

**ALL-UNIVERSITY COMMITTEE**  
**Salem State University**  
**MINUTES - 15/16:02**  
**November 13, 2015**

**Convened:** Time: 3:00 p.m. Sullivan Building room 106

**Attending: Members:** Joanne Carlson, Karen House, Scott James, Harry Pariser, Kanishkan Sathasivam, Nancy Schultz (vice-chair), 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**

Chair Young welcomed everyone to the meeting.

Chair Young let everyone know that he has asked Academic Policies Committee to come up with a policy concerning credit for graduate classes for 4+1 students who only finish the undergraduate degree. They will create a policy in conjunction with the Graduate Education Council.

**A. Rotating Recorders & Meeting Schedule**

**November 13, 3:00 pm (SB106) – Anne Sullivan**

**December 4, 3:00 pm (SB106) - Joanne Carlson**

**December 18, 3:00 pm (TBA) - Scott James**

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**II. Approval of Minutes**

**A. *University Curriculum Committee***

**1. Curriculum Committee 15/16:04**

**Motion**      **To accept the minutes of the Curriculum Committee (15/16:04)**

Made by:    Scott James                      Seconded by: Karen House

**Vote**            Motion: Passed unanimously

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

This meeting started off with Special Business where they discussed the recertification of Gen Ed courses. There currently is no set date or procedure for the recertification of Gen Ed courses, although Gen Ed Courses have been approved for a 5-year time period. There was a discussion about how to organize the flow of courses for recertification. It was also noted that there is no criteria yet for recertification. They have decided to establish a sub-committee to draft process and criteria for recertification. Under Old Business a package from the Philosophy Department was tabled. A package from the Management Department was next. The package contained a new flowsheet for the Hospitality Management Concentration along with course changes to accompany the flow sheet. It was noted that the Management Department has not completed the degree map for this concentration. The package was unanimously approved, pending the submission to and vetting of the degree map. Under New Business UCC members volunteered to serve as liaisons for various packages. In addition there were new members for various sub-committees. That was the essence of the meeting.

Chair Young asked if there was any discussion.

Discussion: HRI 200 (Proposal no. 16008) is first being offered in the Fall of 2016. All the other courses in the Hospitality Concentration package have HRI 200 as a prerequisite and thus should reflect a start date of Spring 2017. It was noted that for the first year the Department Chair can waive the prerequisite.

In addition, for this concentration (proposal no. 16007) the flowsheet states a degree in hospitality management, when in fact it is a degree in Business Administration with a Concentration in Hospitality Management. The flowsheet should be corrected.

Lastly, in the UCC minutes 15/16:04 there is a request that a diamond be added next to HRI 450 on the proposed flowsheet. There was uncertainty regarding what the diamond on a flowsheet represents. Steve Young will make a request to Vickie Ross that the minutes explain what the diamond represents.

**Motion** To end discussion of the minutes.  
Made by: Kani Sathasivam Seconded by: Nancy Schultz

**Vote** Motion: Passed unanimously.

**Motion** **To approve the minutes of the Curriculum Committee (15/16:04)**  
Made by: Joanne Carlson Seconded by: Scott James

**Vote** Motion: Passed unanimously

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**1. Curriculum Committee 15/16:05**

**Motion** **To accept the minutes of the Curriculum Committee (15/16:05)**  
Made by: Anne Sullivan Seconded by: Kani Sathasivam

**Vote** Motion: Passed unanimously

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

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

This meeting started off with Old Business, and the first item from the Philosophy department was tabled. Next, a large package from the English Department (2 changes in flowsheets and 9 course proposals) was taken up. In the process of reviewing the English proposals, there was a discussion of W-II courses, and the need for additional courses from the English Department and from other departments. Another question surfaced about allowing Directed Studies to be W-III courses. It was suggested that the Gen Ed Committee take up the subject of whether W-III certification should be allowed for Directed Studies that fully meet the peer review criteria. The Gen Ed Committee does not report to the UCC and is coordinated by Professor Tad Baker. With some minor changes, the entire package was unanimously approved. Next, a large package from Biology (10 Flowsheet changes and 6 course proposals) was taken up. There was brief discussion about the package, and it was approved unanimously.

That was the essence of the meeting.

Chair Young asked if there was any discussion. Proposals 15311 and 15312 have changed the title of the flow sheet from BA English-Creative Writing Concentration and BA English-Professional Writing Concentration to BA-English in Creative Writing and BA-English in Professional Writing. A question was raised about how this will appear on degrees granted to students. Chair Young will request that the English flow sheet titles be made consistent with the program name.

Additionally, a point of clarification was made that the minutes indeed indicate that retroactive credit will be granted for courses approved as WII and WIII courses. The AUC desires that the issue of Directed Studies as WIII courses be resolved as soon as possible.

**Motion** To end discussion of the minutes.  
Made by: Scott James      Seconded by: Nancy Schultz

**Vote** Motion: Passed unanimously

**Motion** **To approve the minutes of the Curriculum Committee (15/16:05)**  
Made by: Anne Sullivan      Seconded by: Karen House

**Vote** Motion: Passed unanimously

### **III. Old Business None**

No Old Business

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### **IV. New Business**

Chair Young asked if there was any new business.

There is some concern that things are moving slowly through governance. This may be the result of a significant increase in new members to the Curriculum Committee who have to acclimate to the committee.

**Motion** To adjourn.

Made by: Scott James

Seconded by: Anne Sullivan

**Vote** Motion: Passed unanimously

Meeting adjourned at:

Minutes respectfully submitted by: Anne Sullivan