

ALL-UNIVERSITY COMMITTEE
Salem State University
MINUTES - 15/16:07
March 11, 2016

Convened: Time: 3:00 p.m. Meier Hall room 106

Attending: Members: Joanne Carlson, Clarke Fowler, Raminder Luther, Harry Pariser, Kanishkan Sathasivam, Nancy Schultz, Anne Sullivan, Stephen Young, Chair

Guests: Rebecca Comage (Director) and Julia Golden (Assistant Director) Office of Diversity and Cultural Affairs

In other meetings: Karen House, Scott James, David Silva

Please note: AUC = All University Committee, UCC = University Curriculum Committee, APC= Academic Policies Committee, SAC = Student Affairs Committee

I. Chair's Report

1. At our last meeting, a request was made for Chair Young to invite a representative from the office of Diversity & Multicultural Affairs to discuss the Preferred Name Policy. Rebecca Comage (Director of the Office) and Julia Golden (Assistant Director of the office) are here to answer any questions that we have about the policy. Thank you Rebecca and Julia for taking the time to join us.

Rebecca Comage (Director of the Office) and Julia Golden (Assistant Director of the office): The preferred name policy started primarily with LGBT in 2013. 151 universities and colleges have such policies. In addition to PeopleSoft, there are many other systems in the university and implementing a change across all systems is a big challenge, especially for special situations like mid-semester name change requests. The name on all financial paperwork still has to be legal name, but on the diploma the students can choose.

The Office of Diversity and Multicultural Affairs informs students that a change will take place effective a certain date; and it will be reaching out to international students to make them aware of the policy and its main purpose and implications. The advisor to the Alliance will be developing a marketing campaign. When students fill out their diploma application, they will indicate if they choose to have the preferred name on the diploma.

2. Chair Young informed the committee that a change to the Agenda will be a request to fast track some items from this week's UCC meeting, to be reviewed below at the end of the UCC section.

3. The Chair gave a brief update on Geography Department's package through UCC: Package submitted on October 15. Includes a class just to change the number – no effect on flowsheet or anything else. A “w” course being requested to be a WII course. Package corrected and returned by end of December, no lingering problems. Still has not passed. Chair Young observed that our governance-based vetting process of courses is not working. On March 25, he has called a meeting with the assistance of Provost Silva to look into this issue with people from governance, admissions, and the registrar's office.

Rotating Recorders & Meeting Schedule

March 11 – Raminder Luther

April 8 – Joanne Carlson

April 29 –Karen House

May 20 – Scott James

II. Approval of Minutes

A. University Curriculum Committee

1. Curriculum Committee 15/16:13

Motion **To accept the minutes of the Curriculum Committee (15/16:13)**

Made by: Nancy Schultz

Seconded by: Anne Sullivan

Vote Motion: Unanimously

Discussion

The Chair gave a review of the minutes:

There are a number of packages that remain tabled, and some have been tabled for a long time. The UCC took up a package from the Sports and Movement Science Department. There was some discussion about the apportionment of credits to a lecture/activities class and it was decided to move it forward as a 0.5 lecture and 1.5 activities credit class. The package was unanimously passed. The last package was from the Marketing and Decision Sciences Department with changes in three flow sheets. This

package was not discussed at this meeting, but these three items are the fast track request for today which we will discuss below.

Discussion: Many items had been tabled. Could it be that chairs are not aware that they can pull out specific items and let the others go forward? In fact, some people on the sub-committees had not seen the packet, indicating that there may be a lack of communication within the CC. It was pointed out that the submitting dept. is being asked to coordinate the communication among various members of CC; and the absence of assigned liaison could result in unnecessary delays in the process. A question was raised as to whether the slowdown was due to lack of participation on the CC. On March 25th Steve (chair, AUC) will meet with the provost and others to go over the procedure.

Motion To end discussion of the minutes.
Made by: Clarke Fowler Seconded by: Anne Sullivan

Vote Motion: Unanimous

Motion **To approve the minutes of the Curriculum Committee (15/16:13)**
Made by: Clarke Fowler Seconded by: Kanishkan Sathasivam
Vote Motion: Unanimous

CC Minutes 15/16: 14 were handed out. Will be discussing the process of course vetting process in CC

2. Curriculum Committee 15/16:14

Motion **To accept the minutes of the Curriculum Committee (15/16:14)**
Made by: Clarke Fowler Seconded by: Nancy Schultz

Vote Motion: Unanimous

Discussion The AUC chair received an e-mail from Elizabeth Coughlin (chair UCC) asking to fast track 3 items from the UCC 15/16:14 meeting. Since the entire meeting only had a few items and AUC was able to get the minutes just before our meeting – we considered the entire meeting, not just the Fast Track items requested.

Items 16:205, 16:206, and 16:207 are flow sheets from Marketing and Decision Sciences which update their support courses to match the changes made by the rest of the business school. They were passed without changes today. There was no discussion because the changes are exactly the same as those made by other business departments, and it passed unanimously. The other items on the agenda passed unanimously as well.

Discussion: Concerning the problems with the slow approval of courses and change to courses, have a modified or new system entirely to ensure more timely approval. Also standardize course goals and objectives, but assignments and tests etc. don't have to be standardized. A proper peer review of CID, content, etc was suggested. There were other comments about inefficiencies in the UG CC, and a concern was expressed that layering on another 'V' designation for diversity should be delayed until a proper procedure is developed.

