

ALL-UNIVERSITY COMMITTEE
Salem State University
MINUTES – 18/19:02
November 29, 2018

Convened: Time: 9:30 Location: Presidential Conference Room

Attending: Andrew Carden, Elizabeth Duclos-Orsello, Ryan Fisher, Scott James, Anne Noonan, Gretchen Sinnett, Amy Smith (Chair), Paul Wilkens, Steve Young,

Prior Commitments: Tiffany Chenault, Karen House, Michele Louro, David Silva

Guests: none

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**
December 19, 2018, 9-11am

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- II. **Approval of Minutes**
 - A. **Academic Policies Committee**
 - 1. **Academic Policies 18/19:03**

Motion **To accept the minutes of the Academic Policies Committee (18/19:03)**
Made by: A. Noonan Seconded by: S. James

Vote **Motion passed unanimously.**

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

Chair Walker began the meeting by introducing the guests present. He explained to the committee that AUC had asked them to consider modifying their proposal forms to highlight the specific changes (similar to UCC forms). Chair Walker asked J. Cambone for an update from the Working Group for Student Success. Following this update the committee reviewed and approved a policy request made by Theatre & Speech Communication regarding the structure of Theater Participation points. This policy modified the way that theatre participation points are

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earned and updated the language for better student clarity. The committee then reviewed and approved (pending edits) the BA/M.Ed. and BS/M.Ed. Progression and Intervention Policy. This policy states that if a student is not performing at the appropriate level on a pre-practicum, then an assessment occurs and the student may be asked to take an intervention semester to work on skills and behaviors prior to moving forward in the program. The committee then reviewed and approved the School of Nursing Safe Medication Administration test Policy. This policy consists of changing the name (formerly Math testing policy), increasing the benchmark grade, and specifying where the grade will serve in the course evaluation structure. Following this the committee adjourned.

Chair Smith asked if there was any discussion.

Discussion: No discussion

Motion To end discussion of the minutes.
Made by: S. James Seconded by: R. Fisher

Vote **Motion passed unanimously.**

Motion **To approve the minutes of the Academic Policies Committee (18/19:03)**
Made by: Gretchen Seconded by: Scott

Vote **Motion passed unanimously.**

2. Academic Policies 18/19:04

Motion **To accept the minutes of the Academic Policies Committee (18/19:04)**
Made by: R. Fisher Seconded by: A. Carden

Vote **Motion passed Unanimously**

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

This meeting began with a review and approval of previous meeting minutes. The committee then began discussing the Rules and Guidelines for drafting the Academic Calendar. After a lengthy discussion, a motion was made to postpone vote on this policy until the next meeting. The committee then reviewed and approved (pending correction) the SON Undergraduate Progression Policy. This policy revision was at the request of the MA Board of Registration in Nursing and updates existing policy to meet the required criteria. There being no other business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion: Steve Young reported on his attendance at the APC. Amy noted that SSU is the only of the state universities that are now in compliance vis a vis meeting the state requirement for number of instructional days. To become compliant SSU has added days to the spring 2019 semester. Andrew reported that students are surprised and concerned about this change this year; they don't know why. Discussion about the concerns and challenges of the calendar and sharing of some of the ideas being considered in APC. AUC looks forward to receiving the proposal from APC.

Motion To end discussion of the minutes.
Made by: P. Wilkens Seconded by: A. Carden

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

Motion **To approve the minutes of the Academic Policies Committee (18/19:04)**
Made by: S. James Seconded by: R. Fisher

Vote **Motion passed unanimously.**

B. University Curriculum Committee

1. Curriculum Committee 18/19:01

Motion **To accept the minutes of the Curriculum Committee (18/19:01)**
Made by: S. James Seconded by: S. Young

Vote **Motion passed unanimously.**

Discussion Chair Smith gave a review of the minutes:

