be widely disseminated as some will be coming from areas outside the traditional departments that now require capstones. The hope is that students can do a capstone in departments other than their major department. The UUFCC currently oversees course approvals for departments or schools that do not have an undergraduate program. There was other discussion of the approval process, and no resolution was reached. It will continue at the next meeting.

New Business:

Election of Chair and Secretary
Antonio Candau was elected as chair; Chris Hudak volunteered to serve as vice chair and parliamentarian; and Jay Mann volunteered to serve as secretary.

Approval of the Agenda for the UUF Annual Meeting, October 14, approved as modified to include a report on the accreditation process by Deputy Provost Don Feke and brief updates on revisions to UUF by-laws and on the teaching and course evaluation process.

The meeting adjourned at 1:00 p.m.