

ALL-UNIVERSITY COMMITTEE
Salem State University
MINUTES – 18/19:03
December 19, 2018

Convened: Time: 9:12 am Location: Presidential Conference Room

Attending: Tiffany Chenault, Elizabeth Duclos-Orsello (via speaker phone), Ryan Fisher, Michele Louro, Anne Noonan, David Silva, Gretchen Sinnett, Amy Smith;

Prior Commitments: Karen House, Scott James, Stephen Young

Guests: Gail Gasparich, Michelle Pierce, Kani Sathasivam

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

I. Chair’s Report

A. Rotating Recorders & Meeting Schedule

February 14, 2019

March 7, 2019

March 28, 2019

April 18, 2019

May 2019: TBD

II. Approval of Minutes

A. Academic Policies Committee

1. Academic Policies 18/19:05

Motion To accept the minutes of the Academic Policies Committee (18/19:05)

Made by: Anne Noonan Seconded by: David Silva

Vote Motion: Passed unanimously.

Discussion Chair Smith gave a review of the minutes:

Chair Walker called the meeting to order, followed by a review of the voting on committee minutes via email procedure. M. Miller spoke with the committee regarding the proposed Request for Declaration/Change of Minor policy change. This would move minor requests/declarations from paper-based to an online system. The committee voted to approve the method of processing and

established a sub-committee to review the content of the Declaration/Change of Minor policy. Next they reviewed the request to change the Selection of Change of Concentration and Selection of Options, which moves the process online instead of paper-based. The committee approved the change pending one amendment to the language regarding when the declaration should be made by student. The committee then reviewed the request to change the Majors and Change of Majors policy, which makes the process of approving major changes electronic versus paper-based. The committee unanimously passed the revised policy pending two small language amendments. The committee then reviewed the Rules and Guidelines for drafting the Academic Calendar. After a lengthy discussion the committee postponed the approval in the interest of time. The committee then reviewed the Course Information Policy, but postponed further discussion and vote on the policy. There being no other business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion:

Motion To end discussion of the minutes.
Made by: Michele Louro Seconded by: Ryan Fisher

Vote Motion: Passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (18/19:05)**
Made by: Tiffany Chenault Seconded by: Anne Noonan

Vote Motion: Passed unanimously.

2. Academic Policies 18/19:06

Motion **To accept the minutes of the Academic Policies Committee (18/19:06)**
Made by: Ryan Fisher Seconded by: David Silva

Vote Motion: Passed unanimously.

18/19:03

Discussion *Chair Smith gave a review of the minutes:*

Chair Walker called the meeting to order. The committee reviewed the Academic Calendar Rules and Guidelines for Drafting Calendar, which had been postponed from a previous meeting. This was approved with two amendments, both of which passed unanimously. The committee then discussed, but did not take up a vote, on the Course Information Policy. There being no further business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion: The 2019-20 Calendar has already been approved so the new Calendar Guidelines will take effect for 2020-21. APC Chair Peter Walker told Chair Smith that many of the new guidelines are codifications of long-term practice.

Motion To end discussion of the minutes.

Made by: David Silva

Seconded by: Ryan Fisher

Vote Motion: Passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (18/19:06)**

Made by: Anne Noonan

Seconded by: Tiffany Chenault

Vote Motion: Passed unanimously.

B. University Curriculum Committee

1. Curriculum Committee 18/19:04

Motion **To accept the minutes of the Curriculum Committee (18/19:04)**

Made by: Anne Noonan

Seconded by: Ryan Fisher

Vote Motion: Passed unanimously.

Discussion Chair Smith gave a review of the minutes:

2. Curriculum Committee 18/19:05

Motion **To accept the minutes of the Curriculum Committee (18/19:05)**

Made by: Anne Noonan

Seconded by: Tiffany Chenault

Vote

Motion: Passed unanimously.

