

**ALL-UNIVERSITY COMMITTEE**  
**Salem State University**  
**MINUTES – 18/19:05**  
**February 14, 2019**

**Convened:** Time: 9:30 a.m. Location: Metro Room, Ellison Campus Center

**Attending:** Andrew Carden, Tiffany Chenault, Elizabeth Duclos-Orsello, Ryan Fisher, Scott James, Michele Louro, Anne Noonan, David Silva, Amy Smith (Chair), and Stephen Young

**Prior Commitments:** Karen House and Gretchen Sinnett

**Guests:** Jeannette Lindholm and Tanya Rodrigue

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**

**March 7, 2019 (Stephen Young to record)**

**March 28, 2019 (Ryan Fisher to record)**

**April 18, 2019 (Anne Noonan to record)**

**Week of May 20, 2019 (Recorder TBD)**

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**II. Approval of Minutes**

**A. Academic Policies Committee**

**1. Academic Policies 18/19:07**

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

Made by: R. Fisher                      Seconded by: A. Noonan

**Vote** Motion passed unanimously.

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

Chair Walker began the meeting by presenting the AY 19/20 and AY 20/21 calendars for review in light of the recently approved guidelines developed by APC. The committee then

motioned to approve the Course Information Policy (19:231). This policy modifies the existing policy regarding syllabus information by asking that faculty-identifying information (name, office #, email, etc) be contained to the first page of the syllabus. An amendment was made to add "section number" to course identifying information that should remain based on a discussion with the Registrar. Amendment and amended motion passed unanimously. The committee then motioned to approve the Undergraduate English Proficiency Admissions Policy (19:233). This policy has not been reviewed in several years and was updated to include more options and flexibility, particularly for international students. The motion passed unanimously with minimal edits. The committee then motioned for approval of the Biology Nuclear Medicine Technology Program Professional Conduct Policy (19:235). After some discussion this proposal, as well as accompanying proposal (19:234) were postponed pending language revision. The committee then motioned to approve the SSU Undergraduate Global Engagement Seal (19:238). After some discussion this proposal was postponed pending further work. Two School of Nursing proposals (19:243 & 19:244) were not addressed due to time constraints. There being no further business the meeting was adjourned.

Chair Smith asked if there was any discussion.

**Discussion:** It was reported that the chairs of the contract committees have been discussing the Global Engagement Seal proposal with Julie Whitlow and Julie Kiernan. It has been decided that the current proposal will be withdrawn and resubmitted as two proposals. The first will establish the parameters for the creation of a "seal" (and its relationship to majors, minors, concentrations, certificates, etc.); the second will then propose the establishment of the Global Engagement Seal. This is partly in follow up to discussion had in AUC at the December meeting, looking for clarity/definitions of majors, minors, concentrations, and certificates.

There was also a concern raised about one component of the Course Information Policy change (19:231) related to the inclusion of identifying information in the body of a course syllabus. The concern primarily centers around the fact that this change appears to be grounded in a desire to simplify an administrative task. Chair Smith will invite the APC Chair and the UCC chair to a future meeting to discuss.

**Motion** To end discussion of the minutes.

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Made by: S. James    Seconded by: A. Carden

**Vote**            Motion passed unanimously.

**Motion**        **To approve the minutes of the Academic Policies Committee (18/19:07) without approving item 19:231.**

Made by: R. Fisher    Seconded by: E. Duclos-Orsello

**Vote**            Motion passed unanimously.

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#### **IV. New Business**

- A. Writing Program – guests Prof. Tanya Rodrigue and Prof. Jeannette Lindholm. During a discussion of Gen Ed programs at the AUC December 2018 meeting the committee voted to invite Profs. Rodrigue and Lindholm to attend this meeting. Prof. Lindholm gave a detailed history and context for the development of the current vertical model of writing requirements in the general education, including the work done with the PACCC to validate the direction that the program should go to best align with the overall general education model. The qualifications and backgrounds of those who developed our current model were highlighted as being strong and relevant. It was noted that the budgetary and release time needed to launch and sustain the program were always front and center, because the committee that developed the model did not want to pursue something if it wasn't going to be sustainable.

The department has been notified that APRs and budget will be reduced for the FY20 year. Prof. Rodrigue shared a detailed work plan that highlighted the implications of the reductions in budget (appended to these minutes).

Committee members voiced strong support for the WIC Program and expressed concern about budget reductions having a negative impact on what is viewed as a core component of the University's general education program, of its overall commitment of student success, and of its mission. Several ideas for providing additional support were shared with our guests.

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The committee asked the WIC Program coordinator for a follow-up regarding her budgetary needs prior to the next AUC meeting.

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**Motion** To adjourn.  
Made by: A. Carden Seconded by: E. Duclos-Orsello

**Vote** **Unanimous**

Meeting adjourned at: 10:47 a.m.

Minutes respectfully submitted by: Scott James