

Minutes of the University College Advisory Committee
March 27, 2009

Present:

Dean Edna Wilson
Associate Dean Aaron Perkus
Prof. Brian Torff, Chair
Prof. Bruce Bradford
Prof. Elizabeth Langran
Prof. Carol Pomarico
Prof. Amalia Rusu

Absent:

Prof. Edward Deak

The meeting was called to order at 3:45 p.m.

Committee Business:

- A. **Update on Interior Design Program:** Dean Wilson spoke of the strong professional affiliations and longstanding adjunct faculty involved in the program along with new part-time adjuncts with MFAs. There is a desire to look for faculty with a fresh perspective and the ability to integrate more technology. UC would like to explore working with the Visual & Performing Arts (VPA) Department faculty.
- B. **Online Courses:** Prof. Torff attended a VPA Department meeting where some issues with online courses came up, prompted by a student who took Art History 10 online and then took the course again on campus and made a comment that she “learned so much more in the classroom than online.” Associate Dean Perkus noted that last he had heard from the Academic Vice President, no particular approval is needed to put a course online, this is only a format change, not a new course. The chain of communication for putting a course online is to notify the department chair and the program director; Associate Dean Perkus believed this was followed, but Prof. Torff noted that the program director was probably overlooked. Chairs and program heads are notified about upcoming UC courses prior to going to print. Associate Dean Perkus will resend the “Building Course Schedules” document.

The VPA Department wants to see that the instructor is actively involved with the department, with good communication with the program director and chair. The role of the department is to identify qualified instructors that will be used by UC, and UC seeks to have as many full-time faculty involved in their courses, especially during the summer. UC offers stipends (\$2,500) for faculty to redesign their courses for online. Day students are not permitted to take online courses in the fall and spring semesters, only UC and Nursing students may do this. Future

committee discussions may follow-up on the question of whether certain courses really can be taught online with comparable quality.

- C. **Study of UC Syllabi:** UC has begun to look at those areas where UC has committed to offering degrees through the evening program (i.e. Marketing, Communication). UC is working with the departments to review syllabi with the chairs to see how learning objectives line up with day courses, particularly the 399 course (capstone equivalent). By the end of the summer, the learning outcomes and eportfolio expectations should be articulated. DSB has already reviewed their own syllabi for consistency, and CAS is moving toward this in courses such as EN11, EN12, RS10.

The question of oversight of part-time faculty was brought up. UC can do classroom observation and will move onto “observation” of online courses through logging in to a course. The IDEA evaluation form provides opportunities for feedback; UC reviews evaluations only with new faculty or if there is a problem. This committee should in the future explore how the IDEA evaluation form is used with UC faculty.

- D. **Open Admissions Policy:** UC reviewed the policies of other AJCU schools, and heard back from 6, the best of which was University of San Francisco. Local competitor institutions (Sacred Heart, University of Connecticut) don’t have a placement test. About 1/3 of students come in with both EN11 and EN12. The committee discussed having a course that students be directed to take upon matriculation, such as EN11 and EN12, or some other course that needs to be taken by all UC students. The committee discussed advising procedures; right now, students who come in for advisement or email receive good advisement, but there is no signoff procedure for students who don’t come for advisement; UC does not control the registration process anymore. Blocking students from registration for upper level courses until they have matriculated may be an option.

The committee also discussed how to ensure that students are receiving a Jesuit experience in their education. Eportfolio may be a good option for this.

- E. **Future business:** Dean Wilson suggested meeting to reflect as a faculty member on Ignatian pedagogy in terms of the work of the committee. We should also continue to examine procedures for online courses. During our next meeting (April 17), we will elect a chair for next year.
- F. **Approval of the minutes:** The minutes from February 13 were approved with some minor wording clarifications.

The meeting adjourned at 5:15 pm.

Next meeting: Friday, April 17 at 3:30 p.m.

Respectfully submitted, Elizabeth Langran, April 5, 2009