

All University Committee

Thursday, April 4, 2019

3:30 p.m.

Miller Oval

Committee Members in Attendance: Matthew Badagliacca, DeMisty Bellinger-Delfeld, Cathy Canney, Alberto Cardelle, Sara Levine, Michael Nosek, Hailey O'Brien, Alexander Ramos Jr., Charles Roberts, Peter Staab, Joe Wachtel, and Amy Wehe

Absent Members: Laura Bayless, Aisling O'Connor

Guests: James Alicata, Soumitra Basu, Eric Budd, Keith Chenot, Christine Dee, Nirajan Mani, Abdel Mustafa, Marilyn Siderwicz, Teresa Fava Thomas, Keith Williamson, and Hong Yu

Meeting called to order by AUC Chair Peter Staab at 3:30 p.m.

I. Approval of Minutes

Motion to accept minutes from AUC Curriculum Committee meeting: March 21, 2019

Motion: Alexander Ramos Jr. Second: Amy Wehe

Vote: 11/0/0 (Unanimously approved)

AUC meeting: March 7, 2019

Motion: Alberto Cardelle Second: Michael Nosek

A couple of misspellings brought up. Recorder noted and will update the draft minutes.

Vote: 11/0/0 (Unanimously approved)

Move to adjourn the meeting later today for 4:30 p.m.

Motion: Charles Roberts Second: Michael Nosek

Vote: 8/3/0

II. New Business (Proposals to send to subcommittees)

Refer AUC #129, 131-135, 138-141, 143-149 to the Curriculum Committee

Motion: Michael Nosek Second: Sarah Levine

Vote: 11/0/0 (Unanimously approved)

Refer AUC #130 "LA&S Subcommittee of the Curriculum Committee" to the Academic Policies Committee, Curriculum Committee, and Student Affairs Committee

Motion: Michael Nosek Second: Sara Levine

Sponsor: Alberto Cardelle

The sponsor explained the language of this proposal is for a subcommittee within the Curriculum Committee. The MSCA Fitchburg State Chapter President Aruna Krishnamurthy and Provost Cardelle had a discussion about this proposal. Both believe the formation of the subcommittee may not need to go through the AUC proposal process. Sponsor is open to pull the proposal now if the committee feels he should do so or if committee feels they should send it, recommend it and then withdraw it.

The committee agreed that all three subcommittees should be informed and students should know that they have this option.

Vote: 11/0/0 (Unanimously approved)

Refer AUC #136 "Strategic Planning Committee" to the Academic Policy Committee, Curriculum Committee, and Student Affairs Committee

Motion: Michael Nosek Second: Charles Roberts

Committee agrees that everyone in the campus community should know about this so referral to all three subcommittees is best.

Vote: 11/0/0 (Unanimously approved)

Refer AUC #137 "Renaming Academic Divisions"

Motion: Michael Nosek Second: DeMisty Bellinger-Delfeld

Committee agreed that it does not need to be referred to subcommittees so will be placed on a future AUC meeting agenda.

Refer AUC #142 "Change of University Internship Policy" to the Academic Policy Committee, Curriculum Committee, and Student Affairs Committee

Motion: Michael Nosek Second: Sara Levine

Vote: 11/0/0 (Unanimously approved)

III. New Business

Extra Meetings Planned

The AUC Chair sent out a Doodle Poll on potential extra AUC meeting dates. He is still trying to line it up with the curriculum committee meetings and will work with Catherine Buell on that. We might need to use most of those dates, if not all of those dates. There are two-hour blocks and most meetings will be from 2:30 – 4:30 p.m., so will be adjourned by 4:30 p.m.

Meeting on April 25 to go continue the AUC #60 Discussion

AUC #60 will be back on the agenda for our April 25 meeting. We have Presidents' Hall booked again for that discussion. The AUC committee had requested some additional documents from the sponsors, but the AUC Chair has not received them yet. The AUC Chair will get in touch with Chris Cratsley to get those documents before April 25.

IV. Proposals to Approve

AUC #61 – Give LA&S Designations to POLS 1400: Introduction to Comparative Politics

Motion: Charles Roberts Second: Joe Wachtel

Sponsor: Eric Budd

Sponsor explained the department never assigned an LA&S designation for this course, so this proposal is seeking to give LA&S Designations to POLS 1400: Introduction to Comparative Politics.

POLS 1400 fulfills the Citizenship of the World (CTW) cluster requirement because the course goes over topics such as democracy, voting, student democracy, revolution, political economic systems.

POLS 1400 fulfills the Global Diversity and Non-Western components because the course goes over economics in social systems in different countries and non-western regions. The course talks about the origins of revolutions and demographic systems in France, Russia, China, and Iran.

Friendly amendments:

- **Item 1:** Add course number to the proposal title
- **Item 5:** Add course number to the proposal summary.

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #61 – LA&S Cluster: Citizenship of the World (CTW)

Motion: Alberto Cardelle Second: Alexander Ramos Jr.

