

ALL-UNIVERSITY COMMITTEE
Salem State University
MINUTES - 15/16:10
May 20, 2016

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

Attending: Members: Joanne Carlson, Clarke Fowler, Karen House, Scott James, Nancy Schultz, David Silva, Anne Sullivan, Stephen Young, Chair

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

I. Chair's Report

1. Still have not heard back from Joe Cambone about the 4+1 policy subcommittee plans.

II. Approval of Minutes

A. University Curriculum Committee

1. Curriculum Committee 15/16:17

Motion **To accept the minutes of the Curriculum Committee (15/16:17)**

Made by: S. James Seconded by: C. Fowler

Vote Motion passed unanimously.

Discussion The Chair gave a review of the minutes:

A couple of departmental packets were still being tabled. The packet from the Geography Department with 11 items was taken up. The course changes the department is requesting will take place Spring 2017 and flow sheet changes will take effect Fall 2017. One item, changes to a flow sheet, was tabled because required accompanying material was not handed in. The other items in the packet were unanimously approved. Next one item from the Criminal Justice Department was passed. Then two items from the Sport and Movement Science Department were passed. Two items from the Computer Science Department were passed as well as seven items from the World Languages and Cultures Department. Two items from the Interdisciplinary Studies Department were passed. Another item from the Sport and

Movement Science Department was passed. Finally four items from the Music and Dance Department were passed. The meeting then ended due to time. That was the essence of the meeting.

Motion To end discussion of the minutes.
Made by: A. Sullivan Seconded by: C. Fowler

Vote Motion passed unanimously.

Motion **To approve the minutes of the Curriculum Committee (15/16:17)**
Made by: S. James Seconded by: A. Sullivan

Vote Motion passed unanimously.

2. Curriculum Committee 15/16:18

Motion **To accept the minutes of the Curriculum Committee (15/16:18)**
Made by: C. Fowler Seconded by: A. Sullivan

Vote Motion passed unanimously.

Discussion The Chair gave a review of the minutes: This was the final meeting of the UCC for the year and it started with the chair thanking everyone for their extensive work over the course of the year. The first packet to be voted on was from the Music and Dance Department where three items were discussed and passed. Next the Geography Department had their final item (change in flow sheet) discussed and passed. The Psychology Department had one item discussed and passed. The Sport and Movement Science Department had two items discussed and passed. The Occupational Therapy Department had six items reviewed and discussed. There was considerable discussion about the package. Two of the courses that were requesting a W-II designation were tabled, one because it only had 2 credit hours (needs to be 3 credit hours) and the other W-II request was too discipline oriented as the W-II should be available to people outside of the discipline, where the W-III is discipline oriented. Other than these two classes

the package passed. Next the Criminal Justice Department had one item which was approved. The Philosophy Department had three items which were discussed and although the package passed, they needed to submit a degree map for 16:191 in order to pass AUC, which has been submitted and was in our T-drive.

It was noted that this was a tough year for the UCC, but that a number of members have agreed to serve again next year. There are still several empty slots, however. Some summer work is planned. Next year should be less demanding, but that might depend on what ultimately happens with the diversity course proposal.

A question was raised about whether “unbundling” packages submitted by departments will become pro forma in cases where there are individual actions that can be moved forward while others are resolved.

Motion To end discussion of the minutes.
Made by: A. Sullivan Seconded by: C. Fowler

Vote Motion passed unanimously.

Motion **To approve the minutes of the Curriculum Committee (15/16:18)**
Made by: S. James Seconded by: A. Sullivan

Vote Motion passed unanimously.

1. Academic Policies Committee 15/16:05

Motion **To accept the minutes of the Academic Policies Committee (15/16:05)**
Made by: C. Fowler Seconded by: A. Sullivan

Vote Motion passed unanimously.

Discussion The Chair of AUC gave a review of the minutes:
This meeting started off with the vice chair noting that he will be running the meeting and that there is no Old Business. Under New Business the committee

looked at the “Professional Readiness Process” from the School of Social Work.

