

ALL-UNIVERSITY COMMITTEE
Salem State University

Minutes for Friday, March 23, 2018 at 3:00 PM in Meier Hall room 100C.

Members present: Amy Everitt, Ryan Fisher, Karen House, Paul McGee, Keith Ratner (chair), Kanishkan Sathasivam, David Silva, Amy Smith, Anne Sullivan,

Meeting convened at 3.04pm when Chair Ratner welcomed everyone.

- I. Chair's Report
 - A. Rotating Recorders & Meeting Schedule

 - B. Spring Meeting Schedule
 - April 20, 2018-MH100C – Karen House
 - May 4, 2018-MH249E – Scott James
 - May 25, 2018-MH249E – David Silva

II. Approval of Minutes

I Academic Policies Committee

- 1. Academic Policies Committee 17/18:07

Approval – Motion to approve made by Karen House, 2nd by Amy Everitt.

No discussion was required.

Passed: unanimously

- 2. Academic Policies Committee 17/18:08

Approval – Motion to approve made by Kanishkan Sathasivam, 2nd by Amy Smith.

No discussion was required.

Passed: unanimously

II. Curriculum Committee

- 1. Curriculum Committee 17/18:09

Approval – Motion to approve made by Amy Everitt, 2nd by Amy Smith

Discussion ensued over the WII before WIII prerequisite issue. It was clarified that existing WIII courses will not need a WII as prerequisite, but new WIII courses will need this. The

group heard that, at the moment, the number of WII courses is meeting demand. The All University Committee (AUC) agreed to support the stance of the University Curriculum Committee (UCC).

Passed: unanimously

2. Curriculum Committee 17/18:11

Approval – Motion to approve made by Kanishkan Sathasivam, 2nd by Amy Smith.

No discussion was required.

Passed: unanimously

III. Old Business

Chair Ratner referred back to the charge given to the AUC by President Keenan, and he raised the following points:

- 'Business Intelligence' – this survey of all units at the University will soon be revealed to the wider community. Some discussion ensued.
- Transfer students – discussion ensued over how we can assist transfer students during their academic pathway. It was suggested that the transfer specialist, Avril Hevey-Doucette, of the Registrar's Office come and visit the committee and this was agreed. It was further learned that transfer students who do not end up with at least 60 credits earned at SSU, are not able to be awarded 'latin' degree categories (Summa Cum Laude, for example). The Provost's Office will be looking into creating a policy for this.
- Student Success Taskforce recommendations/report is still to come as this group is still meeting and collecting information.
- Chair Ratner is still to meet the Student Government Association officers to discuss how we can better enable/encourage the AUC student representatives to attend our meetings.
- Discussion ensued over the need for Faculty to become more involved in governance committees as a part of their service to the University. This discussion also touched on the need to streamline the various committees.

IV. New Business

- Discussion ensued over how the vital work of the UCC, might include a way in which relatively simple changes, can be quickly processed. Talk covered the old 'Insignificant change form', that has been discontinued for some time. Chair Ratner will speak with the Chair of the UCC about this.
- The Committee heard how the whole governance process is to become digitized, using a software program called 'Curriculog'. This system will significantly reduce the amount of paperwork required and is aimed to be operational Fall 2019.
- The issue of University closures for part of the day was raised. For example, if the University were to start at 10.30am in the morning due to a snow storm, is a class that

runs from 9.15am to 12.15pm, to be canceled, or may the 'open' 2 hour period still run? It was agreed that clarity is required and the Provost's Office will investigate.

- Discussion ensued over whether the AUC required a dedicated recorder as the current MSCA contract requires. The UCC has a dedicated recorder and this ensures consistency in the taking of minutes. The AUC agreed that the current process in place, where different people agree to take minutes for individual meetings, was acceptable as everyone was in agreement with it.

Chair Ratner inquired as to whether April 13th, 2018 was still convenient to the group. It was discovered that a number of committee members could not be present on this date, so that the next week, April 20th, 2018 was suggested for the next meeting, unless there was insufficient business, in which case it could be canceled.

Motion to adjourn was made by Amy Smith and seconded by Kanishkan Sathasivam at 4.04pm.

Respectfully submitted by

Ryan Fisher