Vote: 12/0/0 (Unanimously approved)

AUC #61 – LA&S Global Diversity

Motion: Joe Wachtel Second: Charles Roberts

Vote: 12/0/0 (Unanimously approved)

AUC #61 – LA&S Global Diversity: Non-Western Region

Motion: Joe Wachtel Second: Charles Roberts

Vote: 12/0/0 (Unanimously approved)

AUC #25 – New Course: Site Planning and Land Development

Motion: Alberto Cardelle Second: Sara Levine

Sponsor: Nirajan Mani

Sponsor stated this course will focus on designer concepts, problems and solutions in the form of drawings, and legal issues related to construction codes. Explained the curriculum committee had friendly amendments listed in the curriculum committee meeting minutes from 3/21/19.

Friendly amendment:

- Put the year it was approved and AUC proposal number for Site Planning and Land Development. For courses in proposal that were approved previously but not yet listed in the catalog, give year and AUC proposal number.

Vote: 12/0/0 (Unanimously approved with friendly amendment)

AUC #26 – New Course: Analysis and Design of Structural Systems

Motion: Sara Levine Second: DeMisty Bellinger-Delfeld

Sponsor: Abdel Mustafa

Sponsor stated this new course would be an enhancement of an existing course we have currently in our program. The course will go over structural skeletons, concrete, and steel framing construction of high-rise buildings. There were a couple of amendments from the curriculum committee we have and have submitted them in this new version.

Friendly amendments:

- **Item 9 and 14:** Add the year they were approved and AUC proposal numbers of courses, "Statistics and Dynamics" and "Strength of Materials".
- **Item 12:** Remove ENGT
- **Item 16d:** Curriculum Committee minutes from 3/21/19 had an error in the wording for the friendly amendment to item 16d. **It should read "Due to classroom availability".**

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #27 – New Course: Communication and Transportation Technologies

Motion: Michael Nosek Second: Charles Roberts

Sponsor: Keith Chenot

This course will be required for Applied Science and Technology Majors in the Technology/Engineering Education Concentration. The course will discuss the communication part involving moving information and the transportation part involving moving people. It is an overall survey of those disciplines. There were friendly amendments listed in the curriculum committee meeting minutes from 3/21/19.

Friendly amendments:

- **Item 1:** Change banner abbreviation to "**Comm and Trans Tech**".
- **Item 14:** Put the year courses were approved and AUC proposal numbers of the prerequisite courses.

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #28 – New Course: Manufacturing Processes and Systems

Motion: DeMisty Bellinger-Delfeld Second: Joe Wachtel

Sponsor: Soumitra Basu

This course will be required for the Manufacturing Technology Concentration.

Discussion on why there are no other faculty names listed besides Dr. Basu's in line 8 of the proposal. Sponsor responded that they do not have any mechanical engineers other than Dr. Keith Williamson, Dean of Business and Technology. As of right now, Soumitra Basu is the only faculty member who would be able to teach this course. There are several local engineers located in Leominster, who would be able to teach this course. These engineers would be considered outside staff and since we cannot list outside people, their names were not added to the proposal.

Friendly amendment:

- **Item 14:** Put the year courses were approved and AUC proposal numbers of the prerequisites courses.

Vote: 12/0/0 (Unanimously approved with friendly amendment)

AUC #29 – New Course: Device Interface Design

Motion: Alberto Cardelle Second: Michael Nosek

Sponsor: Hong Yu

The course will go over engineering technology and students will work on the fundamentals of analog and digital skills to use the assigned software. It will also cover electrical circuit systems analysis.

Dr. Yu stated that this course is considered junior level because it is at a 3000 level. The prerequisite for Device Interface Design would be Electronics II, which is listed as a sophomore level course and they would need to take Electronics II in their third semester. The way we have Device Interface Design scheduled is they would have to take it in the fall semester.

The AUC Chair noted that the four-year plan of study will be shown and presented in AUC #63.

Friendly amendments:

- **Item 9:** Remove the first sentence that states it is a junior level course.
- **Item 9 and 14:** Put the year the courses were approved and AUC proposal numbers of courses "Device Interface Design" and "Electronics II".

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #30 – New Course: MEP & HVAC

Motion: Joe Wachtel Second: DeMisty Bellinger-Delfeld

Sponsor: Keith Chenot

This course will be required for Engineering Technology and Applied Science Technology Majors.

Sponsor explained the abbreviated term definitions: MEP stands for "Mechanical, electrical, and plumbing systems" and HVAC is short for "heating, ventilating, and air conditioning equipment". The course provides introductions to MEP & HVAC systems in buildings, manufacturing, and facilities. A few committee members thought the title may be confusing to those who do not know what "MEP & HVAC" stand for; suggested adding the word "systems" to the title.

There were friendly amendments from the curriculum committee meeting on 3/21/19. One of those amendments was to change the first offering to Fall 2020, the department would like to also add it will be offered "every semester".

Friendly amendments:

- **Course Title:** Change title to "MEP & HVAC Systems"
- **Item 14:** Put the year courses were approved and proposal numbers of the prerequisite courses.
- **Item 16b:** Change to Fall 2020
- **Item 16c:** Change to every semester

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #31 – New Course: Control Theory

Motion: Joe Wachtel Second: DeMisty Bellinger-Delfeld

Sponsor: Hong Yu

This is considered a senior level course. It is an essential course for the Electronics Engineering Technology Concentration.

