

Undergraduate Council, September 30, 2022

Lauren Fowler-Calisto called the meeting at 3:00 p.m.

Attendance:

- Lauren Fowler-Calisto (Arts, Humanities & Social Sciences)
- Kara Rabbitt (Admin)
- Deborah Sheffield (Professional Staff)
- Rahi Abouk (Business)
- Kiho Lim (Science & Health)
- Sue Mankiw (Education)
- Kristie Veri (Adjunct-at-large)

Introductions

Carrie Hong shared the following Standing Charges:

- Recommend policy on undergraduate course requirements for degrees and the procedures for inaugurating, changing, or terminating undergraduate courses and programs.
- Review and recommend new undergraduate programs, major changes in existing programs, and undergraduate courses.

The UG Council was asked to complete the following tasks:

- Continue to work on standing charges.
- Review WP Online undergraduate programs.
- Review Program Proposal Forms for potential content updates.

The Council voted to approve Lauren Fowler-Calisto and Deborah Sheffield's service as co-chairs.

Sue Mankiw asked about FS deadlines for meeting the Fall 2023 catalog. Kara responded there are two deadlines, one for new program of studies (BA, MA, and certificates) requiring State-approval and a different one for program changes to be included in the catalog. Carrie will find out these dates. Approvals must be sent to the FS two weeks prior, to be added to the agenda. The next FS meeting is October 11, at 12:30 on Valley Road, Rooms 1009, 1012, 1015.

Carrie reminded us that minutes must be sent to the Senate Office Secretary Linda Ricupero within 2 weeks of each meeting. This information was shared:

Council webpage: Check the senate Council webpage for archived documents.

<https://www.wpunj.edu/senate/faculty-senate-councils.html>

Senate Secretary: Linda Ricupero (ricuperol@wpunj.edu)

Kara was asked to clarify our role with regards to WP Online undergraduate programs. WP Online are pathways for current approved WP programs. At UG level, WP Online works with chairs to decide on the most viable pathway for these programs of study. No formal approval process on behalf of the UC council because these are not new programs; like an off-site program, they must meet the same goals.

Kara shared an overall presentation of the 14 UG programs available through WP online. All students enrolled in WP Online are fulfilling all WP graduation requirements, such as UCCs. It is designed for adult

learners and the average age is 35. Kara shared a carousel of course offerings planned out for four years, rotating the major course requirements and UCCs. When thinking about UG certificates for working professionals, we should consider what might be appropriate for expansion into WP Online.

Discussion: Review of the Music Theatre minor proposal. The minor may bring more students; it is available to all students with approval; it is an 18-credit minor. Course outlines of already existing courses were shared. Lauren shared the entire proposal, including comparison to other programs and course outlines.

Deborah Sheffield called the question, to approve the Music Theater minor. Approved anonymously.

Deborah and Lauren gave new members information about the UG Council Blackboard shell. Lauren will issue a Help Desk to IT to approve access for Sue Mankiw and Kristie Veri.

Meeting adjourned, 4:00 p.m.

Respectfully submitted,

Sue Mankiw, September 30, 2022.