

**ALL-UNIVERSITY COMMITTEE**  
**Salem State University**  
**MINUTES – 17/18:10**  
**May 25, 2018**

**Convened:** Time: 3:05 PM, Meier Hall 249E

**Attending:** Amy Everitt, Ryan Fisher, Keith Ratner (chair), Nancy Schultz, David Silva, Amy Smith, Anne Sullivan

**Guests:** Juditha Burchsted, Megan Miller

**I. Chair's Report**

None.

**II. Approval of Minutes**

**A. Academic Policies Committee Meeting Minutes**

**1. APC meeting 17/18:12**

Motion to accept: N. Schultz, seconded by A. Sullivan

All members participated in a discussion of the proposed internship policy, which has been tabled by the APC, with a recommendation to return the work to EVP Scott James for revision. Noteworthy elements of the discussion included:

- concern that department chairpersons and departmental internship coordinators were not sufficiently consulted in the formulation of the policy;
- the extent to which the policy allows for a university "support service, such as Career Services, [to become] inordinately entangled in an academic program";
- that recognition that internships are inherently academic and administrative, the latter of which reflects a need to manage risk and to grow internship opportunities;
- consensus that a single, centralized system to track student interns is useful and necessary.

N. Schultz pointed out a typo and infelicitous grammar in this sentence: "Considering the number of concerns raised by the proposal, especially about an increased amount of paperwork for already increasingly burdened faculty and chairpersons [*sic*, emphasis added]."

The AUC members come to consensus on the following: to have the APC consider

- a. withdrawing (and not tabling) the motion to accept the Internship Task Force's report and
- b. returning the internship report to Executive VP Scott James for further work, which should include efforts to broaden participation in the relevant discussions.

*At this juncture, discussion regarding the minutes of Curriculum Committee meeting 17/18:12 were suspended to discuss two items of new business (with J. Burchsted present).*

**IV. New Business**

**A. Election of an AUC Executive Committee**

Members discussed the need to elect an executive committee for the summer, per the provisions of the collective bargaining agreement (p. 81). The following names were placed into nomination:

Faculty Members: R. Fisher, A. Smith

Administrators: K. House, D. Silva

Students: D. Dominguez, D. Veira

Motion to close nominations and vote: N. Schultz, seconded by A. Sullivan

All candidates voted to the executive committee by a unanimous vote.

**B. Expedited review of two revised policies (School of Nursing)**

In response to a recent action by the Massachusetts Board of Registration in Nursing (BORN) to change the status of Salem State University's School of Nursing from "approved" to "approved with warning," nursing chairperson D. Hills and nursing associate dean L. Frontiero submitted to the AUC chair K. Ratner (via Provost D. Silva) two academic policy proposals forms (18:272; 18:273). D. Silva explained the need to move these two proposals through the governance process sufficiently in advance of a June 30, 2018 deadline set by the BORN to have both policies fully implemented and published on the University's website.

Motion to forward both academic policy proposal forms to the APC with a request that the APC record and transmit the results of a vote to AUC chair K. Ratner by noon on Wednesday, May 30, 2018: R. Fisher, seconded by A. Sullivan.

Unanimously approved. A. Smith will forward documents and a charge to APC chair P. Walker.

*New business having been transacted, the AUC resumed its review of APC meeting 17/18:12.*

Minutes for APC meeting 17/18:12 having been considered and with the chair ascertaining that no further discussion was requested, the minutes were unanimously approved, as corrected.

**2. Academic Policies Committee 17/18:13**

Motion to accept: A. Sullivan, seconded by N. Schultz

No discussion.

Minutes unanimously approved.

**3. Academic Policies Committee 17/18:14**

Motion to accept: A. Sullivan, seconded by A. Everitt

No discussion.

Minutes unanimously approved.

**B. Curriculum Committee Meeting Minutes**

**1. Curriculum Committee 17/18:14**

Motion to accept: R. Fisher, seconded by N. Schultz

Members engaged in a discussion about the General Education recertification policy. Concern was expressed that the recertification process not be overly complicated. It was agreed that while the instructions for the process are complete and detailed, the process itself is not needlessly burdensome. The key objective is to provide departments with an opportunity to engage in a meaningful, thoughtful discussion about General Education, all the while providing them with discretion regarding how to recertify (or decertify) courses. Only requests for realignment of courses within the General Education curriculum would require substantive action by the Curriculum Committee.

M. Miller reported that earlier in the day, the curriculum committee voted by email to recertify courses in the following four areas: First Year Seminar, Quantitative Reasoning, Writing 1, and Personal Growth & Responsibility.

Minutes unanimously approved.

2. Curriculum Committee 17/18:15  
Motion to accept: A. Everitt, seconded by A. Smith  
No discussion.  
Minutes unanimously approved.
  3. Curriculum Committee 17/18:16  
Motion to accept: A. Everitt, seconded by A. Sullivan  
No discussion.  
Minutes unanimously approved.
- C. Student Affairs Committee Meeting Minutes
1. Student Affairs Committee 17/18:05  
Motion to accept: R. Fisher, seconded by A. Sullivan  
No discussion.  
Minutes unanimously approved.

**III. Old Business – None.**

**IV. New Business – See above.**

In advance of adjournment, M. Miller requested timely approval of the meeting minutes so that she and her team might quickly process important policy updates in advance of summer orientations.

A. Smith offered thanks to committee chair K. Ratner for his leadership of the committee.

Motion to adjourn by A. Everitt; seconded by A. Sullivan. Unanimously approved.

Minutes respectfully submitted by D. Silva.