A member of the school of social work explained that SWK has a gatekeeping process to ensure that students are prepared to move forward in their major and created the continuation process. After adding courses and changing some policies (GPA from 2.3 to 2.7), they decided to update the name from continuation to professional readiness process. After some discussion the policy passed unanimously. Next the committee took up the IACUC animal care policy. . There is a concern among some faculty that the proposal passed in 2014 did not formally include governance as well as an opportunity for MSCA to nominate a member of the committee. By law, IACUC must include a non-scientist, but since 14:403 was approved, an administrator has been named each year and as a result there isn't a broad faculty voice on the committee. Some people want more faculty representation on the Board. There was considerable discussion about this issue. It was noted that the SSU IACUC committee meets federal guidelines and the policy is aligned with peer institutions. There is concern by some people that because students are involved in the research, there needs to be more faculty involvement. There is also concerned that this proposal is opening a door to interference with the committee function and could jeopardize research done at Salem State if animal rights become part of the discussion within the committee. It was noted that the request to change the makeup of the board was made by people outside of the board and outside of the departments (Psychology and Biology) that use live animals. It was also questioned whether this issue of changing the board makeup falls outside of the APC since historically such issues were treated within the IACUC. After considerable discussion it was noted that the IACUC just found out about the proposal and the APC should table the proposal to allow the IACUC a chance to respond. There was a motion to table the proposal which passed unanimously.

Next the APC took up the issue of Directed Study Exceptions for General Education. The policy put forward will allow the capstone experience for students that are offered as an individualized study format to also meet the requirement for the W-III. The current policy prevents any directed study/independent study from fulfilling a general education requirement.

There was some discussion about the proposal and then it passed unanimously. Finally the APC took up the policy of Defining Directed Studies and Independent Studies. This policy request states “*The General Education Committee, recommends that Academic Policies establish clear definitions for both Directed Studies and Independent Studies.*” There is confusion in the university community over the use and definition of the terms directed study (DS) and independent study (IS). There was some discussion and then a motion to table and invite M. Miller to attend the next meeting to help clarify the definition. The motion passed unanimously. Due to time, the meeting then ended.

Motion To end discussion of the minutes.
Made by: S. James Seconded by: D. Silva

Vote Motion passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (15/16:05)**
Made by: N. Schultz Seconded by: A. Sullivan

Vote Motion passed unanimously.

2. Academic Policies Committee 15/16:06

Motion **To accept the minutes of the Academic Policies Committee (15/16:06)**
Made by: C. Fowler Seconded by: A. Sullivan

Vote Motion passed unanimously.

Discussion The Chair of AUC gave a review of the minutes:
This meeting started off with a discussion of the policy of Defining Directed Studies and Independent Studies. The Registrar gave an overview of the issue. When looking at the list of Directed/Independent Studies, the terms seemed to be used interchangeably. There is a need for thoughtful, analytic discussion about how these courses fit into the general education curriculum. There was

some discussion of the issue and then there was a suggestion to get clarification by submitting concerns to AUC, UCC, and the general Education Committee. The item was then tabled until they get feedback. Next the APC reviewed the Foreign Language Policy updating the foreign language requirement which is proficiency at the intermediate level. This proposed policy would state that proficiency would be met by passing any courses above 202 in the target language. The policy passed unanimously. Next the APC unanimously passed the Revision to CLEP examination requirement in Spanish with no discussion. Next they took up the policy of Revision to Foreign language substitution. There was considerable discussion about the proposal and the legality of it. It was decided to table the issue until a representative from World Languages and Cultures could come and explain the issue in greater detail. Next the APC discussed the issues of requiring a foreign language for BAs and what the differences are between BAs and BSs. There was some discussion and then there was a request for clarification from the AUC (which I have given). The final issue of the meeting concerning the composition of the Animal Care Committee was tabled to give more time for people to prepare.

A recommendation was made that the university adopt definitions which account for three types of courses of this nature:

1. Directed Study – for work guided by a faculty member with expertise in a particular area
2. Independent Study – for work initiated by a student, in partnership with a faculty member who has related expertise
3. By Arrangement – for courses that are cancelled for low enrollment (existing course content documented in a course description)

It was suggested that the Chair of AUC relay these recommendations to the APC for consideration.

Motion To end discussion of the minutes.
Made by: S. James Seconded by: C. Fowler

Vote Motion passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (15/16:06)**
Made by: N. Schultz Seconded by: C. Fowler

Vote Motion passed unanimously.

3. Academic Policies Committee 15/16:07

Motion **To accept the minutes of the Academic Policies Committee (15/16:07)**

Made by: A. Sullivan

Seconded by: C. Fowler

Vote Motion passed unanimously.

