

ALL-UNIVERSITY COMMITTEE
Salem State University
MINUTES - 16/17:01
October 21, 2016

Convened: Time: 1:30 p.m. Meier Hall room 249E.

Attending: Amy Everitt, James Fallon, Gayle Fischer, Ryan Fisher, James Forina, Scott James, Rebecca Kaplan, Kanishkan Sathasivam, David Silva, Amy Smith, Anne Sullivan, Daniel Veira, Stephen Young, Chair

Prior Commitments: Karen House

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

I. Chair's Report

A. This Year's Charge

Chair Young welcomed everyone back for the new Academic Year and thanked everyone for volunteering to be on the committee. He noted the new members and made a special welcome to them. Then people introduced themselves.

Chair Young gave a brief description of the charge of the committee. The All-University Committee is the clearinghouse for all governance related material at Salem State University. All Governance-related material is sent to the All-University Committee; the Chairperson then sends the material to the appropriate Standing Committees. If there are no appropriate Standing Committees, then the All-University Committee creates an Ad-hoc committee to handle the material. The committees then review the proposals and either approve them or not. The committees forward their recommendations and approvals via approved committee minutes to the All-University Committee. The All-University Committee will approve or not approve the standing (ad-hoc) committee's recommendations and forward them on to the Provost. The Provost will then send his/her recommendations on to the President for final approval.

Based on our organizing meeting at the beginning of the year with President Meservey and the MSCA, in addition to our basic duties there were six suggested special projects for this year:

1. *Charge the Curriculum Committee to review processes to increase efficiency of program/course review.* I have spoken with UCC members and they will continue with their current methods and consider some possible changes.

2. *Charge the Curriculum Committee to review the number and variety of Gen Ed courses; to solicit course proposals where gaps exist; and consider offering more sections of high-demand courses.* We have also had discussions about this and this charge might be outside of the UCC's responsibilities. This is more appropriate for the Gen Ed Task Force which Tad Baker is the Faculty Fellow for.
3. *Continue faculty forums with MSCA on important topics for university-wide discussion.*
4. *Charge the Student Life Committee to review student organization and faculty advising requirements with the hope of simplifying the processes.* I need to set this request in motion.
5. *Conduct a comprehensive review of all policies/procedures related to the 4+1 and 3+2 programs (curriculum, financial aid, registrations, etc.).* To do this the President has established a Task Force which is being chaired by Scott James.
6. *Facilitate discussions regarding assessment of student learning outcomes.*

My role as Chair of this committee is to help facilitate the functioning of governance at Salem State University. In that capacity I facilitate our discussions and obligations – I don't lead discussions, I don't limit the agenda – you all have the power to put things on the agenda and to discuss what you think this committee needs to discuss. We also share the responsibility of note taking on a rotating basis. However, if there is anything that makes you uncomfortable about taking notes, let me know and you do not have to take notes, there has always been enough participation in the past.

Any questions or discussion about my Report?

B. Rotating Recorders & Meeting Schedule

November 18, 1:30 pm (TBA) – Ryan Fisher

December 2, 1:30 pm (TBA) - Amy Everitt

December 16, 1:30 pm (TBA) - James Fallon

II. Approval of Minutes

A. University Curriculum Committee

1. Curriculum Committee 16/17:01

Motion To accept the minutes of the Curriculum Committee (16/17:01)

Made by: Scott James Seconded by: Kani Sathasivam

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion Chair Young gave a review of the minutes:

This meeting started off with the Chair's Report which was a list of the charges for the year which includes:

- Develop policies in collaboration with the Grad Ed council to streamline approval of new 4+1 programs.
- Review the number and variety of Gen Ed courses, and offer more sections of popular courses. The chair noted that this is really up to individual departments, but if they see areas lacking they could suggest that departments submit course offerings.
- Facilitate process for suggesting deletion of courses.
- Develop curriculum maps. They can't require departments to do this. However, there was discussion about this charge and the positive nature of curriculum maps. After some discussion there was a motion made and approved with one abstention. The motion was:
 - *that existing curriculum maps be made available to students via the course catalog and that All University request curriculum maps from all departments by February 15, 2017, for publication in the next catalog.*
- Develop recertification process for Gen Ed courses with the Gen Ed Committee.

Next under Subcommittee Reports was a list of all subcommittees and members. It was noted that UCC was still short of members and this would make work difficult and the process would be slowed down due to lack of members. There was also some discussion about communication between subcommittees and Department Package Liaisons. Under Special Business a motion was made to operate under current procedures. The motion passed with two abstentions. There was then discussion about streamlining the approval process and discussion of using software. A subcommittee was established to look into this. Under Old Business a package from the Philosophy department (2 years with no action) was removed until Philosophy contacts UCC- motion unanimously approved. The other package on the agenda was from Occupational Therapy and UCC chair said that she would contact the department to find out what they want to do about moving the package forward or not. That was the essence of the meeting.

