

**ALL-UNIVERSITY COMMITTEE**  
**Salem State University**  
**MINUTES - 15/16:04**  
**December 18, 2015**

**Convened:** Time: 3:05 p.m. Sullivan Building room 106

**Attending: Members:** Joanne Carlson, Karen House, Scott James, Raminder Luther, Harry Pariser, Kanishkan Sathasivam, Nancy Schultz, David Silva, 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.

The Chair reviewed the new process for reviewing the minutes of the AUC. The chair continues to prepare the minutes and sends them in advance to the minute-taker. The minute-taker then writes up the minutes and returns them to the chair and to Nancy Schultz, who will edit the minutes, and send to S. Young to distribute for approval

**A. Rotating Recorders & Meeting Schedule**  
**December 18, 3:00 pm (TBA) - Scott James**

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**II. Approval of Minutes**

**A. *University Curriculum Committee***

**1. University Curriculum Committee 15/16:07**

**Motion**      **To accept the minutes of the University Curriculum Committee (15/16:07)**

Made by: A. Sullivan

Seconded by: K. Sathasivam

**Vote**            Motion passed unanimously.

**Discussion**    The Chair of AUC presented a review of the UCC minutes:

This meeting started off with a variety of reminders for committee members as well as some updates about UCC policies. Next, under Special Business, a request by the registrar was discussed. The registrar has asked that UCC correct contact hours in existing course descriptions. It is important for UCC to enforce that rule. Having the contact hours included will prevent the Registrar from having to query

departments to find out the contact hours. Under Old Business, a package from the Philosophy Department was tabled. Next, a package from the Psychology Department was looked at where two courses were designated CS. The package was passed unanimously. There was no further business.

Chair Young asked if there was any discussion.

A question was raised about the availability of templates for degree maps. All departments are being asked to create them; it could save a lot of time and effort if there is a template available. Chair Young said he would inquire with the Registrar.

**Motion** To end discussion of the minutes.  
Made by: A. Sullivan                      Seconded by: N. Schultz

**Vote** Motion passed unanimously.

**Motion** **To approve the minutes of the University Curriculum Committee (15/16:07)**  
Made by: J. Carlson                      Seconded by: N. Schultz

**Vote** Motion passed unanimously.

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**2. University Curriculum Committee 15/16:08**

**Motion** **To accept the minutes of the University Curriculum Committee (15/16:08)**  
Made by: K. House                      Seconded by: A. Sullivan

**Vote** Motion passed unanimously.

**Discussion** The Chair of AUC presented a review of the UCC minutes:

This meeting started off with some announcements and clarifications. Next, under old Business, a package from the Philosophy Department was tabled. Then, a package of 9 courses from the Management Department was discussed. There was considerable discussion about the intent of course changes, as well as about the lack of material for a couple of the courses. Two courses were tabled pending additional information, and the rest of the package passed unanimously. Next, a package from

Political Science with 5 items was introduced. There was considerable discussion about the courses, especially concerning the writing certification and the study-travel class. The package was then passed unanimously. Next, a package from the Philosophy Department was taken up; one item was withdrawn, and the other two items passed unanimously. Finally, a package from the Sport and Movement Science Department was reviewed. The package contained one flow sheet and two courses and one withdrawn item. The package passed unanimously, and that was the end of the meeting.

Chair Young asked if there was any discussion. There was none.

**Motion** To end discussion of the minutes.  
Made by: K. Sathasivam                      Seconded by: A. Sullivan

**Vote** Motion passed unanimously.

**Motion** **To approve the minutes of the University Curriculum Committee (15/16:08)**  
Made by: N. Schultz                      Seconded by: K. Sathasivam

**Vote** Motion passed unanimously.

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**3. Fast-Track items from Curriculum Committee 15/16:09**

**Motion** **To accept the minutes of the UCC Fast Track (15/16:09)**  
Made by: A. Sullivan                      Seconded by: S. James

**Vote** Motion passed unanimously.

**Discussion** The Chair of AUC presented a review of the UCC minutes:  
The UCC had their last meeting of the semester this past Wednesday, December 16<sup>th</sup>. We have been asked to review some of the items that they passed so as not to slow the registrar in implementing the curricular items. On Thursday, the AUC chair emailed the draft minutes of the UCC meeting 15/16:09. These include:

***Computer Science: 16:053 and 16:054***

The department is requesting a Global Change to renumber twelve Computer Science major courses (CSC prefix) in order to more accurately reflect when in the computer science curriculum the courses are more appropriately taken. The proposed changes require modifications to the BS in Computer Science flow sheet and attendant Degree Map. Approved with one abstention.