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

This meeting started off with some discussion of the past meeting's minutes with some edits suggested. Under Old Business the policy of defining directed studies and independent studies was taken up. There was considerable discussion about this issue. There is no clear distinction between directed study and independent study across campus and each department seems to have its own understanding. The most important aspect of this issue has already been resolved (and approved) in that certain directed studies can be used to fulfil the W-III requirements. The discussion about this issue touched on many, many different aspects such as wondering about the future implications of not clarifying this issue and just letting its ambiguity to continue, or to renumber Directed Studies and Independent Studies, etc. After the lengthy discussion the APC said they had a few choices. : The committee can either act and come up with definitions for "directed study" and "independent study," provided that the benefits of doing so outweigh the hassles created for departments, or else the committee can refuse to act on the proposal, given the disadvantages it presents. If the proposal gets rejected, then in the Fall of 2016 there can be a subcommittee to come up with definitions. The committee voted on the proposal and it failed. Next the APC took up the policy of the Revision to Foreign Language Substitution (16:246). A member from the World Languages and Culture Department explained the situation. There are only two ways in which a student can get a foreign language substitution. The first way a student can get the foreign language substitution is through Lisa Bibeau, the director of Disability Services. The second way is through the foreign language committee. There was considerable discussion of the various aspects, including legality issues, of this policy. In the end the policy was passed. Next the APC discussed the AUC request for them to explore the differences between a BA and a BS. There was an extensive discussion about the BA / BS issue and it was noted that there is some ambiguity in Salem State's rules and regulations

and that might not be a good thing. The registrar said that their office is not bothered by the ambiguity and that their perception of the two is: “The B.A. conforms to the elements of a well-rounded liberal arts degree while a B.S. is generally more tightly focused and developed.” It was also noted that B.S. degree tends to have more support courses than the B.A. The offset, though, is that the B.A. has the minor requirement *and* the foreign language requirement. It was suggested that members of the All University Committee should be invited to an APC meeting to clarify the underlying reason for this proposal, especially when this issue has come before APC at least three times. At the end of the discussion a motion was made that states: To respond to the All University Committee to the effect that the distinction offered by the registrar’s office (namely that: a B.A. conforms to the elements of a well-rounded liberal arts degree while a B.S. is generally more tightly focused and developed) is a fairly satisfactory working distinction. The motion passed unanimously. The last policy under Old Business was the animal care policy and it was decided to table the issue and it was suggested to devote an entire meeting to this issue in the future. Under New Business the APC took up the policy issue of School of Education Practicum Failure Policy (16:256). A representative from the School of Education explained the reason for this policy: explained that passing a practicum is not a requirement for graduation, but it is required for getting a license. A student has failed the practicum twice and has asked to return to the program. Unfortunately, there is no policy in place that allows the School of Education to refuse her. Both the student’s supervising faculty and the program coordinator said the student should not be readmitted. Thus, it is clear that a written policy is needed, with an explicit message that stresses that the practicum cannot be attempted more than twice. The policy passed unanimously. The final policy to be discussed at this meeting was **Topics in Student Affairs Policy (16:257)**. This proposal builds upon the existing policy for prior learning credit. At Salem State students previously could receive credits through various mechanisms. Taking IDS 299, a Topics in Student Affairs course, was one of those means. There has been a number of courses offered under IDS 299 that are not three-credits, full-semester courses, but are substantive co-curricular programs. This policy will let students get credit for participation in Student Life activities such as the Campus Educators on Sexual Assault workshops. According to the life experience policy, any of these programs that are given credit needs to be vetted by the department, and the department has to provide assessments about the learning outcome. This policy was approved unanimously. The meeting then adjourned.

AUC discussion about the BA/BS distinction acknowledged that there is no bright line of distinction between the two types of degrees, and that this is OK.

In fact, research from a few years ago indicated that it appears to align with practices at other institutions. It was noted that we recently changed our General Education requirements to be more flexible, and that to codify the differences between BA and BS degrees might require a significant amount of changes to existing flow sheets – work that many departments have already had to undertake as part of the General Education revision. It was also noted that the intent of our new General Education is aligned with the registrar’s understanding of the differences between BA and BS degrees: to be more open.

It was noted that there are several typos in this set of minutes, including on page 11 with reference to the Go Pro program. These should be corrected.

Motion To end discussion of the minutes.
Made by: S. James Seconded by: C. Fowler

Vote Motion passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (15/16:07)**
Made by: A. Sullivan Seconded by: N. Schultz

Vote Motion passed unanimously.

