

University College Advisory Committee
Minutes 2/13/2009 Meeting

Meeting held in Dolan 114, started at 4:00 p.m.

Present:

Dean Edna Wilson
Prof. Brian Torff, Chair
Prof. Elizabeth Langran
Prof. Carol Pomarico
Prof. Edward Deak
Prof. Amalia Rusu

Absent:

Prof. Bruce Bradford

The committee followed the University College Committee Agenda for 2/13/2009 as prepared and distributed in advance by Prof. Torff.

Item 1 – Approval of December 5, 2008 minutes

Motion to approve as amended by Dean Wilson, seconded by Prof. Rusu
Approved 4-0 with 2 abstentions (reason: did not attend previous meeting)

Item 2 – Update of Interior Design Program provided by Dean Wilson

Dean Wilson provided several brochures about the Interior Design Certificate Program and copies of additional programs that are not in the brochure as well as regarding the Interior Decorating program. Interior Design Certificate Program has been approved in the 1970's, with credit and non-credit courses. Dean Wilson provided an overview of those programs. Faculty (usually not full-time) offer classes, for instance they belong to Visual and Performing Arts Department or School of Engineering.

As they were presented, the committee feels like these programs are great programs. Some of their strengths were presented. They are certificate programs for adult part-time learners, do not lead to a degree and rather to part-time work situation, there are also indications that the market has not a need for a full degree.

Unlike the Interior Design program, the Interior Decorating is primarily non-credit program, for people who work in stores that require those skills. They usually have another degree already. There are also several related workshops held (i.e., furniture, carpentering, etc.) which bring specialists in the area to present on those topics. About 5 courses per semester are offered with about 10-12 people in a class. It seems that there are also other schools with similar programs and events (the closest is New Haven).

Ideas of how to better advertise and expose the programs to a larger audience have been brainstormed. Advertisements issues brought into discussion since word of mouth is the one mostly used now. Statistics is still good in terms of enrollment in these classes (about 167 were enrolled in credit courses and 84 in non-credit courses, with an overall of about 50 people in the program).

Prof. Torff proposed to use students' efforts in these programs for decoration of several facilities / rooms around the campus. Also they could include exhibits or help decorate the Fairfield History Museum or the Theater. Other ideas have been suggested such as TV exposure, local home shows, home improvements programs, exhibits about the program outside campus, etc.

The committee will also be thinking about merging or collaborating with other people or departments on campus (i.e., Visual and Performing Arts) but there are already concerns and reservations that may overcome the benefits.

Item 3 – Study of UC Syllabi and documents in order to ascertain learning outcomes

Dean Wilson presented the objectives and challenges of this task. At this time, the learning outcomes of UC courses are not well defined. It was suggested to start with the Senior Project / Independent Study course in Professional Studies (399). Analyze the statistics for next Fall and look how we can tie them to learning outcomes.

Prof. Deak suggested starting with a template for syllabus and outcomes for all courses. The committee will look for ways to evaluate the work of students and the learning outcomes. Marketing, Communications and Accounting may provide good insight and examples drawn from their capstone classes.

Item 4 - Associate Dean Perkus – Report on advising with the Chairs of Accounting, Management, and Communications

Dean Wilson provided an update on this process. In the past, the advisors were from all over. A clean up has been done recently and currently the students have primary and secondary advisers. Students are encouraged to communicate with those people and connect more with their departments. However, for accreditation purposes, Prof. Deak suggested to check how other schools are handling the advising process.

Item 5 - Report from Associate Dean Perkus on the open admissions policy of University College

Dean Wilson mentioned that there is a discussion going on with other schools regarding how they handle the process. There is a general feeling that UC needs to have a mechanism and criteria for registration (i.e., HS diploma, previous university courses taken, transcripts, etc.). A more structured process would also introduce more assurance to not waste each others time in a decent time frame (i.e., a semester). Problem rose from the floor: registration could be done online (Dean Wilson will check on that).

The committee proposed the following course of actions: Dean Wilson will give a report on registration and then take further suggestions from the committee. Dean Wilson may bring a guest to provide an official report on admission. Prof. Pomarico offered to bring copies of the Stagweb account letter that is provided to students during admission process at the next meeting.

Motion to adjourn made by Prof. Langran, seconded by Prof. Deak. Approved 6-0
Meeting adjourned at 5:15 p.m.

Respectfully submitted by Prof. Amalia Rusu: February 23, 2009