

College Undergraduate Committee

Thursday, January 26, 2022

3:30 PM

Present:

- Karen Moroski-Rigney
- David Godden
- Patti Spinner
- Alissa Cohen
- Cara Cilano
- Yvonne Morris
- Ann Crain
- Jena Whitaker
- Yvette Puga
- Tamura Lomax
- Sheila Contreras
- Rebecca Tegtmeyer
- Sadam Issa

Video Call:

Via Teams (Karen will start the call)

Agenda Files

Our agenda files will be in our [shared Teams folder](#) under AY2022-2023 > FA2022.

Notes/Expectations

- Our meeting agenda will serve as a “live” document” during calls/meetings.
- Post-meeting, the Chair will summarize the meeting into a minutes/summary document which will be made available in the [same folder shared above](#)
- Anybody can edit/revise/add to the document.
- Action items for members will be **highlighted yellow**.
- **Regarding New Business --**
 - *If there are items anyone wants/needs to add to the agenda, you have two options.*
 - *Add your item beneath the items currently listed on the agenda*

- They'll be taken up, time permitting, as "New Business."
- Add your item at the bottom of this file, beneath the "For Next Meeting" subheading.

Meeting Agenda

Agenda Summary

1. **Checking in / getting settled (3:30-3:35)**

2. **Approve last meeting's minutes/notes (3:35-3:40)**
 - a. [Link to December CUC Meeting Notes](#)
 - b. [Link to December CUC Meeting Minutes/Summary](#)
 1. Motion to approve: Yvette
 2. Motion to second: Yvonne

2. **Quick notes from Chair (3:40-3:45)**
 - a. **CCC Collaboration/Bylaws Conversation:** We have a lot to accomplish today! CCC is interested in meeting in February (unsure yet whether it would be a separate meeting, or sending ambassadors to one another's meetings) to discuss CUC bylaws. Today's conversation will hopefully help us get our feet under us.
 - b. **CAL Scholarships:** In February, the folks who chair CAL's scholarship work will come to CUC for a visit. As in years past, we'll be called upon to serve as scholarship reviewers.
 - c. **Participation & Accountability:** We've been having a bit of trouble with participation in meeting mechanisms for CUC – folks not filling out forms, etc. I know we're all busy, but please take these committee tasks seriously. I don't think any of us want to be a place where we talk in circles and get nothing done because we didn't arrive prepared!

3. **Continuing discussion of CUC's Purpose (3:45-4:25)**

We need to end this meeting with a fairly clear sense of CUC's projects. I ask that we stay focused on concrete tasks and that we do our best to compile something cohesive.

CCC is framing their own discussion of CUC thus: "What is CCC's job? What is CUC's job? What tasks do they share? How are they different?" My understanding is they plan to make a chart that has three categories: CUC, CCC, and Shared. CCC members have repeatedly voiced having a sense that they do not understand the differences between CUC and CCC, so making these differences clear is critical for our getting CUC's bylaws approved this spring.

[Here's what CCC drafted.](#)

[I've created something similar for us on Miro.](#) Prior to this meeting, you were asked to make a Miro account and add your thoughts to the Miro board. Let's revisit that board now and expand on our answers, with these questions to guide us:

Here are the questions we need to answer:

- **We need a college-level committee who/that/which...**
 - *Share answers here*
 - Addresses programmatic issues
 - Addresses enrollment, advising, registrar, etc.
 - Serves in advisory capacity to the Deans
 - Consults on college-level strategic planning goals
 - Is updated on / given information about university initiatives (and has a chance to consult with those higher-level administrators)
 - Addresses teaching loads & staffing
 - *Gives voice to diverse group of stakeholders*

- **Does CCC, CAC, or CUC do the tasks or items above?**
 - If not, who should?


- **What do we owe to CUC stakeholders/units represented?**
 - *Writing Center*
 - *English Language Center*
 - *Advising*
 - *Philosophy*
 - *Academic Operations*

- **What concrete tasks are the purview of CUC?**
 - Consult on possible AL courses
 - We need to claim some space to have authority on issues upon which we consult
 - Authority to develop mechanisms in the college: work with stakeholders, provide guidance to Deans/admins -- experiential learning, AL curriculums, subs/waivers
 - DEI, I think some collaboration with CIPC (inclusive practices committee) makes sense, esp re: other aspects of the undergrad experience.
 - All consulting and advising has DEI in mind (in CUC description)
 - Coordinating efforts for assessment in the college
 -

- **What concrete tasks are the purview of CCC?**
- **Where do concrete tasks or responsibilities overlap?**
- **Who / what units / what processes is/are represented within CUC?**

- What processes, college needs, etc are thus CUC's "business"?
- Do these **concrete tasks** show up in our by-laws?
 - Should they?
 - How should the difference between CUC and CCC be described in the [bylaws](#)?

