



Date: October 13, 2021

To: Fitchburg State University Community

From: Amy Wehe, Professor of Mathematics
Kisha Tracy, Associate Professor of English Studies
Co-Chairs of All University Committee

Re: All University Committee (information on AY21-22)

The All University Committee (AUC) had its initial organizational meeting convened by President Lapidus on Tuesday, September 14th. Members of the AUC for the academic year 2021/2022 are:

1. Laura Bayless (Vice President for Student Affairs)
2. Franca Barricelli (**Secretary**) (Associate Vice President for Academic Affairs)
3. Catherine Canney (Interim Provost & Vice President for Academic Affairs)
4. Joseph Cautela (Student Trustee)
5. Kerry McManus (**Vice-Chair**) (SGA President)
6. Oscar Burgos-Pimentel (SGA Senator)
7. Rala Diakite (Humanities)
8. Rachelle Dermer (Communications Media)
9. Deborah Benes (Nursing)
10. Steven Fiedler (Biology and Chemistry)
11. Elisabet Takehana (English Studies)
12. Daniel Sarefield (Economics, History, & Political Science)
13. Kisha Tracy (**Co-Chair**) (English Studies)
14. Amy Wehe (**Co-Chair**) (Mathematics)

The purpose of this memo is to explain some of the functions and procedures of the AUC. Please feel free to contact one of us (awehe@fitchburgstate.edu, 978-665-3253, or ktarcy3@fitchburgstate.edu, 978-665-4827) with any questions regarding the AUC for this academic year.

This document covers in detail the procedures involved in submitting a proposal as well as the procedures that a proposal goes through to be passed. For those of you who have submitted before, there are a few changes this year. Most notably that the submission

process will involve electronic forms via Google Forms. There are also writable PDFs of the forms available for your use while developing the proposal prior to submission to the AUC.

The All University Committee

The description, duties, and responsibilities of the AUC and its standing committees are detailed in the Agreement between the Board of Higher Education and the Massachusetts State University Association (the so-called Faculty or MSCA Contract). The AUC at Fitchburg State is comprised of eight faculty/librarian members elected by the faculty body, three administrators appointed by the President, and three students selected by the Student Government Association. The standing committees of the AUC are the Curriculum Committee, Academic Policies Committee, and Student Affairs Committee. Proposals submitted to the AUC are generally referred to one or more of these committees for deliberation and recommendations. The AUC then deliberates on the proposals and forwards its recommendations to the President of the University. (In addition to the AUC and its three standing committees, there are approximately 25 additional ad hoc and special University-wide committees on our campus.)

In AY19/20 academic year, a new subcommittee was formed within the Curriculum Committee (comprised of members of the Curriculum Committee). The LA&S (to be renamed General Education) Subcommittee meets outside of the regular Curriculum Committee to review proposals seeking the designations created under the new General Education curriculum. That subcommittee makes recommendations to the full Curriculum Committee for their consideration.

Any member of the Fitchburg State community may submit proposals to the All University Committee. You can find the forms you will need on this website: <https://www.fitchburgstate.edu/academics/academic-affairs-division/shared-governance/all-university-committee>.

If you are proposing a new course or program, there are specific forms you will need to use. In addition, if you are proposing that your new course (or any other course) be part of the General Education curriculum, you will need to fill out the appropriate form for that aspect of the curriculum (“Foundation”, “Exploration and Integration”, and/or “MAJ”). There is a link under “General Education and LA&S Resources” with guidance documents for each of the General Education designations. Please note that all curricular proposals require a review by the appropriate departmental curriculum committee(s) (including a vote), department chairperson(s), and academic dean(s).

All proposals regarding something other than a new course or program should use the generic “Proposal Form.”

AUC Proposal Submission Procedure

The web page for the AUC is

<https://www.fitchburgstate.edu/academics/academic-affairs-division/shared-governance/all-university-committee>. There, you will find all of the required forms for AUC proposals, minutes from past AUC meetings and its standing committees, and meeting calendars of the AUC and its standing subcommittees. This page also includes the AUC/ACC (the former All College Committee) archives dating back to 1979.

NEW THIS YEAR: all AUC proposal forms **should be submitted using a Google form**, rather than via the AUC webpage or by email. All of the electronic forms can be found on the AUC webpage here:

<https://www.fitchburgstate.edu/academics/academic-affairs-division/shared-governance/all-university-committee>. Each proposal will be assigned an AUC proposal number and will be posted on the AUC website (proposals for this academic year (2021-2022) will be found under year "2022").

