The College of Liberal Arts and Sciences

Undergraduate Educational Policy and Curriculum Committee

**Minutes**

August 30, 2018

Attending: Jill Beckman; Helena Dettmer (Chair); Matthew Gilchrist; Kathryn Hall (staff); Meena Khandelwal; Rebekah Kowal; Jerald Moon; Ana Rodríguez-Rodríguez; Tristan Schmidt (student member); Amy Strathman; Shaun Vecera

Absent: Anita Jung

1. Members were introduced and Helena Dettmer, Associate Dean and Chair of the Committee, the committee of the importance of its work to provide insight and advice about the undergraduate curriculum; undergraduate policies and procedures; CLAS graduation standards; and the GE CLAS Core, among others. The CLAS [Manual of Policy and Procedure](https://clas.uiowa.edu/sites/default/files/faculty/2017%20CLAS%20MOP%20Article%20VI%20-%20The%20Undergraduate%20Educational%20Policy%20And%20Curriculum%20Committee.pdf) outlines all of these duties and responsibilities in Article Vi.
2. The minutes from April 26, 2018 were approved as written.
3. Ana Rodríguez-Rodríguez, Associate Professor, Spanish and Portuguese, will serve as the UEPCC secretary and liaison to the Faculty Assembly Agenda Committee. The liaison to the General Education Curriculum Committee (GECC) will be discussed at a future meeting.
4. Members suggested a number of future topics for future UEPCC discussions, including appropriate interview questions for the CLAS dean [search committee](https://clas.uiowa.edu/dean-search/search-committee); the role of online courses and programs and study; strategies for retaining students and faculty; UI admissions standards and recruitment strategies; strategies for creating UI as “a destination university” through the design of unique on-campus programs of study and distinctive online certificates for professionals or other populations; the effect of the new budget on instruction; and implementation progress of the GE CLAS Core Diversity and Inclusion requirement Other topics planned include updates from the ACE Evaluation Committee; information on the new budget; a conversation with Interim Dean Joe Kearney; the student absence policy and related SDS procedures and policies; and the functionality of course waitlists and best practices for their use, for example.
5. Jean Florman, Director, Center for Teaching, discussed upcoming events in the Center, such as the workshop on understanding the GE requirements and writing successful GE proposals (November 6) or the session on how to motivate students to complete assigned readings (October 1). For a complete list of fall workshops and sessions, see [this page](https://teach.its.uiowa.edu/events/upcoming). The teaching assistant orientation program was also discussed. This year, an ICON course site was created for the program, a tool that proved useful for the related sessions. Members suggested additional training for TAs, if possible, on appropriate boundaries between instructors and students and how to define them. This can be a challenge, especially for TAs who might be close in age to their students. Discussion then centered around the Center’s [Early-Career Faculty Academy](https://teach.its.uiowa.edu/early-career-faculty-academy), a learning community for tenure-track faculty in their first year at UI. The Academy especially provides support for course design and assessment of student work while helping faculty to learn new UI technologies (such as ICON) and to balance teaching responsibilities with those related to research. The Academy also plays a role in recruiting faculty since many are attracted to the engaged teaching model of the Academy and the support provided by the Center. In fact, some departments bring job candidates for a visit to the Center for Teaching, helping them experience this support first hand. During the conversation, UEPCC members suggested that non-tenure track faculty would benefit from inclusion in the Academy since these instructors also experience difficulty balancing teaching and research or adjusting to new technologies or to different teaching scenarios. These instructors face additional challenges since positions and responsibilities in some cases are still being defined, leaving non-tenure track faculty with less than the needed guidance. Jean Florman reminded the committee that the annual workshops are open to all instructors as is the Course Design Institute.
6. The meeting was adjourned.

Respectfully submitted,

Ana Rodríguez-Rodríguez  
Associate Professor, Department of Spanish and Portuguese  
Secretary for UEPCC