Discussion Chair Smith gave a review of the minutes:

Acting Committee Chair Schoen called the meeting to order. Two vacancies remain open on the committee and can be filled from any department and area. The committee reviewed packets from multiple departments:

- Management: this change in course requests a DPDS certification, born out of Prof Zhu's FLC participation.

- Geological Sciences: this packet was generated from a departmental program review and features several new courses, change in course, new flowsheet, deletion of flowsheet, and change in flowsheet. The changes were unanimously approved.

- Bates Center for Public & Global Affairs Program Area/Political Science: this packet proposes a new minor in "Civic Engagement." Three new courses are included, one requesting a PGR certification. Two change in course are also included. The packet was unanimously approved.

There being no further business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion

Motion **To end the discussion of curriculum committee minutes (18/19:05)**

Made by: Liz Duclos-Orsello

Seconded by: Michele Louro

Vote

Motion: Passed unanimously.

18/19:03

Motion **To approve the minutes of the Curriculum Committee (18/19:05)**

Made by: David Silva

Seconded by: Ryan Fisher

Vote Motion: Passed unanimously.

3. Curriculum Committee 18/19:06

Motion **To accept the minutes of the Curriculum Committee (18/19:06)**

Made by: Anne Noonan

Seconded by: David Silva

Vote Motion: Passed unanimously.

Discussion Chair Smith gave a review of the minutes:

Chair Hains called the meeting to order. Two vacancies remain open on the committee and can be filled from any department and area. The committee unanimously approved a motion to suspend acceptance of Certificate programs pending a review of Certificate criteria and policies. Certificate requests that are already in the pipeline will be reviewed and voted upon as they come up. The UCC will work with APC to develop these guidelines and standards. The committee reviewed packets from multiple departments:

- Childhood Education and Care: This packet changes two Combined Program flowsheets and includes on new course. The changes were unanimously approved pending minor changes.
- Secondary & Higher Education: this is a change in course requesting DPDS certification, which was unanimously approved.
- History: This packet includes a change in course renaming HST 324. It also includes a request for new course seeking DPDS certification. The committee unanimously approved the change to HST 324 and tabled the DPDS course request.
- Sports & Movement Science: This packet includes a change in minor, a change in course, two deletion of flowsheets, one new flowsheet, and two new courses. The packet was unanimously approved pending minor changes to accommodate the Honors Program requirements.

4. Curriculum Committee 18/19:07

Motion **To accept the minutes of the Curriculum Committee (18/19:07)**

Made by: Anne Noonan

Seconded by: David Silva

Vote Motion: Passed unanimously.

Discussion Chair Smith gave a review of the minutes:

Chair Hains called the meeting to order. The committee reviewed packets from multiple departments:

- History: HST 297 remains tabled.
- Healthcare Studies: This packet includes two change in course and four new courses, one of which requests both CS and WC certification. The packet was unanimously approved pending minor changes.
- Sports & Movement Science: This packet includes a change in flowsheet and a change in course. Pending letter of support from Biology re the BIO 121 pre-requisite the packet was unanimously approved.
- Geography: This packet includes one change in flowsheet, three change in course, one of which seeks DPDS certification, one new course, two change in minor, and a new certificate. The packet was unanimously approved.
- Sports & Movement Science: This packet includes two new courses, one seeking certification in both SR and W-II, the other in W-II. Two change in course are also present, one of which also seeks SR certification. A change in flowsheet and a change in minor are also present. The packet was unanimously approved.
- World Languages & Cultures: This packet includes two change in flowsheet and two change in course, one of which seeks WC certification. The packet was unanimously approved.
- School of Social Work: This packet includes three new courses, one of which is includes letter of support from S. Nowka of the Commonwealth Honors Program. All three courses were approved with one abstention.
- Computer Science: There were 10 change in course submitted, all of which reflect changes in the configuration of the mode of instruction. The packet was unanimously approved.