Chair Hains called the meeting to order and reminded members that liaisons needed to follow up with packet sponsors. M. Miller and Chair Hains also reminded committee members that DPDS proposal procedures have been amended. M. Miller and J. Kasprzyk then gave an update on Curriculog. Chair Hains then reviewed subcommittees and their purpose and noted the Gen Ed Advisory subcommittee members. The 2018-2019 UCC forms were reviewed and approved, as were the 2018-2019 committee procedures. The committee then reviewed and approved (pending changes) packet 18:260 from the Sociology department. This course change made SOC 206 a 300-level course and moved it to jr/sr year in student degree map. There being no other business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion: There was a discussion related to clarifying the role of degree maps in UCC proposals given the reference to degree maps in the SOC packet. A. Smith reported that new UCC procedures require degree maps to be submitted along with any change in course use/numbering etc. S. James reported that while there is no policy per se, the Provost's practice is to sign off on proposals only with degree maps attached. There was some discussion about whether or not degree maps themselves will become the standard point of reference for students rather than flowsheets. There was no clarity on this. R. Fisher noted the admirable work of liaisons from UCC and the volume of work they do. A discussion followed regarding how to acknowledge this work especially in T & P or other personnel actions/files. A. Smith will speak with chairs of APC and UCC about a possible uniform practice of writing letters on behalf of key contributors. R. Fisher also suggested that vis a vis UCC liaisons, Chairs could send letters to the liaison.

Motion **To end the discussion of curriculum committee minutes (18/19:01)**

Made by: A. Noonan Seconded by: P. Wilkens

Vote **Motion passed unanimously.**

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Motion **To approve the minutes of the Curriculum Committee (18/19:01)**

Made by: A. Carden Seconded by: P. Wilkens

Vote **Motion passed unanimously.**

2. Curriculum Committee 18/19:03

Motion **To accept the minutes of the Curriculum Committee (18/19:03)**

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

Vote **Motion passed unanimously**

Discussion Chair Smith gave a review of the minutes:

Chair Hains called the meeting to order by welcoming the new members and reminding everyone there are still 2 vacant seats on the committee. A 2nd reminder to be diligent in reviewing the agenda/packets was issued. The committee reviewed and approved a new course for Economics. This course is based on a competition in which students from around the region participate. The committee then reviewed and approved a Sociology packet. This packet included one new CS course and 4 course change submissions. Two of those courses were requests to renumber, while the other two featured changes to course description, pre-requisites, and gen ed tags. Next the committee reviewed and approved a packet from the Accounting & Finance Department. This packet included two new courses and changes in flowsheet for the BS – Business Administration-Accounting Concentration, BS – Business Administration – Finance Concentration, and BS – Business Administration – Corporate Finance & Accounting Concentration. The committee then reviewed and approved a change in course for Interdisciplinary Studies which granted a DPDS gen ed tag to the course. The committee then reviewed and approved a packet from the History Department. This packet consisted of three course changes, 2 of which sought gen ed tags while the 3rd changed title and course description. The packet contained two new courses, one requesting a W-I gen ed tag, the other requesting a CEA gen ed tag. Lastly the committee reviewed and approved a change in course request from the Criminal

Justice Department, which changed the required pre-requisites of the course. There being no further business the meeting was adjourned.

Chair Smith asked if there was any discussion.

Discussion

In light of the many new courses and new *gen ed* courses recently passed through UCC E. Duclos-Orsello raised questions about how to ensure that as new courses are being approved at UCC there is clearer/more advance consideration of similar classes across campus and about the rising number of courses (esp in CAS) in Gen Ed Categories. The latter issue has seemed to have an impact on which gen ed courses/sections are being offered and which are being zero capped. There was discussion about whether/how there might be more intentional planning at the college level or university-wide level to ensure that there is a process and rationale for which gen ed courses are approved and which, once approved, are made available to students. General discussion on these topics and some of the specific impacts on departments and the College of Arts and Science ensued.

Decision was made to invite College of Arts and Sciences Dean to our next meeting to help us understand better the current practices and possible strategies to ensure success of all courses.

Motion To end the discussion of curriculum committee minutes (18/19:03)

Made by: G. Sinnett Seconded by: R. Fisher

Vote Motion passed unanimously.

Motion To approve the minutes of the Curriculum Committee (18/19:03)

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

Vote Motion passed unanimously.

III. Old Business

At the 10-18-18 meeting the committee requested an update from APC regarding the proposals they were anticipating for the upcoming year. They have identified these proposals:

1. SON revised academic progress policy – *Note: this is the policy that was voted on today in this AUC meeting.*
2. Student Life health policies, practices, and guidance proposal
3. Meeting with the President’s Working Group on Student Success, which will update several proposals designed to streamline student progress.

IV. New Business

Motion To adjourn.
Made by: S. James Seconded by: A. Cardon

Vote **Motion passed unanimously.**

Meeting adjourned at: 10:25

Minutes respectfully submitted by: E. Duclos-Orsello