

Undergraduate Academic Programs and Policies Committee (UAPPC)

Report Date: Oct 24, 2015

Final Report

Charge:

The Committee shall provide advice and guidance to the Faculty Senate on matters relating to undergraduate programs and policies throughout the University. To these ends, the Committee may review such areas as existing and proposed curricula, standards for academic degrees, undergraduate academic assessment, teaching techniques and evaluation, special undergraduate programs, articulation among units of State University of New York and the various aspects of international education and development.

2015-2016 Committee members

Chair: Daniel D. White, SUNY Polytechnic Institute

Members alphabetically by Name:

Barbara Brabetz	Cobleskill
John Beckem	ESC
Pam Wolfskill	Stony Brook
David Allen	Maritime
Art Lundahl	FCCC
Janet Nepkie	Oneonta
Phil Ortiz	SUNY
Melissa Kathan	SA
Rebecca Smith	Brockport
Kris Baker	FCCC
Alice Krause	Delhi
Maria Freamat	Morrisville
Amitra Wall	Buffalo State
Angela Wright	RF
Ronald Alexander	Morrisville
Deb Moeckel	System

Committee Goals for 2015-2016

1. Undergraduate poster session
2. Applied learning implementation
3. Undergraduate Research: analysis of what we do and how we do it
4. Finalization of the Internship – Co-op guide
5. Service-learning subcommittee

Committee meeting dates

TBD

Committee accomplishments in 2015-2016:

Sharing the service-learning report and providing feedback on the applied learning initiative timeline and guidelines.

Undergraduate poster session (committee of the whole)

Undergraduate poster session will be held again this academic year at the legislative office building (**February 24, 2016**). As in the past Carol Donato and Tim Tryjankowski have agreed to do much of the logistic work but we will be employed to track down liaisons and encourage participation. This will be the role of the whole committee.

Applied Learning implementation subcommittee

Subcommittee chair: Amitra Wall

The first order of business for the applied learning implementation subcommittee was to provide immediate feedback (by October 5, 2015) to the applied learning guidance documents that were circulated to CGLs and CAOs in September by the Provost. Comments were received and forwarded to both Elise Newkirk (SUNY director of applied learning) and Pete Knuepfer. Since that deadline we have learned that the Applied Learning Steering Committee will be revising guidance documents and they will be shared again with campuses by November 15, 2015. The revised set of guidance documents will be available for comment from November 1-10, 2015. The timing has been set to coincide with the second annual Applied Learning conference November 9-10, 2015 in Albany. The applied learning subcommittee will meet to discuss and provide feedback by November 10, 2015.

We will also meet to discuss and suggest language that we will share with the SUNY Applied Learning Steering Committee and the Provost's office that may be useful for a subsequent Memorandum to Presidents.

Undergraduate Research and Creative Endeavor:

Subcommittee Chair:

Daniel D. White

The undergraduate research subcommittee will be reformed with committee members from the current undergraduate committee to pursue the goal of getting a baseline understanding of what we (as faculty and staff) do toward engaging more students in undergraduate research and creative endeavor.

Save the date: SUNY Undergraduate Research Conference **April 15, 2016** in Cobleskill. Barbara Brabetz is chairing SURC this year so we will be kept in the loop so that we can provide support where needed

The UAPPC also discussed (with Angela Wright and Jim Campbell) the value of the Poster session in light of the success of the SUNY Undergraduate Research Conference (SURC) that took place at Brockport last year. No firm conclusion was drawn about whether the poster session is doing what we had hoped it will do (demonstrate our work and the work of our students for the legislature). The UFS president would like us to continue to advise him and the executive committee about how we allocate our limited resources. This will be on our agenda for our next meeting.

Old Business

Finalization of the Internship guide:

Subcommittee Chair:

Janet Nepkie

During our September 2015 planning meeting, committee members were asked to read and comment on both the internship guidebook (by Wednesday September 30 to Janet Nepkie) and the service-learning report (by Monday October 5 to Dan White).

The Internship guide revision continues to be a work in progress. The subcommittee has done a tremendous amount of hard work to revise, rewrite, and improve the document. In an effort to make the guide valuable and applicable to all SUNY institutions, President Knuepfer has agreed to extend the comment period to the Faculty Council of Community Colleges until **December 4, 2015**. We hope to have a completed and available document by late January 2016. We will add a new member of the FCCC to the committee to be sure we have participation of community college governance. We have received several lengthy comments from SUNY schools, and these comments will be incorporated into the final document. The Internship/Co-op Guide subcommittee has requested copies of SUNY Applied Learning Steering Committee updates in an effort to align the guide with the Steering Committee rulings and recommendations.

UFS Senators and colleagues may also make recommendations for the internship guide by December 4, 2015. (Janet.Nepkie@oneonta.edu).

2014-2015 Service-learning subcommittee

During the fall 2014 planning meeting the 2014-2015 UAPPC discussed a plan to assess how service-learning is currently being implemented throughout the SUNY system. Goals included assessing as many campuses as possible and preparing a report by the end of the 2014-2015 academic year. A subcommittee was formed in October, 2014, and data were collected from SUNY campuses from November, 2014 – March, 2015. This report summarizes the data collection approach where 90% of campus were sampled, details the data obtained through interviews with campus experts, and includes recommendations for campuses. It also includes example forms which may be used as models for other campuses.

In brief the recommendations are the following:

- 1) Individual campuses should take time to define service-learning for their campus and set criteria under which courses can be designated as including service-learning. This recommendation is in line with the applied learning guidelines also.
- 2) Disseminate information effectively on campus. The report yields a number of ways that faculty and students learn about this opportunity.
- 3) Assess the outcomes of service-learning. Assessment of specified learning outcomes appears to be rare, as is evaluation of overall service-learning programs.
- 4) Service-learning should be incentivized (e.g., through tenure and promotion rules, small grants, and recognition awards) to increase the number of participating faculty and students.

The service learning subcommittee report from 2014-2015 is available at the following site.
<http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/ugrad/service-learninginsuny-%282%29-%284%29.pdf>

We will be asking the UFS to endorse our findings and recommendations.

Other items:

At the planning meeting we specifically asked to be included in the process of implementing applied learning. We have two resolutions (one on undergraduate research and one on internships and applied learning) that include implementation points that will need to be addressed as applied learning is rolled out. We have asked the UFS president to keep us in the loop as applied learning is discussed and implemented at the system level.