Notes to consider:

- CCC rarely engaged curricular issues on the programmatic level. Should CUC?
- Technically, CUC is supposed to have a rep on CAC (because CUC is a committee under the auspice of CAC – I don't know if CCC realizes that, though). Without that rep, our line of communication to the Dean and our ability to make recommendations is severed. 
- Sorry to barge in: I think it's more important that both CCC and CUC be represented on the CAC which, as I read the bylaws, is the only committee in CAL charged with the authority to be advisory to the dean. **I suggest that it is best that each of the CCC and CUC either be given that advisory capacity directly or that they officially be represented on the CAC, by changing its bylaws regarding its membership.** As written, the CAL Bylaws list the CCC as a "standing committee" of the CAC; yet the CCC has no representation there and there are no regular channels of communication whatsoever. (I believe that similar considerations apply to the CGC, where there is the "standing committee" existing language, and to CIPC and the CUC, where, to the best of my knowledge, there is no "standing committee" language in existence.) -- David G. 😊 Sorry.
- At the bottom of this document, David Godden generously compiled a list of college conversations we need to be having but may/may not be – we can use this list to help us supplement the document CCC created and our own Miro board. Again, Sorry. 😊
- Speaking as an undergraduate program director of my unit, one of the things that could be done that would make the ongoing business of the CUC more impactful for me is to change the membership language of the committee bylaws, to say that the expectation is that programs and units will be represented on the CUC by the person in charge of undergraduate studies in their unit – whoever that person is, and whatever the structure or status of the unit it.

From 3:50-3:55:

Review the Miro board & CCC document and add to it/clarify it

From 3:55-4:25:

Discuss:

- What do we need to add to the document of shared responsibilities?
- Do these concrete tasks show up in our [bylaws](#)?
 - Should they?
 - How should the difference between CUC and CCC be described in the bylaws?

4. **New Business**
 - a. If you've got something, add it here!

Discussion/Action Items

Helpful Links:

- [CUC Bylaws](#)
- [CUC Webpage](#)

Notes on Quick Updates/Chair's Notes

- Notes

Notes on Miro Board Discussion

- Notes

Notes on Adapting Bylaws to Address Miro Board Suggestions

- Notes

Notes on New Business

- Notes

Action Items/To-Do List

Task	Who's Doing the Task?	Deadline
Touch base with CCC regarding our updates or ideas	Possibly Cara, possibly Karen	

Items For Next Meeting

- Scholarship Team visit

Conversations CUC Should Be Part Of

- Be consulted about, and given the chance to deliberate upon, strategize, and give feedback about the “Program Health Dashboard” initiative
- Be consulted about, and given the chance to deliberate upon and give feedback about any of CAL’s Strategic Plans, and how we can be realizing them
- Be consulted about, and given the chance to deliberate upon and give feedback about how IAH teaching needs are to be satisfied in CAL (this is a real pressure on my unit with faculty losses)
- Be consulted about, and given the chance to deliberate upon, strategize, and give feedback about the changes in advising and staffing in the units, and how those changes are affecting students and our ability to effectively help them succeed
- Follow through on assessment and Cara’s Compelling Curriculum Initiative
- Be consulted about, and given the chance to deliberate upon, strategize, and give feedback about the other “data driven metrics” that CAL intends to use to measure its various programs, and those that will be used at the university level
- Be consulted about, and given the chance to deliberate upon, strategize, and give feedback what recruitment will look like if MSU stops admitting students to a major, but instead has recruitment to a major happen only to admitted students
- Be consulted about, and given the chance to deliberate upon, strategize, and give feedback how to interpret and implement DEI across / within the undergraduate curriculum in CAL
- Get updates / and be consulted about university-wide initiatives as they relate to undergraduate education, from funding models to curricular and gen ed reform