Chair Young asked if there was any discussion.

Discussion: A member of AUC asked what a curriculum map is. It is a degree map that delineates which courses should be taken each semester if a student wants to complete his/her degree in four years. These degree maps would appear in the University's Catalog. All newly approved flowsheets had to include a degree map when presented to the Curriculum Committee. Some departments have degree maps on the back of flowsheets.

Motion **To end the discussion of curriculum committee minutes (16/17:01)**

Made by: David Silva Seconded by: James Fallon

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion **To approve the minutes of the Curriculum Committee (16/17:01)**

Made by: Daniel Veira Seconded by: Amy Smith

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

2. Curriculum Committee 16/17:02

Motion **To accept the minutes of the Curriculum Committee (16/17:02)**

Made by: Kani Sathasivam Seconded by: Anne Sullivan

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion The Chair Young gave a review of the minutes:
This meeting started off with a brief chair's report. Under Old Business the Occupational Therapy package was tabled. A package of three courses from the Sociology Department was presented, discussed and was approved unanimously. At the end of the meeting a package of two courses from the English Department was approved unanimously.

Chair Young asked if there was any discussion.

Discussion: There was a point of clarification that the development of a streamlined process for new 4+1 programs is different from the Ad Hoc Committee

that has been convened to develop consistent policies and procedures for 4+1 and 3+2 programs.

Motion To end discussion of the minutes.
Made by: James Fallon Seconded by: Scott James

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion **To approve the minutes of the Curriculum Committee (16/17:01)**
Made by: Ryan Fisher Seconded by: Amy Everitt

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

B. Academic Policies Committee

1. Academic Policies Committee 16/17:01

Motion **To accept the minutes of the Academic Policies Committee (16/17:01)**
Made by: Daniel Veira Seconded by: Scott James

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion *The Chair of AUC gave a review of the minutes:*
This meeting was the convening meeting (September 9) of the Academic Policies Committee and it started with a reflection on their work from the 2015 – 2016 Academic Year. They discussed how there was extensive discussion about the 4+1 Policy during the year with a resulting feeling that there was very little coordination concerning policies and procedures. It was recommended that a committee be established to resolve 4+1 and 3+2 issues. Faculty membership on IAUCU was not resolved. There have been a number of issues and policy suggestions around selective retention and it was recommended that an ad hoc committee be formed for the policy portion of selective retention. The academic integrity policy needs to be revisited and there needs to special attention of academic integrity and international students. APC also needs to look at issues related to the Academic Calendar. Finally APC needs to revisit older policies and see if the policies are appropriate for the current Salem State students vs. the students we think we have.

At the time of the meeting APC was still short 4 members. That was the essence of the meeting.

Chair Young asked if there was any discussion.

Discussion: A questions was asked if 3+2 programs still exist at SSU. They do exist for graduate programs that have a large number of credits. So in the fourth year of a 3+2 program the majority of coursework that a student is pursuing is graduate level.

Another question was asked, namely whether students can serve on the Selective Retention Committee. There are concerns regarding FERPA, but if students were allowed to serve then they would have to sign a non-disclosure agreement. Someone asked what the practice is at other state institutions. Scott James will contact other state institutions to inquire whether students serve on Selective Retention.

It was noted that the mechanism for faculty to report and identify high risk students is cumbersome. Faculty have to complete information on all students in their classes. It seems that faculty would be more willing to cooperate if they only had to complete information on the high risk students.

It was also suggested that there should be a calendar provided to faculty of the dates of important semester benchmarks such as SIR evaluations and these student reports. Such a calendar would help faculty devise their syllabi with these dates in mind. For example, faculty could be sure to administer graded work, a paper, test, quiz on which they could base their assessment of high risk students.

Motion To end discussion of the minutes.
Made by: Amy Everitt Seconded by: Scott James

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (16/17:01)**
Made by: Anne Sullivan Seconded by: James Fallon

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

2. Academic Policies Committee 16/17:02

Motion To accept the minutes of the Academic Policies Committee (16/17:02)

Made by: David Silva Seconded by: Kani Sathasivam

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

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

The meeting began with an introduction of members which includes two student members this year. Past minutes were approved and then a list of items for the committee to work on was presented. This list includes:

1. the academic calendar;
2. academic standards;
3. university admissions standards;
4. selective retention policies;
5. educational services rendered to the local community; and
6. library services. (Though library issues are covered by another committee

Next subcommittee membership was discussed. Then under New Business, there was a discussion about the role of the APC and if it is just reactive to policies submitted or if it should also be proactive and propose policies. The chair said that APC and the other governance committees “participation in the decision-making process.” There were other issues discussed such as how many years into the future they should make the calendar, which they have decided to table for now. They discussed issues surrounding Academic Standards and how some issues, such as SAT optional admissions have not gone through governance. They discussed Selective Retention issues. They discussed educational services to the local community. Concerning the APC’s need to occasionally audit and review the University’s academic policies, Chair Walker noted that the academic integrity policy needs review. Finally they discussed policies surrounding the 4+1 and 3+2 program. To handle these issues the President has established an ad hoc committee.