Proposals received by 5:00pm on the Friday prior to a scheduled AUC meeting will usually be taken up by the AUC for referral to appropriate standing committee(s) at the next scheduled meeting. Please check the AUC website for your proposals and make a note of the proposal number(s). Proposals will be accepted throughout the year and will be deliberated by the AUC and subcommittees on a continual basis. **The final submission deadline for AUC proposals for the 2021-2022 academic year is Friday, March 25, 2022.**

AUC Proposal Deliberations

After a proposal has been received by the AUC, it is referred to the appropriate standing committee(s). AUC agendas will be emailed to the campus approximately one week prior to an AUC meeting. Sponsors do NOT need to be present at the AUC meeting at which a proposal is referred to the standing committees. However, you should check the AUC website for information regarding which committee(s) has received your proposal(s).

A proposal will first be taken up for deliberation at the committee level. Committee agendas will be emailed by the committee chairs approximately one week prior to their meetings, so please watch for your proposal(s). The sponsor(s) or an authorized representative(s) should be present for committee deliberations of your proposal(s). Proposal deliberations may result in suggested amendments to the original proposal. The subcommittee(s) will record their votes and approved amendments in their minutes, which will then be forwarded to the AUC chairs by the standing committee chairs.

At this point, the proposal will be considered and deliberated by the AUC. Watch for emails on when your proposal will be discussed at an AUC meeting. Again, the sponsor

or an authorized representative should be present for AUC deliberations of your proposal(s). The AUC reserves the right to propose the addition of new amendments or remove amendments proposed during standing committee deliberations. Final versions of proposals will be sent to the President for approval. In the case of a new academic program, final approval rests with the Massachusetts Board of Higher Education.

Sponsor Responsibilities

Sponsors should actively track the progress of their own proposals through the governance system. Sponsors do not need to attend AUC meetings at which referrals to committees will be carried out. However, sponsors (or their designee) will need to attend all committee and AUC meetings at which their proposal is being reviewed.

During the processes of committee and AUC deliberation, amendments may be made to original proposals. The amendments are documented in the minutes of these meetings, and are recorded on the AUC proposal site. These are proposed amendments and may be changed or removed by the AUC as part of its review process.

Our AUC proposal site includes detail about the progress of a proposal through the governance system. The site provides information about the committee(s) to which a proposal has been referred and on what date, as well as the actions taken and amendments made to proposals. When visiting the AUC proposals site, please be sure to scroll to the right-hand side to view all activity related to a proposal.

Viewing Submitted AUC Proposals

All proposals for this year are available for viewing on the AUC website (<https://www.fitchburgstate.edu/academics/academic-affairs-division/shared-governance/all-university-committee>). Next, click on the "Visit the [AUC Proposal Submissions](#) webpage ..." link and then enter the year **2022** (see image below). You may also filter the proposals by committee as well.

All University Committee (AUC) - AUC Proposals

The All University Committee (AUC) is an elected governance committee of Fitchburg State University. The committee was founded in 1971 with the duty of policy recommendations in areas of concern to the entire college community. The current governance procedures for the AUC Proposals as sanctioned by the Collective Bargaining Agreement began in AY 1979/80. In AY 2008/09, the process moved to an electronic format in which all actions are recorded in the online index below.

During this governance process, proposals are submitted to the committee chair and assigned a proposal number. The committee refers the proposal to the appropriate sub-committee for review and recommendation. Upon return from the sub-committee, the AUC makes a recommendation to the University President. The President has final authority to approve or not approve the proposal. In certain situations as required by the Board of Higher Education, the proposal may be forwarded for approval to the Board of Trustees. Final approval from the Board of Trustees is included in their own minutes.

AUC records are available in the following ways:

- AUC proposal and actions, 2008-present, are indexed below with full record of the action below including amendments, committee assignments and actions.
- AUC proposals and actions, 1979-present, are indexed below with basic information below.
- The All College Committee Records, 1966-present are housed in the University Archives and include the full record of the action including proposals, amendments, attachments, correspondence, minutes and actions.
- The All College Committee Digital Archives aim to provide full-text, searchable access to AUC proposals from 1979 to 2007. Expected to take several years, the collection will be added to continuously until completed.

Search AUC Proposals Archive [Help](#) [Registration Form](#)

For year use 4-digit format (i.e. enter 2013 for academic year 2012/13).

Search AUC Proposals by Year and/or Proposal Title

Year: Keyword(s):

Search AUC Proposals by AUC Voting Action or President's Action

AUC Voting Action:

President's Action:

Search AUC Proposals by Academic Year and Subcommittee

Year: Subcommittee:

Once you enter the year and/or which committee(s) you want, the proposals will be available for viewing. To view a proposal, simply click on the proposal you wish to view. Please note that proposals do not open in a new window, so you will need to use the "back" arrow to return to the proposal submissions page or right-click and open the proposal in a new tab.

The AUC proposal site includes details about the progress of a proposal through the governance system. The site provides information about the committee(s) to which proposals have been referred, referral dates, as well as the actions taken and amendments made to proposals. When visiting the AUC proposals site (pictured below), please be sure to scroll to the right-hand side to view all activity related to the proposal.