***Math First Year Seminar Course***

The department's example FYS uses the *Simpsons* TV show to teach math concepts. Megan asked if students who had not satisfied the math competency would feel comfortable in this course. Maura said they would. Anne expressed concern that some questions raised by the FYS sub-committee had not been addressed. Maura responded that the edits were made in the student experiences rather than course narrative section. Approved with one abstention.

***Accounting: 16:154, 16:155, 16:156***

The department is changing the support courses on all three flow sheets to make them more specific. They also developed a new course with the Math department, MAT128, as a required support course for all business students. Approved with one abstention.

***Management: 16:176, 16:177, 16:178, 16:179, 16:180***

Some of the support courses are being changed and prefixes, errors and omissions are being corrected. BUS302 is being removed from the International Business Concentration flow sheet as the course was tabled at the last meeting. Megan suggested that World Languages may want to discuss potentially allowing students to double dip for the minor and major. Unanimously approved.

***SMS 15:221***

The department is submitting two new courses, and seeking PGR certification for one of them, SMS225 (which is what AUC is considering today). The PGR sub-committee vetted the course, and the department made significant changes in response to their feedback. It was unanimously approved.

***SHE 16:041 through 16:147***

These proposals support the new Community Education concentration, which is designed for students who wish to work for community organizations, or in the private sector rather than in public schools. EDC525 was originally submitted as EDC450. The course number and title were changed as part of a revised submission. Megan expressed concern that EDC525 (16:046) includes two different modes of instruction, which may raise administrative challenges. There was no feedback from the W-III sub-committee because at this point internships do not qualify as W-III courses. The department is withdrawing the request for W-III

certification. Next semester, the department may separate EDC525 into two courses, a seminar and an internship, and put the seminar forward as a W-III. For EDC315, Megan inquired about whether fieldwork was supervised as this affects the SHCI. The fieldwork is documented, but not supervised. The department is seeking W-II certification for EDC325, and responded to suggestions from the W-II/III sub-committee. There was concern about the number of pre-reqs if this is going to be a W-II. Elizabeth pointed out that the rollout of W-II courses has not matched the Gen Ed Committee's original intent in some respects. For example, some departments have made required courses W-II. We still do not have enough W-II courses, however.

Approved with two abstentions, with W-III certification for EDC525 (originally EDC450) withdrawn.

Chair Young asked if there was any discussion.

**Motion** To end discussion of the minutes.  
Made by: K. Sathasivam                      Seconded by: A. Sullivan

**Vote** Motion passed unanimously.

**Motion** **To approve the minutes of the UUC Fast Track (15/16:09)**  
Made by: A. Sullivan                      Seconded by: R. Luther

**Vote** Motion passed unanimously.

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***B. Student Affairs Committee***

**1. Student Affairs Committee 15/16:02**

**Motion** **To accept the minutes of the Student Affairs Committee**  
Made by A. Sullivan                      Seconded by H. Pariser

**Vote** Motion passed unanimously.

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

This meeting started off with a review of past minutes. Then the committee looked at changes to the Student Conduct Code. The changes to rules and modifications were presented. There was a remark made about the drug policy and a discussion about gender

language in the code. There was a request for more gender neutral and inclusive language. There was an agreement to review the document concerning this issue and the Committee approved the proposed changes to the Student Conduct Code. Next the committee discussed finding from the MAP-Works survey. The biggest drop rate is from the spring of sophomore year to the fall of the junior year, so there is now a focus on the sophomore experience. Community is important in keeping transfers at SSU. A number of different types of students tend to struggle during the sophomore year. The report was followed by a discussion about MAP-Works and its findings as well as some possible improvements. The committee then formed two subgroups, one to look at the Sophomore Experience and data here at SSU, and one to look at what other institutions have done. Committee's overall goal from subcommittee work is to identify strategies the University can adopt to help the sophomore experience and sophomore retention. Finally there were a couple of brief items of new business.