That was the essence of the meeting.

Chair Young asked if there was any discussion.

Discussion: It was noted that the Academic Integrity Policy was revised two years ago. This year involves a review of whether those changes are working more satisfactorily than the previous policy.

In addition, it was noted that the minutes suggest that a policy for test optional admissions did not go through governance. There has not been the adoption of a policy. Rather AUC was asked to approve and review a test optional admissions pilot study. Chair Young will communicate with Peter Walker and clarify that a policy has not been implemented.

Motion To end discussion of the minutes.
Made by: Amy Smith Seconded by: Daniel Veira

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion **To approve the minutes of the Academic Policies Committee (16/17:02)**
Made by: David Silva Seconded by: James Fallon

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

III. Old Business None

No Old Business

IV. New Business

A. Test Optional Admissions

An update to the pilot was provided by Scott James. Roughly 7% of the enrolled freshmen were test optional admitted. No data on their success has been collected as they have just entered SSU. Data will be compiled after their first complete semester. The pilot will continue for the next admissions cycle to generate a larger sample.

It was observed that under test optional admissions greater emphasis is placed on high school GPA. It was acknowledged that students come from high schools of varying quality and that will have to be taken into consideration when assessing the success of the pilot

B. Information Technology Services (ITS) Datacenter Physical Security Policy [17:010](#)

Motion To accept the ITS Security Policy (17:010)

Made by: Anne Sullivan Seconded by: Amy Smith

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion It was asked what prompted the new policy. The new policy was created to align with the recommendations of national IT organizations as well as State and Federal agencies.

Motion To end discussion of the minutes.

Made by: Scott James Seconded by: Kani Sathasivam

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion To approve the ITS Policy (17:10)

Made by: Daniel Veira Seconded by: Ryan Fisher

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

C. Administrative Rights Policy ITS [17:011](#)

Motion To accept the ITS Administrative Rights Policy (17:011)

Made by: Amy Everritt Seconded by: Amy Smith

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion No discussion

Motion To end discussion of the minutes.

Made by: James Fallon Seconded by: Scott James

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion To approve the ITS Administrative Rights Policy (17:011)
Made by: David Silva Seconded by: James Fallon

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

D. Encryption Policy

[17:012](#)

Motion To accept the ITS Encryption Policy (17:012)
Made by: Scott James Seconded by: Amy Smith

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion

It was asked who the University's Chief Information Security Officer is (Tom Esso). There is a separate position for the Chief Information Officer although both report to the same administrator.

Motion To end discussion of the minutes.
Made by: Kani Sathasivam Seconded by: Anne Sullivan

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion To approve the ITS Administrative Encryption Policy (17:012)
Made by: Daniel Veira Seconded by: Ryan Fisher

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

E. Working Hours for Part-Time Non-Benefited Employees Policy

[17:013](#)

Motion To accept the Human Resources Employee Policy (17:013)
Made by: Scott James Seconded by: James Fallon

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Discussion: Another questions was raised as to what the consequences would be. It seems that would be determined based on whether the employee willfully or his/her supervisor intentionally allowed an individual to exceed the 29 hours.

Lastly, it was asked whether SSU had a system in place to gauge violations. There is no system other than relying on payroll to flag violations.

Motion To end discussion of the minutes.
Made by: James Fallon Seconded by: Anne Sullivan

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Motion To approve the Human Resources Employee Policy (17:013) with the friendly amendment.
Made by: David Silva Seconded by: Daniel Veira

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

F. Diversity, Power Dynamics, and Social Justice Requirement Proposal
[17:049](#)

There has been a request to change the General Education Core with a new requirement broadly based on Diversity, Power Dynamics, and Social Justice. The details are on the T-drive. Proposal 17:049 has been sent to the UCC for their review, and AUC Chair Young wanted to make AUC aware of this proposal.

G. Eliminating 55 credit limit

Both the Academic Policies and Curriculum Committees have been asked to consider eliminating the 55 credit limit in the major.

Motion To adjourn.

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Made by: Amy Everitt Seconded by: James Fallon

Vote Motion: In favor (13) Opposed (0) Abstentions (0) Motion passed unanimously.

Meeting adjourned at: 2:45

Minutes respectfully submitted by: Anne Sullivan