

Committee on University College

9/22/2010 Minutes prepared by Anne Campbell

Attending: Gerry Campbell (chair AY 10-11), Amalia Russo, Robbin Crabtree, (Acting Dean UC), Rick DeWitt (for Ryan Drake), Anne Campbell, Ed Deak, and Aaron Perkus (invited guest).

Absent: Dee Lippman

Gerry (chair) called the meeting to order at 10:32 a.m.

1. *Introduction of new committee members*

Rick DeWitt, who will be substituting for Ryan Drake Fall 2010, was introduced and welcomed to the committee.

2. *Discussion of the minutes*

Ed moved approval of the minutes from 9/1/2010; Amalia seconded. Minutes were approved by all voting members who were present at the 9/1/2010 meeting.

3. *Review General Purpose and Specific Duties of the Committee (from Faculty Handbook)*

Gerry distributed page 18 from the 2006 Faculty Handbook. He noted that under the general purpose, only “undergraduate” programs were specified; however, there had been a graduate level Communications Cohort Program and the MFA. The language had been changed to “graduate and undergraduate programs,” but he was unable to locate documentation of that change. Aaron stated that the word “graduate” had been added.

Robbin provided some history regarding the UC graduate programs and administrative versus academic functions of the program. One area was the UC budget. Revenues were logged as UC students, but the degrees were awarded in the Colleges, not UC. Costs for the programs were in the schools, but revenues went to UC.

Robbin noted that UC has partnered with CAS on two graduate programs – the Communication Cohort Program and MFA. UC was the administrative partner with CAS. The collaboration had been fruitful; however, the ways in which enrollments and revenues were logged in were problematic. Robbin also noted that this committee should have been involved with the incubation of the programs, but it was not.

Robbin discussed the status of the Communication Cohort Program's 5th year review. The recommendation may be made to close it because the market ran out. It was left dormant because of latent needs of partner corporations. Also, UC staff stopped recruiting cohorts because corporate funding dried up. Stragglers are now in the on-campus programs. If it is continued, the Communication Department will administer the program.

Gerry suggested leaving the graduate programs discussion for a future meeting and asked for additional comments regarding duties of the committee.

Rick added that he had read all the documents pertaining to the charge for the committee. The committee was given a very broad mandate.

4a. Review UC material from the University Undergraduate Program Catalog (pages 337 – 343)

Gerry provided an overview of the variety of programs of study provided by UC: Bachelor of Arts Degree-Completion, Associate of Arts, Post-Baccalaureate Certificates, Professional Development, Au Pair, and Lifetime Learning. Each was discussed by the committee.

Aaron provided an overview of the two degrees granted by UC. The Bachelor of Professional Studies has five concentrations. It is an individualized interdisciplinary degree. The students can transfer in 75 credits including CLEP credits and portfolio credit for work and life experience. One issue is whether or not courses older than 10 years should be accepted.

The other degree conferred by UC is the Associate of Arts offered in Humanities, Social Science, Natural Sciences, and Mathematics. All other degrees are in the schools where the majors are housed.

Post BA certificates provide a bundling of courses in which students enroll. This is used to prep for MA program or prepare for professional exams. All certificates are developed in consultation with the professional departments.

Ed asked about the enrollments. Aaron stated that 10-12 students are in Accounting and 5-8 in marketing for MBA prep. Robbin mentioned that the Business School is interested in housing courses, faculty, curriculum programs in their school. Ed pointed out that while MBA prep is for business, the economics and mathematics that are part of the certificate are housed in CAS.

Robbin suggested that given that the Post-Bac Programs are non-degree, more discussion is needed as to what action should be taken.

Gerry suggested that this is an important issues that needs to be an agenda item for a future meeting.

Aaron shared the enrollment statistics for Summer 2010: 20 in accounting, 4 in marketing, 1 MBA and 1 professional writing, and 0 business processes.

Next item discussed was the Au Pair program. Host families pay tuition for their Au Pairs. The contract requires that they take one course per semester. Ed shared that he had four or five Au Pairs and maybe one or two Lifetime Learning students in his class this semester. Robbin expressed concern that so many were in one section and suggested that was something for UC advising to be aware of.

Gerry asked if Aaron had the enrollment numbers for the Au Pair and Lifetime Learning program. Aaron did not have the numbers immediately available, but stated that both program were profitable for University College. (Note: enrollments numbers appear on page 4 of these minutes.)

Robbin added that the Arts and Culture, Professional Development, and various post-BA certificates were based on market need and bundling courses or activities to meet that need. One question that Robbin felt needed to be addressed was what are the current market needs and are we actively marketing opportunities/programs to meet those needs.