4. Academic Policies Committee 15/16:08

Motion **To accept the minutes of the Academic Policies Committee (15/16:08)**
Made by: A. Sullivan Seconded by: J. Carlson

Vote Motion passed unanimously.

Discussion The Chair of AUC gave a review of the minutes:
This meeting was specifically held to pass the minutes of the prior meeting.

Motion To end discussion of the minutes.
Made by: S. James Seconded by: D. Silva

Vote Motion passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (15/16:08)**
Made by: D. Silva Seconded by: S. James

Vote Motion passed unanimously.

1. Student Affairs Committee 15/16:05

Motion **To accept the minutes of the Student Affairs Committee (15/16:05)**
Made by: A. Sullivan Seconded by: C. Fowler

Vote Motion passed unanimously.

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

This meeting started off with the report of findings from sophomore data sub-committee with a list of bullet points from the report. This was followed by the report of findings from sophomore research group which also listed findings. There also was a list of relevant links related to sophomore experience at other universities. The minutes end with a list of relevant articles.

AUC members asked if it was possible to have the sophomore retention data broken down by major. S. James reported that it is and that the results found in the SAC are not surprising.

Motion To end discussion of the minutes.
Made by: S. James Seconded by: A. Sullivan

Vote Motion passed unanimously.

Motion **To approve the minutes of the Student Affairs Committee (15/16:05)**
Made by: C. Fowler Seconded by: A. Sullivan

Vote Motion passed unanimously.

2. Student Affairs Committee 15/16:06

Motion **To accept the minutes of the Student Affairs Committee (15/16:06)**

Made by: S. James Seconded by: N. Schultz

Vote Motion passed unanimously.

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

This meeting started off with the approval of the last meetings minutes. Next item was a discussion of the rules for student clubs, an issue brought up by the AUC. The SAC felt that they needed more information and they proposed forming a subcommittee to look into the rules. Next the committee discussed their annual review by discussing their accomplishments, reflecting on their charge, reviewing the appropriateness of their membership, and thinking about goals for next year. Lastly the committee reviewed proposed changes to the student conduct code and approved the changes unanimously.

AUC members indicated they are concerned about the lack of student involvement in committees and wondered if there are ways to encourage students outside of SGA to participate, noting that a few years ago the AUC had several student participants who were actively engaged and it was wonderful. It was suggested that perhaps that Leadership Institutes run by Student Involvement & Activities could encourage students to participate in governance committees at the University. The Chair will pass this suggestion along to the Dean of Students.

Motion To end discussion of the minutes.

Made by: D. Silva Seconded by: A. Sullivan

Vote Motion passed unanimously.

Motion **To approve the minutes of the Student Affairs Committee (15/16:06)**

Made by: S. James Seconded by: C. Fowler

Vote Motion passed unanimously.

1. Library Media Development Committee 14/15:07, 15/16:01, 15/16:02, and 15/16:03

Motion **To accept the four sets of minutes of the Library Media Development Committee**

Made by: S. James Seconded by: C. Fowler

Vote Motion passed unanimously.

Discussion There was no discussion of the content of these minutes.

Motion **To approve the four sets of minutes of the Library Media Development Committee**

Made by: J. Carlson Seconded by: D. Silva

Vote Motion passed unanimously.

The Chair then read the emailed comments of an AUC member, who could not attend the meeting, into the record:

1. Proposal 16:223 - Not that I see an immediate impact, but in the future, could there be a macro level impact on student population if other departments/schools start imposing similar restrictions on GPA or other criteria – keeping in mind our ‘accessibility’ desire.
2. With respect to IACUC – Although I agree principally, that faculty members should be allowed on any research related policy committee, I also know that passions about animal research are very strong on either side. So I think APC should look into the committee composition at other educational institutions to see what the norm is before making a decision – this may need a broader discussion
3. Difference between BA/BS is not clear anywhere in the nation. I am glad that the registrar’s policy stands, however would it be helpful to add language such as “...some departments offer only a BS, and some only a BA, while others may offer both a BA or a BS depending on the curriculum requirements”.

III. Old Business None

No Old Business

IV. New Business

No New Business

Motion To adjourn.
Made by: S. James Seconded by: D. Silva

Vote Motion passed unanimously.

Meeting adjourned at 4:00
Minutes respectfully submitted by: Scott James