

Minutes Undergraduate Council (UGC) meeting 9.20.21
Prepared by Debbie Zelizer

In attendance at Zoom meeting: Hanna Nekvasil (Chair), Donna Crapanzano, Jason Trelewicz, Brenda Anderson, Christine Pitocco, Deb Serling, Kevin McDonnell, Jennifer Dellaposta, Jennifer DeVito, Debbie Zelizer, Diane Bello, Sandra Brennan, Kara Desanna

Agenda Items	Notes
Welcome	<p>Hanna welcomed returning and new members of the committees to the first UGC meeting of 2021-2022 academic year.</p> <ul style="list-style-type: none">• Hanna explained that Brenda Anderson and Deborah Zelizer will remain on the committee as esteemed guest members. <p>Each member of the committee was asked to introduce themselves and stated the constituency they represent.</p> <ul style="list-style-type: none">• Hanna noted that currently there is not representation from HUM/ARTS on the UGC.
Acceptance of the minutes	<p>Hanna called for a vote to accept the minutes from 5.17.21 meeting.</p> <ul style="list-style-type: none">• Vote carried to accept the minutes without revision.
Election of a new Chair of the UGC	<p>Hanna asked for nominations.</p> <ul style="list-style-type: none">• None were received.• Hanna asked each member <u>in attendance</u> if they would be able to serve as Chair.<ul style="list-style-type: none">○ Each member polled declined due to other commitments they have this academic year (i.e., undergoing an accreditation cycle, already serving as chair of other senate committees, etc.).• Hanna explained that she is still willing to serve as Chair but will be on sabbatical in the spring.<ul style="list-style-type: none">○ Asked Debbie if she would be willing to serve as deputy chair (since she was not voted into the committee she cannot serve as co-Chair).○ She agreed and Donna added she will assist in the spring.• Called to a vote – unanimously approved.
Introduction of Kara Desanna	<p>Hanna welcomed Kara Desanna, Assistant Provost for Learning Outcomes and Operations and added that since the university has recently undergone major administrative changes, it's vital that the UGC be actively involved all discussions of the <i>proposed new directions in undergraduate education</i>.</p>

- To that end, Hanna will be inviting a variety of members of the provostial cabinet to our meetings this fall to start the dialogue of where we are and where we are going.

Kara: explained that she works closely with the Vice Provost for Curriculum and Undergraduate Education (Elisabeth Newman) and going forward there will be a more centralized process and more administrative oversight to submit program proposals and revisions of existing programs to SUNY.

- One of the new SBU initiatives to is develop more certificate programs.
- Kara's role is to: improve our internal process, work with faculty/departments to build capacity, and improve relations with SUNY.
 - Kara is meeting weekly with our SUNY representative which are going very well.
 - To improve approval turnaround time, it's important to have an informal SUNY review of proposals so any issues can be corrected before official submission.
 - Kara reviewed the new password protected academic proposal website that is underdevelopment. It is being piloted this semester at the graduate level with the goal of automating the process by including:
 - Workflow/task flowchart
 - Resources: Student learning outcomes (SLO) tool that aligns Blooms taxonomy with assessment tools, etc.
 - Consultation schedule: required to meet with Kara before proposal developed - she needs to be involved much earlier in process so she can catch problems during the development stage.
 - E-proposal submission

Committee comments:

Hanna stated that the UGC must also be involved in this process much earlier.

- Historic cases were discussed citing when this did not occur and the resulting negative consequences. A more current example, last year we received proposal that was fully developed (with provost signature). Our committee was not involved in the process but thankfully our review identified many errors before it was submitted to SUNY.
- Hanna asked committee members Jennifer and Jason to work with Kara for the undergraduate portion of the website.

	<p>Several members of the committee shared their previous negative experiences with program proposals and how working with Kara has already begun to streamline the approval process.</p> <p>Resources for SLO is an improvement- it was noted that last Middle State's review found SBU could improve in the area of assessing SLO.</p> <p>Committee discussion on SBC and SLO assessment:</p> <ul style="list-style-type: none"> • How the SBC - SLOs are written is confusing. <ul style="list-style-type: none"> ○ UGC was consulted only after they were developed. ○ A representative of the UGC should have been involved during the development stage. • Faculty need more guidance on building assessment tools, validating the assessment tool, and the challenge of assessment when a course has more than one SBC. • Several members stated that multichoice questions can be a valid method of assessment. <ul style="list-style-type: none"> ○ Professional licensing exams use case based. multichoice questions to assess competencies ○ Higher order (level 3) questions are a valid way to assess SLO. ○ We need to <i>free ourselves</i> from only using rubrics – especially when the <i>n</i> is small. • Assessment of the <u>delta</u> is important since students come into courses at different levels. • How can Qualtrics be used in assessment? <p>It is imperative that the UGC is involved with the development of these tools.</p>
<p>Next meeting 10.11.21</p>	<p>Hanna informed us that if issues arise before our next schedule meeting, she will call special sessions as needed.</p>