

University Constitution & Regulations Committee (UCRC) Minutes

13 February 2018

122 Rogers Hall

9:00 a.m.

Present: Richard Scholtz, Padreic Levings, Maureen Long, Chelsea Smartt, Rachel Purcell, Casey Griffith, Ana Spiguel, Laurie Bialosky and Tim Brophy.

The meeting was called to order at 9:05 a.m. by UCRC Chair Richard Scholtz.

1. Approval of Minutes. The January 9, 2018 minutes were approved.
2. [General Education Committee – SBL 20 \(A\)\(2\)\(b\)\(4\), pg. 26](#) - Dr. Timothy Brophy, Director, Institutional Assessment and Casey Griffith, Assistant Director of Academic Support Services Office of Undergraduate Affairs

Tim Brophy and Casey Griffith discussed some of the primary responsibilities of the General Education Committee (GEC) which include approving all the general education plans on campus; assessing the effectiveness of courses via data collected as part of the annual, cyclic course assessment process which is multi-year, although data is collected every semester. This includes course embedded assessments in which faculty measure and report to meet syllabus and institutional requirements. While the University Curriculum Committee (UCC) approves courses, the GEC approves which category the courses falls into (such as writing, etc.) and confirms if it has the correct amount of hours etc. The GEC also has the ability to audit courses.

There may be sub-committees of the GEC which review course assessment, international diversity, etc., which compliments the committee's original charge. Standing subcommittees are advisory to the general committee. The subcommittees relegate action to the main committee. Sub-committee responsibilities can be defined in a GEC Standard Operating Procedures (SOP) document.

To establish the GEC's primary goal and reporting purpose, the University Constitution & Regulations Committee (UCRC) suggests there be a mission-oriented statement clarifying the primary charge of the committee. A GEC SOP can be developed to itemize and explain details relating to the GEC's administration. A UCC SOP may already exist and could be helpful in developing a GEC SOP.

UCRC Chair Richard Scholtz will sit in on next GEC meeting and provide the UCRC's view that an SOP should be developed. He will work with Casey and Tim and will also attend the next Committee on Committees meeting to relay the UCRC's recommendation that all Faculty Senate committees have an SOP. Bylaws should lay out committees' frameworks while SOP's can provide much greater detail.

3. University Regulations, "Lights" – Ana Spiguel
 - As part of the Constitution Committee's annual review, Ana Spiguel presented the proposed [university regulations](#) and the committee assigned *'lights' as follows:
 - Green = changes which have elements of potentially some impact to faculty but are mainly stylistic or technical changes to a regulation.

- Yellow = changes which have elements of potentially limited impact to a more limited number of faculty.
 - Red = changes which have elements of potentially high impact to many faculty.
 - *Red*: Traffic & Parking: Parking Registration [Regulation # 3.007](#) which increases some faculty and staff parking decal rates.
 - *Green*: Eligibility for Expanded Food and Nutrition Education Program (EFNEP) [Regulation #6.019](#) which follows last year's overhaul of a number of IFAS regulations; it was determined that this regulation is not needed and should be repealed.
 - *Green*: The group of regulations including: 2.004, 2.005, 2.008, and 2.012: these pertain to a 'clean up' of language to consistently match definitions in other regulations, including consistently defining persons and matching the language pertaining to the use of space on campus with actual (unchanged) university practices.
 - It is expected that there will be a tuition regulation in June and, barring any emergency regulations, probably not any additional regulations until next year.
4. These items will be forwarded to the Faculty Senate. Regulations will be posted on February 20th after which there is a comment period in which all are welcome to comment before the Board of Trustees meeting in March when they then vote on the regulations before they become law.
 5. Adjournment. The meeting was adjourned at 10:36 a.m.