



Undergraduate Education Faculty News & Reminders

JANUARY 18, 2007

VOLUME 1, NUMBER 1

Office of the Vice Provost & Dean of Undergraduate Education

University at Buffalo
548 Capen Hall
Buffalo, NY 14260

Phone

716-645-6003

Fax

716-645-2549

E-mail

vpue@buffalo.edu

We're on the Web!

<http://vpue.buffalo.edu>

Welcome Back

Dear Colleagues,

Another year, another semester.....more challenges, more expectations, MORE OPPORTUNITIES! I hope that you have enjoyed some time away and are re-energized to begin anew. I am excited about seeing the students return, and in engaging them both inside and outside of the classroom.

We're beginning on the journey to truly broaden the UB undergraduate experience, and to make it distinctive. We want these students to become fully immersed in the academic, co-curricular and community experiences that will provide the foundation they'll need to become our future leaders. We'll need your advice and your support, so when we call on you, please join us on the journey!

I wish you all a wonderful start to the Spring semester. May it be the most pleasant, productive and rewarding one yet!

Sincerely,

Mike

Michael E. Ryan

Vice Provost and Dean of Undergraduate Education

Significant Spring 2007 Dates

1/19:	Final Exam Schedule on the web Last day to drop courses without financial penalty
1/26:	Last day to drop/add courses without a grade of "R" Deadline for undergraduates to submit S/U and Audit forms
2/23-3/15	Mid-Semester Review
3/12-17:	Spring Recess
3/30:	Last day (by 11:00 p.m.) to "resign" a course with a grade of "R"
4/2:	Meeting of VPUE with Undergraduate Program Directors
4/19:	<i>Celebration of Academic Excellence</i> (classes are in session)
4/30:	Last day of classes
5/10-13:	Commencement Weekend
5/18:	Final grades due

For more calendar info, visit <http://src.buffalo.edu/calendars/index.shtml>.



PLEASE NOTE:

The Office of the Vice Provost and Dean welcomes your questions, concerns, and suggestions regarding any aspect of undergraduate education at UB. Please do not hesitate to e-mail us at vpue@buffalo.edu, and we will be pleased to respond!

Quick Bytes. . .

- **Course Syllabi, Websites and Descriptions:** Submit your syllabus online at <http://vpue.buffalo.edu/syllabus> so that students can view it via a link on the online class schedule. Why post your syllabus? This is a great way to alert students to your course content and expectations. See related information in the [Memo from Vice Provosts & Deans John Ho and Mike Ryan](#).
- **Undergraduate Research:** List an opportunity for undergrads to engage in research activities at http://curca.buffalo.edu/research/research_opportunities.php -- interest in and demand for these opportunities continues to grow.



Growing UB....

UB has set challenging undergraduate enrollment goals for Fall 2007. Help us to engage qualified students and to encourage them to apply . . .

Please make the time to meet with prospective students (as well as those who have been accepted) by actively participating in UB's various OPEN HOUSE programs:

- o February 19th
- o March 31st
- o April 12th

Need details? Contact:

Patricia Armstrong
Director of Admissions
645-6136
pga2@buffalo.edu



ATTENTION!

Undergraduate Program Directors:

Meet with VPUE Mike Ryan

Monday, April 2nd
3:00-5:00 p.m.
330 Student Union

Agenda to include:
Presentation on
UB's Master Plan

- o **Mid-Semester Review:** Help first-semester students by assessing their performance in your course through the mid-semester evaluation process. Log on at http://epic.buffalo.edu/MidSemReview/MidSem_Logon.asp to submit your evaluations for these students. For additional information, see <http://advising.buffalo.edu/succeed/midsemesterreview.php>.
- o **Final Grading:** Learning final grades is important for students and to UB so that we may produce for them accurate transcripts at the earliest possible date. Please note the due date for submitting the grades via the web (<http://MyUB.buffalo.edu>), and see details regarding the grading process at http://vpue.buffalo.edu/undergraduate_grading_policies.

Joanne Plunkett

Assessment Continues, GRE Basis of New UB Plan

Assessment activities continue to take shape here at UB, and there are several new developments to report.

- **Office of Comprehensive Program Review.** Provost Tripathi has formed a new Office of Comprehensive Program Review within the Graduate School to coordinate ongoing evaluations of undergraduate and graduate programs. Jean Stefanski, in the Graduate School, will be working jointly with Carol Tutzauer, in Undergraduate Education, to facilitate the review process.
- **General Education Assessment.** Assessment of General Education learning outcomes continues during the 2006-2007 academic year, targeting course offerings that fulfill requirements in four General Education knowledge areas: Arts, Humanities, Foreign Language, and American History/Pluralism. Last year, UB assessed learning outcomes in Natural Science, Social Science, and Western and Global Civilizations.
- **Strengthened Campus Based Assessment.** Beginning Fall 2006, SUNY campuses must expand their assessment activities to include externally referenced measures for three key General Education learning outcomes – Critical Thinking, Writing, and Mathematics – as part of the new statewide initiative called *Strengthened Campus Based Assessment*. UB's assessment plan is unique among SUNY institutions in that UB will utilize the Graduate Record Examination (GRE) to evaluate student skills. Other institutions have opted for direct scoring of student works using SUNY-developed rubrics or for standardized testing using SUNY-approved ACT CAAP modules. The details and logistics have yet to be finalized, but the hope is that students, faculty, and the UB institutions will all benefit from the process.

Any questions about assessment activities can be directed to Carol Tutzauer, Director for Assessment, by email at tutzauer@buffalo.edu or by phone at 645-3901.

Carol Tutzauer

Mark Your Calendars!

The 3rd Annual Celebration of Academic Excellence is
Thursday, April 19th, 2007!

- o Make plans to attend....Recognize students and colleagues who are being honored for their commitment and the caliber of their work
- o View the posters and creative activities of undergraduates who were nominated to present

UB Center for the Arts
1:30-5:00

Snapshot of the

**OFFICE OF THE VICE
PROVOST AND DEAN OF
UNDERGRADUATE
EDUCATION (VPUE)
directly oversees:**

- Academic policy & the Undergraduate Catalog
- Academic review (academic progress, probation & dismissal)
- Celebration of Academic Excellence
- Course syllabus registry
- Discovery Seminar Program
- General education assessment
- Undergraduate Curriculum Committee
- UBThisSummer Lecture Series

**UNITS REPORTING TO
VPUE are responsible for:**

- Academic transcripts and certification of enrollment
- Admissions and recruitment
- Course & exam scheduling
- DARS, grading and degree audit
- EOP and ACE programs
- Financial aid
- Mid-semester review
- Student billing
- Transfer credit evaluation
- Undecided Student Advisement
- University Honors and University Scholars programs



Interested in engaging in discussion with undergraduate students on an academic topic of your choice?

The Discovery Seminar Program is a perfect opportunity!

Learn more, and submit proposals, at
<http://discoveryseminars.buffalo.edu>.

The deadline for submission of Fall 2007 offerings is February 1st, and for Spring 2008, September 15th.