All University Committee (AUC) - AUC Proposals

[New Search](#)

Search results for 2013
69 matches

AUC Number	Academic Year of Submission	Submission Date	Proposal Title <small>Click underlined titles to download proposal file.</small>	Author/Contact	Subcommittee	Subcommittee Referral Date	Subcommittee Recommendation	Subcommittee Amendments	AUC Action	AUC Vote Date	AUC Amendments	President's Action	President's Action Date
01	2013	09/11/2012	Academic Calendar	Robert Antonucci	CC, APC, SAC,	09/11/2012			Recommended with Amend	12/06/2012		Approved, as amended	01/07/2013
02	2013	09/11/2012	Changes to Distance Learning Policy	Robin Bowen, Paul Weizer	CC, APC, SAC,	09/11/2012			Recommended with Amend	12/06/2012			01/07/2013
03	2013	10/10/2012	Designate Library as Program Area	Robert Antonucci	CC,	11/01/2012			Recommended	12/06/2012		Approved	01/07/2013
04	2013	10/24/2012	Change HON 1005 Course Title and Description	Sara Levine	CC,	11/01/2012			Recommended	12/06/2012		Approved	05/11/2013
05	2013	10/27/2012	New Course Request, Chemistry Seminar	Meledath Govindan	CC,	11/01/2012			Recommended with Amend	12/06/2012		Approved, as amended	01/07/2013
			Revised/Final Proposal										
			New Course Request, Medical										

Explanation of the Required AUC Forms

Please be sure to use the most current proposal forms, which are available on the AUC website:

<https://www.fitchburgstate.edu/academics/academic-affairs-division/shared-governance/all-university-committee>. These forms are now electronic Google forms. A picture of that portion of the AUC website can be seen in the image below:

AUC Forms for 2021-22:

To submit proposals to AUC, please use the following links:

- **Proposal Form**
- **New Academic Program Proposal Form**
- **New Course Proposal Form**
- **General Education Foundation Proposal Form**
- **General Education Exploration and Integration Proposal Form**
- **General Education MAJ Proposal**

Under the list of Google forms, there is a list of writable PDF forms that can be used while developing a proposal. The writable PDF can be passed around to all interested parties and can be voted on at department curriculum committee meetings. Then, the content of the PDF can be copied and pasted into the electronic form and all other

ancillary material can be attached at the appropriate places on the form.

An image of the portion of the website with the writable PDF forms can be seen below:

Prior to submitting to AUC, you may use these PDF's for drafting and department procedures:

- **Proposal Form**
- **New Academic Program Proposal Form**
- **New Course Proposal Form**
- **General Education Foundation Proposal Form**
- **General Education Exploration and Integration Proposal Form**
- **General Education MAJ Proposal**

Please note that signatures are not required on the forms, but all forms submitted for curriculum changes (including new program proposals) must be reviewed by the department's curriculum committee, department chair, and appropriate dean, and must include 1) the results of the department curriculum committee vote, 2) the name of the chair of the department curriculum committee, 3) the name of the department chair, and 4) the dean. Proposals lacking the appropriate information will be sent back to the sponsor without being assigned a proposal number.

AUC Proposal Form

Unless you are proposing a new course or a new program/concentration/certificate, use the generic "AUC Proposal Form."

AUC New Course Request Form and General Education Cluster Approval Form

The New Course Request form is used for all new courses being submitted for consideration. If you are, in addition, requesting General Education designation(s) for an existing course or a new course, the appropriate General Education Approval Form must be submitted. If you are seeking approval for the course to be a Foundations course, use the "General Education Foundation Approval Form." If you are seeking to designate your course as an Exploration or Integration course, use the "General Education Exploration and Integration Proposal Form." One course cannot be designated in both of the Foundation and Exploration/Integration categories. If you are requesting to have the course count for both the major requirements and the General

Education requirements, use the “General Education MAJ proposal.”

General Education designation requests are considered by the committees as separate actions from new course requests when both are being requested.

AUC New Academic Program Proposal Form

This form is used for requests for new majors, minors, concentrations (tracks), and certificates. If new courses will be needed for a new program, separate New Course requests (and General Education approval requests, if appropriate) should be submitted prior to the proposal for the new program. The new courses need to be approved first before the new program can be considered. (It should be noted that new programs cannot be acted upon if they contain "non-existing" courses.)

Schedule of Meetings for the All University Committee 2020-2021

Below is the AUC schedule, and the schedules for other governance committees are also available on the AUC website. All meetings for AY21/22 will begin at 3:30PM (except where noted below) and will be held remotely using Google Meet. The meeting link and the agenda for the meeting will be sent to the community several days before each meeting.

Fall Semester	Spring Semester
Tuesday, September 14, 2021	Thursday, February 3, 2022
Thursday, October 7, 2021	Thursday, March 3, 2022
Thursday, November 4, 2021	Thursday, April 7, 2022
Thursday, December 2, 2021	Thursday, May 5, 2022
	Wednesday, May 11, 2022 (2:30-4:30pm)