Robbin shared that the Professional Development programs are “subcontracted.” Outside subcontractors deliver the programs. UC does the scheduling. Their purpose is leadership development in a field. EMT, for example, is delivered by the Fairfield Public Safety Department. A lot of students are involved in the program: they even have a club on campus.

Another very successful program is Interior Design. Robbin has asked Studio Arts to look at the program. Two courses are in Art History. Robbin has requested a formal review of the program with external reviewers. Although it is a non-degree program, all the courses are for credit. Students need to have a transcript verifying they have had 15 courses in order to be able to take the licensing exam. The program is constrained by industry and the licensing agency.

Rick asked who teaches the courses in the Interior Design Program. Robbin shared that the program was created in 1977 by Rob Hardy. He does all of the hiring of adjuncts. A glaring weakness with the program is that it has not had any academic oversight. The adjuncts do have to have a Ph.D. or the appropriate terminal degree in their area of expertise. One shortcoming is that the program needs to document measurable outcomes.

Robbin noted that there is a high level of satisfaction with the program. The issue is whether or not there is an appropriate department in which to house the program. Interior Design is not a professional track in any department. The CVs of adjuncts and program details are being reviewed. She added that 75% of the

students in the Interior Design program have a BA and 10% have an MA.

Rick asked about the external review. Robbin stated that as Acting Dean, she reviewed the program materials and realized that in 30+ years, it had never been reviewed. Rick noted that there was a need to clarify the process for Visual and Performing Arts faculty. Robbin stated that there is a process through the Arts and Sciences Curriculum Committee for the development of Post-Bac Programs.

Aaron added that no undergraduates in the program can use any of the credits for a degree.

Gerry stated that it was an issue that would need to be discussed further at a future meeting.

Ed added that historically there was a paralegal program that was highly enrolled. Lawyers taught the courses. Would that be a program that could be considered in the future, would it have value, or lessen the brand?

Robbin discussed the fact that courses have generally been offered related to the market forces or faculty interest. Ed asked if anyone was looking at the current markets. Robbin said that we need to look at who we are as an institution and where we want our resources to go. The UC staff, for example, presented their position that it did not make sense to continue the EMT program. Public Safety, however, see it as a way to keep connections with the student community on campus. It is a break even program with great student and Public Safety staff interest. It is not expensive to run.

Should Arts and Culture be part of UC? Historically, it is in the UC catalog. Each one of the programs is part of larger programs housed in the Colleges.

Lifelong Learning is not credit bearing. Elizabeth Hastings markets opportunities if faculty are interested. Language Immersion weekends are a lot of work. The program has been undercharging. No staff or faculty time was calculated into the charge. Modern Languages is looking into further options in which they are interested.

Many of these activities are marketing tools for events that are housed in other programs on campus.

Aaron shared that currently there were 83 Lifetime Learners and 74 Au Pairs enrolled in courses. Usually there were 100 Lifetime Learners each semester. Lifetime Learners are long-time members of the Fairfield community, devoted, intellectually and culturally engaged. Some mentor in the undergraduate programs. They are a great resource and constituency for Fairfield.

Robbin suggested that one goal might be to integrate the UC programs more fully with the academic programs and schools.

4b. *Discuss UC Policies*

Robbin stated that UC policies have not all been subject to formal policy review. They are the way things have been done and have historical rationales. For example, how admissions are classified and how the bursar allocates revenues are practices developed over time. They do not have the standing of policy. Areas that need policy include admissions, matriculation, change of school, and how each of these applies to UC.

Aaron noted that procedures are on page 343 of the catalog. One area that needs to be clarified is the issue of full-time Fairfield students moving to UC as part-time students. When they do so, they pay per course rather than semester tuition fees. One goal would be to better articulate part-time with full-time policy.

Robbin concurred. We under-price in UC. Nationally, there is a part-time % of tuition rather than a per-course charge. Julie Dolan will be looking at pricing and accounting procedures.

Robbin suggested that we look at programs first and then develop policy for the programs. It would be a relatively straight forwarded process to write policy and get it into the Journal of Record.

UC has been serving a specific population and enabled them to gain entry to the University. We have had core differences in UC compared to full-time on-campus populations. We need to make sure that we do not drive those student away who have traditionally been served by UC. We need to develop policies that invite diverse populations through the front door.

Ed asked that if UC were dissolved, would students go to the day-time programs? Would the admissions requirements need to be changed. UC does not require a foreign language, but the day programs do as part of the core.

Robbin noted that the Undergraduate Committee would need to be part of such a decision as to whether or not there should be a language waiver, or provisional admissions. We need to advocate for a certain kind of student. While the market might be reduced with higher standards, I think that we could advocate for the language waiver, especially for students who might not benefit from trying to learn a language as an older student. The issue is whether or not they can demonstrate that they can benefit and belong here.