Chair Young asked if there was any discussion.

It was noted that outdated information is still present in the Student Conduct Code – on page 12 of the document there is still reference to Beth Marshall as the Title IX Coordinator

**Motion** To end discussion of the minutes.  
Made by: K. House                      Seconded by: R. Luther

**Vote** Motion passed unanimously.

**Motion** **To approve the minutes of the Student Affairs Committee (15/16:02)**  
Made by: K. Sathasivam                      Seconded by: R. Luther

**Vote** Motion passed unanimously.

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**2. Student Affairs Committee 15/16:03**

**Motion** **To accept the minutes of the Student Affairs Committee**  
Made by: A. Sullivan                      Seconded by: K. Sathasivam

**Vote** Motion passed unanimously.



## 1. Test Optional Admissions [16:187](#)

**Motion**      **To accept the Test Optional Admissions memo**

Made by: A. Sullivan

Seconded by: D. Silva

**Vote**              Motion passed unanimously.

**Discussion**    The Chair of AUC presented a review of the memo:

The Chair of AUC reviewed the memo from the president. For students applying to SSU for the Fall of 2016, Salem State will promote a “test optional” application process. It has been found that the admissions criteria of academic work and GPA tend to be better indicators of academic success than the standardized tests of SAT and ACT. It is hoped that this option will ensure equitable access for high school students whose academic potential may not be adequately reflected in the standardized tests.

The request from the president is for AUC to work with Academic Affairs and Admissions to review the performance of this program. Preliminary data about students accepted under this program will be available in the spring of 2016. The president also requests that AUC make recommendations regarding committing to test optional admissions from the Fall of 2017 and beyond.

Chair Young asked if Scott James, Vice President for Enrollment Management, if he would provide the committee with more details on this plan.

The committee asked if there was data available to review of the academic performance of students’ admitted as special admits.

S. James responded that over the last 5 years, only 3 % of admits were in the category of special admits. Special admits are students who do not meet defined Board of Higher Education admission criteria – for example, students might be 10 points below the required SAT score, or might be missing one of the units of high school course work that is required. James also noted that spring 2016 data will likely not contain any useful information on performance, but will have summary admissions information. He added that spring of 2017 will likely provide more useful data pertaining to students admitted as special admits, and help to drive



decision making in terms of continuing or stopping admitting students in the test optional category.

The committee asked, given the fact that there is a wide variation in GPA dependent on the high schools from which the applicant pool is drawn, how this will be addressed.

James responded that special admits will be evaluated in two main categories: GPA and academic work. The academic work category will allow for the characteristics of the high school and high school academic transcript to be considered in the admissions process. He added that research has shown that the SAT is not a good predictor of academic success.

The committee asked if going forward it is anticipated that we will have an unmanageable number of SAT Optional students applying for admission.

James responded that very few students will be admitted in the special admit category this year, and this is primarily due to the timing of SSU's announcement. At the time it was announced, most students had already taken the SAT and are applying to multiple schools, most of which require the SAT. He added that as of a few weeks ago out of approximately 4000 applicants, 32 had requested test optional admissions review.

**Motion** To end discussion of the memo  
Made by: A. Sullivan      Seconded by: K. Sathasivam

**Vote** Motion passed unanimously.

**Motion** To approve the memo  
Made by: A. Sullivan      Seconded by: K. Sathasivam

**Vote** Motion passed unanimously.

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

UCC Dec 16 meeting. If something else from the Dec 16 meeting comes up that AUC missed, it may rely on on-line discussion of the material over the break.

Chair Young asked if there was any other new business.

Provost Silva announced that there will be a Faculty Only Forum on the afternoon of January 13<sup>th</sup>. While the topics discussed will be open based on attendees interests, it is likely that it will center around assessment, and the role of faculty in assessment at the University. This is being held in response to some concerns being raised about the “Assessment White Paper” that was recently released to the community.

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**Motion** To adjourn

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

**Vote** Motion passed unanimously.

Meeting adjourned at 3:50 p.m.

Minutes respectfully submitted by: Scott James with help from Joanne Carlson