- Media & Communication: This packet consists of changes motivated by Program Review and to meet standards in the field. This packet included 35 items such as change in flowsheet, change in minor, change in course, new flowsheet, new course, new course with PGR certification, and new course with DPDS certification. All items except for MCO 255 (new course with DPDS tag) were approved with one abstention, while MCO 255 requires additional paperwork and will be resubmitted by MCO in the spring.

- Theatre & Speech Communication: This packet consists of changes motivated by upcoming accreditation anticipated in 2020. This packet included 43 items such as change in flowsheet, change in course, and deletion of course. The packet was unanimously approved.

There being no further business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion Ryan Fisher pointed out that in the Sports & Movement Science packet, the Biology course should be 122 not 121.

Chair Smith raised concern that some sub-committees are not fully reviewing packets in advance of the committee meetings. Ryan Fisher suggested thanking the Committee for their extensive work this semester and raising the above issue in that communication. Anne Noonan asked that we discuss the inordinate burden on UCC members, particularly during work to rule. Ryan Fisher asked about having long standing former members available for consultations. Chair Smith responded that former members have been serving on Gen Ed sub-committees. David Silva expressed his appreciation for the committee's work in building the DPDS category so quickly and efficiently.

Motion **To end the discussion of curriculum committee minutes (18/19:07)**

Made by: David Silva Seconded by: Michele Louro

Vote Motion: Passed unanimously.

Motion **To approve the minutes of the Curriculum Committee (18/19:07)**

Made by: Tiffany Chenault Seconded by: Ryan Fisher

Vote Motion: Passed unanimously.

III. Old Business None

No Old Business

IV. New Business

A. General Education Scheduling and Course Approval

Chair Smith explained to the guests (Gail Gasparich, Michelle Pierce, Kani Sathasivam) that the committee does not understand how Gen Ed courses are being scheduled and that faculty have expressed concern that some courses are being zero capped by CAS. Gail Gasparich explained that the chairs submit their courses, and then she and Michelle Pierce work closely with Kani Sathasivam to analyze the number of seats needed in each area. They consider low enrollment, course cap (30 vs. 15 seats, for example), whether the instructor is a fulltime faculty member or an adjunct, and total number of seats needed in a given Gen Ed category. Scheduling the First Year Seminar has been particularly challenging due to late enrollments. Michele Louro asked if certain categories are overpopulated, and Tiffany Chenault asked if Gen Ed classes are still needed in some areas. Michelle Pierce responded that CEA and WC are overpopulated. Kani Sathasivam thinks some courses will be withdrawn from Gen Ed during the upcoming recertification process. He pointed out that some courses with Gen Ed tags are being offered because majors need the course, but the dean's office is making decisions based on the need for Gen Ed courses. Kani Sathasivam has been working with Neal DeChillo on clear guidelines for how Gen Ed courses are zero capped or cancelled. The guidelines have not been distributed to chairs yet. Chair Smith asked if the memo is appropriate for the shared governance process.

There is no longer a shortage of W-II courses. Seats for the non-lab SR and FYS courses remain tight, however. Kani Sathasivam suggested science disciplines

