Members Present: Gerald Aben, AdolfoAusin, Patrick Dickson, Meredith Gore, Jeremy Harrison, Louise Jezierski, Laura L. Leavitt, Karl Olson, Fred Rodammer, David Sheridan, Lalita Udpa, Gwen Wyatt, and Aklilu Zeleke.

Call to Order at 1:00 p.m.
(In the absence of Dr. Anderson, Dr. Aben will chair the meeting today)

Approval of Agenda – With no changes, the agenda was approved as presented.

Dr. Aben introduced and welcomed new members Professor Jezierski, representing James Madison College, and Professor Udpa, representing the College of Engineering.

Approval of Minutes – Dr. Wyatt made a motion to approved the January 31, 2012 Minutes seconded by Dr. Sheridan. The Minutes were approved as presented.

New Business

1. Report of the Ad Hoc Taskforce on Assessment (Integrity of Student Assessment) – Dr. Byron Brown

   Dr. Brown gave a comprehensive overview of this report, explaining about the examination testing in off campus venues…this particular problem comes about due to the on-line classes offered at different off campus locations. One of the thoughts is that MSU should try to set up on campus a free-standing, dedicated assessment facility that would be able to give on-line examinations, both for face-to-face courses and for “blended/on-line” courses. He went on to explain what other institutions have been doing to handle this need. MSU’s on-line course setup is very loosely structured, and several problems have now been revealed ranging from the prevalence of decentralization to the payment/fee structure between student/college and/or department and the technology/accessibility in setting up the on-line courses. The on-line course setup procedure is too relaxed. The bottom line is that the members of the Task Force would appreciate UCFA’s support of the recommendations they made…to have a centralized mechanism to handle the off campus students’ assessment more efficiently, effectively and securely.

   It was determined that the Assessment Report would be forwarded to the Personnel Policy Subcommittee for further discussion and a recommendation whether or not to support the report.
New Business, continued
2. Provost Review and Questions for Governance Committees -- The UCFA response will be postponed until the next UCFA meeting, February 28, when Dr. Anderson is present. (The committee response must be submitted by March 2.)

Old Business
1. UCFA Response Memo -- Conflict of Interest policy
   Dr. Olson made a motion to accept the Ad Hoc Committee-prepared memorandum stating that the COI policy needed more revision and making suggestions that could be helpful with that; Dr. Wyatt seconded the motion. The motion passed.

Announcements
1. William Anderson/Gerald Aben – no report was made.
2. Terry Curry
   a. He recognized Dr. David Sheridan, the UCFA representative from the Residential College in Arts and Humanities – he is the recipient of one of the six Teacher-Scholar Awards being presented later this afternoon during the 2012 Awards Convocation.
3. John Revitte – no report was made.
4. David Byelich – no report was made.

Subcommittee Reports
A. Budget Subcommittee, Dr. Aben – No report.
B. Personnel Policy Subcommittee, Dr. Olson – He stated the subcommittee will review both the Assessment Policy Report, the Fixed Term appointment and Librarian Continuous appointment policies.

Other Questions No Other Questions were noted.

Adjournment: UCFA adjourned to subcommittees at 1:55 p.m.

Respectfully submitted,
Elva Boyles
Recording Secretary