

**Meeting Minutes**  
**Monday, February 22, 2016**  
**10:00 a.m. – 11:00 a.m.**

**Lawrence Street Center (LSC) - Regents Conference Room, Suite 1400**

**In Attendance:** Amanda Charlesworth, Jeff Franklin, Rudi Hartmann, Catherine Wiley

**Non-voting Members in Attendance:** None

**Other Attendees:** Mary Baitinger (recorder)

**Discussion Items**

**Status of Attendees/General Announcements**

- Other regular attendees are at accreditation meetings or traveling.
- UNIV, discussed in November, 2015, is moving forward for fall 2016.
- The UGC members would like a complete copy of the approved bylaws

**Action item:** Jeff will resend the UGC bylaws to the group

**Meeting Minutes**

No objections were raised by those present, and the meeting minutes were approved (no formal vote taken).

**Program/Course Overlap or “Poaching” and CLAS Chair Concerns**

Jeff Franklin provided background of CLAS’s concerns, heard at a recent meeting of the CLAS chairs, regarding SPA “poaching” courses that already were being offered within CLAS. He addressed the UGC role as advisory/consultative and recommended that CLAS initiate a dialogue with SPA about their concerns. The UGC had provided SPA with a letter that suggested they reach out to potentially impacted CLAS departments prior to the final decision to approve their new Public Service degree, but apparently they did not do so. If a school/college requests, the UGC can investigate an alleged case of overlap between programs or courses on our campus, but it only has the authority to frame a recommendation, on which the provost’s office may or may not act.

**HIP Grants: Update and Consultation**

Jeff gave an overview of the different types of HIP grants recently awarded (revising individual courses to be HIP-intensive, integrating HIPs into major programs, and building diversity and inclusion into a program); staff and student involvement (70 people being paid); and the Center for Faculty Development’s coordination of the activities and funding. A web/Canvas repository of information will be created for each of the HIPs. The results may be shared by the HIP PLCs or program teams at the UE Symposium in October, 2016. Any courses produced from these efforts will be submitted to the UGC for review as HIP-intensive; approval would result in designation of those courses in the *Catalog* and on student transcripts.

**HIP Course Designation Criteria: Faculty Review and Feedback Process and UGC Review**

Two draft HIP-course designation criteria documents were provided as examples. The Association of American College’s and University’s HIP definitions were provided. The UGC discussion generated several points of shared understandings within the group: a need for uniform formatting and criteria

(wording) of all HIP material; setting the bar at a reasonable level (not too high or too low); recognizing the value of HIPs throughout campus and with potential donors; HIP practices in online courses; reverse profit motivation (more contact time with students and labor intensive for instructors); competition of HIP-intensive teaching with faculty's research/creative time; creating faculty recognition of those who participate in HIP activities; number of students per class and workload issues; the impact of HIPs on student retention; HIPs in upper-division courses with smaller class size; the need for HIPs to be cumulative—the more completed, the higher the benefit to students; and, composition courses completed within the first 30 hours on campus.

**Action item:** Jeff will provide all 8 draft HIP-course designation criteria documents for the UGC Committee members to review. He also will attach a link to the Google Drive where these are permanently located.

### **Next Meeting**

The next UGC meeting will be held on Monday, March 28, 2016 in the Regent's Conference Room. Requested agenda items should be submitted by Monday, March 21, 2016 to Mary Baitinger and Jeff Franklin for inclusion.