might want to consider transitioning some lab courses to non-lab. He also advised that other than W-II and DPDS, courses should only be tagged in a single Gen Ed category. The overlap makes calculating appropriate offerings difficult and a single tag is sounder pedagogically. He also recommended that enrollment caps remain at the current level for W-II courses. Faculty are finding the workload in these courses burdensome. Chair Smith asked if the budget supporting Gen Ed is being reduced. David Silva responded that all budgets are being reduced and that budget needs may be different when establishing versus maintaining a program. Anne Noonan argued that the work continues to be difficult even for faculty who have been teaching writing courses from the beginning. Faculty are challenged by the broad range of student preparation, with students either thriving or struggling. Kani Sathasivam advised that W-II courses be reevaluated next year. He thinks we need a campus wide discussion on writing and our students. Michele Louro said we should watch carefully how many departments opt not to recertify writing courses. Faculty are not feeling supported and may opt not to continue to teach writing courses. Gail Gasparich argued that we may need to reconsider how we're teaching writing. Perhaps more work with students needs to be done in the writing center as well as with individual faculty members. Ryan Fisher suggested that we also need to convey the importance of writing to our students through awards and other means. David Silva said that our students are increasingly coming from one or two kinds of lived experience. The middle ground is missing. He acknowledged concerns expressed about implementation vs. maintenance of the Gen Ed curriculum. This raises questions regarding budget, workload, and support for faculty development. He asked people to think about how we can do the work differently in these programs. Kani Sathasivam argued that different categories require different approaches. He thinks Gen Ed can move into maintenance apart from W-II and FYS. Gail Gasparich added QR. Anne Noonan pointed out that bi-modality is a social justice issue. Our mission is to educate the students who do not come prepared. David thinks faculty are coming in with more pedagogical training, but we need to continue development work with faculty because the student body is constantly changing.

Kani Sathasivam asked that the Dean and Provost remind chairs of the difference between Gen Ed and Transitional Gen Ed as students are enrolling in transitional courses under the false impression that they will receive Gen Ed credit. David

suggested that he and Kani Sathasivam reissue a memo on the subject they wrote last year.

Chair Smith recommended that DPDS needs continuing attention. Many faculty are teaching in this area for the first time. A lot of work is also needed around teaching OC. Michelle Pierce pointed out that almost all OC courses are taught in a single department. There isn't support for faculty development for OC the way there is for the writing courses.

Chair Smith inquired about creating a high impact teaching advisory committee to work with the Deans and Provost to reward faculty doing meaningful work in this area. David Silva pointed out that high impact practices were recognized in union contract negotiations around equivalencies but this only applies to certain types of courses. He is open to Chair Smith's suggestion with the consideration of budget limitations. The committee discussed the declining interest in faculty fellow positions and the widespread feeling that the course releases do not accurately represent the work involved.

Liz Duclos-Orsello suggested redefining the lexicon of terms used to describe teaching practices. For example, many faculty are not simply lecturing in lecture courses. How do we reward high impact teaching practices? She pointed out that another challenge is classrooms that do not accommodate small group work and other high engagement teaching practices. David Silva, the Deans and Megan Miller have been discussing the fact that we don't have the classroom types that we need right now.

Liz Duclos-Orsello pointed out that there seems to be a disconnect between Gen Ed courses being certified and actual need. Should the life cycle of courses be part of the conversation moving forward? Should there be a requirement that courses be cut when new ones are added? Michelle Pierce has already asked chairs to be mindful of this. Chair Smith pointed out that different chairs have different strengths and are not always communicating information to their faculty. Liz Duclos-Orsello asked if the Deans were coordinating across schools regarding Gen Ed offerings. Kani Sathasivam noted that the majority of Gen Ed syllabi reviewed for recertification this year came from CAS disciplines. Michelle Pierce added that Healthcare Studies has introduced a PGR course that will likely be popular and

impact CAS PGR offerings. In response to a question from Gretchen Sinnett, Kani Sathasivam said that the FYS, W-I, PGR, and QR Gen Ed categories are currently up for recertification. Departments are supposed to submit their recertification materials the first week of the Spring semester.

B. Two year review of 55 credit rule

1. When the 55 credit rule was changed the AUC requested a two year review report from the Registrar’s office. That report would be due to us this spring. Megan Miller would like to know if we would like her to present preliminary data to us in the spring, which would not reflect the graduation data for spring 2019, or would we like to request the full data be presented to AUC in Fall 2019? David Silva argued that the graduation data is important. *He made a motion to postpone the request for the report so that it can include graduation information; Michele Louro seconded. Approved with one abstention.*

Motion To adjourn.
Made by: Michele Louro Seconded by: Tiffany Chenault

Vote Unanimous

Meeting adjourned at: 11:16am

Minutes respectfully submitted by: Gretchen Sinnett