5. Proposal to phase out the Associate of Arts Degree

The committee discussed SrVPAA Fitzgerald's March 26, 2010 memorandum regarding the Proposal for Educational Planning Committee to phase out awarding of the Associate of Arts degree through University College. The proposal was withdrawn and sent to the Committee on University College.

Rick noted that the recommendation had been discussed in Academic Council and the Council's subcommittee on University College. The Subcommittee had made recommendations. Rick was on the subcommittee. He reviewed the minutes from their Spring 2010 meeting and noted that two recommendations made by the subcommittee had not happened. One was to have members of the Committee on University College meet with the Academic Council's Subcommittee on University College.

Robbin noted that the AC Subcommittee on University College had been charged with examining the SrVPAA's recommendations and proposal. The recommendations were never approved by the Council. There is important work to do here. Rick stated that the Subcommittee's charge was very broad.

Gerry suggested that the issue be an item for discussion on the next meeting's agenda. Robbin noted that Academic Council needs to review the report on University College and act on recommendations in the report if they wish.

Rick stated that we need to figure out the process to address the issues. Monday September 27th the Executive Committee would be meeting and will bring up the recommendations.

Aaron stated that Robbin is making sure that the process is transparent. Robbin had spoken and presented information about UC to a variety of groups last Spring and during the summer 2010. There are very few AA degrees awarded. Often students in the program have been staff. No new students have come to UC with the intent of getting an AA.

Aaron stated that only 4 current students have declared an AA. One issue is that UC does not require matriculation. Robbin noted that their intent may be to earn a BA, but they have not declared yet.

Robbin made two motions, as follows:

- I. That the CUC recommends closing the Associate of Arts (AA) degree program currently offered in University College.

AND

- II. That the CUC recommends that all students currently matriculated in the AA degree program that is currently offered in University College be encouraged to matriculate into an approved B.A. program at the University or allowed to complete the AA program by May 2012.

Committee members discussed the motions. Robbin clarified that exceptions and appeals needed to be considered by the Dean upon recommendation by UC staff and/or faculty advisor. She offered to revise the proposal to include the Committee's recommendations and send it to committee to review.

Rick said that the issue of phasing out the awarding of the AA degree was very straightforward. His understanding is that the SrVPAA's memorandum had been withdrawn. The committee could use the memo and rewrite it to reflect the Committee's recommendations. Ed added that this is the dissolution of an academic program. The recommendation would go to UCC, EPC, Academic Council, and then to the State.

Robbin moved to approve the motions to phase out the awarding of the Associate Arts degree as amended and to begin the process for approval of the proposal. Rick seconded the motions. Gerry asked for further discussion. Gerry called the vote. The motions were approved unanimously.

Gerry stated that he would send the motions to the Undergraduate Curriculum Committee and to EPC to let them know that it was coming.

Robbin shared that UCC has made University College a standing agenda item this semester. The proposal needs to be on the EPC immediately following the UCC meeting. Then, it needs to get on the Academic Council agenda as soon after that as possible.

6. Review of BPS Degree

Ed asked where Julie Dolan was in her review of the UC finances.

Robbin shared that she had done some financial analyses, but they were not complete. One of the problems is that there were no budgets, no program specific credit, and non-credit allocations. Costs were not logged to programs for % of full-time faculty and % of UC students in courses. There is a need to restructure the budget in a broad way. A share of the revenues needs to go to the Schools. Ed added that there was no facility overhead, and that that cost needs to be calculated as well.

Aaron noted that calculation of cost and revenue for BPS students is constrained by the fact that there are no specific courses and no advisors allocated specifically to the program. It is spread throughout the departments.

Rick stated that the reorganization of academic programs is a major issue. AA and BPS are small programs. Robbin shared that over the summer the UC academic task force included Norm Soloman, Judy Dubai, Bob Resnick, Sue Peterson, and Aaron Perkus. Questions they discussed included the following :

1. What are the programs?
2. How do students get in?
3. How do student receive advising regarding progress toward their degree?

Judy is looking at enrollments. Tracy is going through budgets, and Sue and Aaron were looking at enrollments and course scheduling. The Business School would like to have oversight of some programs.

Rick added that when the Academic Council Subcommittee on University College examined documents an important issue was where the academic programs are housed. Restructuring is a very complex issue.

Robbin noted that the goal for the AA and BPS students is to get them to matriculate so that they can finish their current program. Deadlines need to be established and we need to make sure that each student's current status is clear.

Gerry suggested that the discussion of the BPS program be continued and motions for the program be made at a future meeting.

Robbin stated that she would draft a proposal with the motion to close the BPS program. Rick noted that some policy issues may need to be acted upon.

At 12:02 p.m. the motion was made to adjourn the meeting.