The UCC meeting on March 30th, Wednesday (MH 346) will be an open discussion on the CIDs – Nancy Schultz will attend as a representative from AUC.

Motion To end discussion of the minutes.
Made by: Clarke Fowler Seconded by: Kanishkan Sathasivam

Vote Motion: Unanimous

Motion **To approve the minutes of the Curriculum Committee (15/16:14)**
Made by: Anne Sullivan Seconded by: Kanishkan Sathasivam

Vote Motion: Unanimous

1. Academic Policies Committee 15/16:04

Motion To accept the minutes of the Academic Policies Committee (15/16:04)

Made by: Kanishkan Sathasivam

Seconded by: Clarke Fowler

Vote Motion: Unanimous

Discussion The Chair of AUC gave a review of the minutes:

This meeting started off with a number of reminders and then updates on three items. Concerning the update about the Academic Integrity Policy, there was considerable discussion. There was a major revision of the policy by Academic Policies in 2011-2012 (12:204) and another revision by Academic Policies in 2014-2015 (15:232), during the course of which Academic Policies discussed at great length the need for a more comprehensive approach to reform of academic integrity. The APC chair recommended that Interim Dean Boucher and Provost David Silva support a review of academic integrity policy with the goal of bringing before governance a comprehensive proposal for the reformation of the university's approach to academic integrity. Next was an update concerning Assessment. Neal DeChillo (Associate Provost and Dean of the College of Health and Human Services) and others have put together a white paper that recommends the coordination of assessment efforts across the university. APC chair has stressed to MSCA Salem Chapter President Steve Matchak that nothing in the white paper should go anywhere until it goes through governance. Finally, there was an update concerning the Institutional Animal Care and Use Committee (IACUC) and there were strong feelings that the IACUC committee should be enlarged.

Next the APC elected Marty Krugman as vice-chair for the semester as the previous vice-chair is now on sabbatical. Under New Business, the 2017-18 Academic Calendar was extensively discussed. Some of the items discussed include: grammar issues, the short time between the end of exams and commencement, the short time between commencement and Summer I, the reasons why the Spring semester is longer than the Fall semester, the issue of snow days, and the beginning and end of Winter Recess. The minutes provide clear details about the discussion. The calendar passed unanimously. Next there was a proposal to add courses to the Honors program. In addition to the specific proposal there was a broad discussion about a variety of aspects about the Honors program. The discussion began with reasons for the addition of courses being driven by the new Gen Ed core, as well as by the desire to expand the course offering for the honors students. Discussion turned to an explanation why there is no specific honors flow sheet which is because the honors program

is not a department. The honors program is part of the Commonwealth Honors program. The SSU honors program shares a curriculum and has guidance through the Commonwealth Honors program. There was some discussion about the honors program and business students. The package was passed unanimously with a few minor revisions.

Next there was an update and discussion about the 4+1 Policy. There is an APC subcommittee looking into the various issues associated with the 4+1 policy. Members on the committee come from APC, AUC, Graduate Education Council, registrar's office and admissions. The committee is chaired by Joe Cambone from the School of Education. The 4+1 committee laid out what is happening for the students, the faculty, and the kind of administrative hiccups that might keep the policy from being implemented. There are many, many issues. There is a main concern about the uniformity of the 4+1 program across campus. The more uniform the policies are, the less complications there are. However, there are many unique programs which might not fit into a one policy for all. There were a number of issues and problems discussed. There are currently some students in the program in criminal justice and the ESL program. Next year there will potentially be many education students in the program. The committee is looking for guidance from the AUC on how to proceed with this issue through governance. **

The meeting ended with a number of "Other Issues." There was a discussion about course caps and who has the authority to set them and there appears to be considerable inconsistency across the campus. There was also discussion about class size and who sets the limits, minimum and maximum**. There currently are no official policies about caps. It was also noted that the Provost had a retreat with the Deans and everyone was in agreement that important questions needed to move through governance. After this the meeting officially adjourned.

Discussion:

In general, though it was always the intent that Gen Ed courses should have a lower cap – 25. In some instances the course cap was automatically dropped to 25.

Steve (Chair AUC) was at the 4+1 meeting. SOE wants a template. Questions include whether there can be a uniform 4+1, or can it be unique? How will undergraduate programs relate to graduate programs? Will the policies be consistent across programs? Policies can be standard, but program structure

can be different. We don't know the details of the program, so let the committee come up with proposals, and we can evaluate them.

Motion To end discussion of the minutes.
Made by: Clarke Fowler Seconded by: Anne Sullivan

Vote Motion: Unanimous

Motion **To approve the minutes of the Academic Policies Committee (15/16:04)**
Made by: Anne Sullivan Seconded by: Clarke Fowler

Vote Motion: Unanimous

III. Old Business None

No Old Business

IV. New Business

Students and faculty are involved in many clubs, however it is very difficult to maintain these because the rules are very onerous – so clubs become defunct. To create a sense of belonging, those barriers to entry and thriving should be removed. Student Affairs committee should look into the rules that clubs have to follow and see that they are not detrimental to the growth of clubs and/or discouraging for student participation. AUC would like the Student Affairs Committee to report back to the AUC, unless this is this a dean's level question, or director of campus center question.

Motion To adjourn.
Made by: Kanishkan Sathasivam Seconded by: Joanne Carlson

Vote Motion: Unanimous

Meeting adjourned at: 4:30pm

Minutes respectfully submitted by: Raminder Luther