The course will go over transfer functions, state-space models, and signal flow graphs. There will be two textbooks and the MATLAB software for course materials.

Friendly amendments:

- **Item 8:** Remove the curriculum committee's friendly amendment for item 8.
- **Item 9 and 14:** Put the year courses were approved and AUC proposal number of the prerequisite courses.

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #32 – New Course: Robotics and Mechatronics

Motion: Charles Roberts Second: Hailey O'Brien

Sponsor: Soumitra Basu

Friendly amendments:

- **Item 9 and 14:** Put the year courses were approved and AUC proposal numbers of the prerequisite courses.
- **Item 15:** Remove votes and names, since course is not cross-listed with another department.

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #33 – New Course: OSHA: Safety and Risk Management

Motion: DeMisty Bellinger-Delfeld Second: Alexander Ramos Jr.

Sponsor: James Alicata

This course will be used in all six concentrations within the department.

We have taught about OSHA safety and risk for many years and always held it to the OSHA standards. Students who successfully complete this new course will receive an "OSHA 30 hour" card; this will help students in their job placement experience. The department is looking at risk management instead of just safety standards for employers.

There was a discussion about the prerequisite of "junior level status". The committee brought up the issue of transfer students who may have a large number of transfer credits but not have the appropriate background to take this course. They asked the sponsor and the department faculty in attendance, if

there were a set of courses that students would need to take; maybe those set of courses could be listed as prerequisites instead of "junior status". The sponsor answered this course does not require the same prerequisites as other courses as it is taken with all concentrations. Students would need to have taken core courses when they transfer in and have different professional backgrounds; those factors would help students succeed in this course. The advisors would also advise the students accordingly; it is often not advised for transfer students to be in the classroom in the first semester.

The sponsor and department faculty stated they maybe could add Construction Systems I and II as prerequisites for this course as well as an addition to the junior level status. There are a list of courses that they can go back and look over to be chosen for prerequisites. Several committee members asked that prerequisites be listed and should table this discussion for a future date to give time for the department to consider.

Motion to table the discussion on AUC #33

Motion: Joe Wachtel Second: Amy Wehe

Vote: 12/0/0 (Unanimously approved to table the discussion of AUC #33)

AUC #34 – New Course: Advanced Digital Electronics

Motion: Joe Wachtel Second: Matthew Badagliacca

Sponsor: Hong Yu

This is a junior level course that builds on the fundamental knowledge and basic skills to design digital circuits that meet design objectives. This is an essential course in the Electronics Engineering Technology Concentration.

Friendly amendments:

- **Item 9 and 14:** Put the year courses were approved and AUC proposal numbers of the prerequisite courses.

Vote: 12/0/0 (Unanimously approved with friendly amendments)

AUC #35 – New Course: Architectural Design

Motion: Charles Roberts Second: Matthew Badagliacca

Sponsor: Keith Chenot

Students will develop an understanding of building systems and design architectural spaces. They will go over various systems in the building designs and architectural spaces and will discuss how it effects occupants within those spaces.

Committee asked the sponsor to discuss why it is a 4000 level course. Sponsor responded that they have current Architectural Design I and II courses. With this new course, it would be one course within the

curriculum, but we are extending the subject matter. We are adding content to the course and also did not want to short change the students. Other universities have this course listed as a 5 to 6 credit course. The sponsor noted that the course schedule listed in the syllabus is only a sample; they are still working on meeting times and schedules to offer this course.

A committee member suggested that it would be clearer if the sponsors included a four-year plan of study.

Friendly amendments:

- **Item 9 and 14:** Put the year courses were approved and AUC proposal numbers of the prerequisite courses.

Vote: 11/0/1 (Approved with friendly amendments)

AUC #36 – New Course: Engineering Technology Capstone

Motion: Charles Roberts Second: Alexander Ramos Jr.

Sponsor: Keith Chenot

This course will be required for the Engineering Technology Program. Students will need to take this in their final semester of their fourth year. We are seeing this as a final capstone project that students can apply their knowledge to complete research projects and integrating their knowledge so that the department can evaluate the program.

The prerequisite for this course is Project Management, which is also a 4000 level course. A committee member asked where the Project Management course is listed for reference, did not find it in last year's AUC Summary Report or in the list of current proposals. Sponsor answered that the department currently has a Project Management ITEC course. They thought it was listed but it was overlooked, so will be adding it. It is a pre-capstone course that will be a program wide course and a core course at senior level in the fall semester.

Friendly amendment:

- **Item 14:** Put year course was approved and AUC proposal number of the prerequisite course.

Committee agreed they should table the discussion on AUC #36 for further discussion and for sponsors to be able to fix the issue with the project management course.

Move to table the discussion on AUC #36

Motion: Charles Roberts Second: Amy Wehe

Vote: 12/0/0 (Unanimously approved to table discussion #36 with friendly amendment)

V. Items on the Floor

Committee member requested that proposals on the website not be changed from the originals submitted to the AUC Chair. They would like the original to stay up there even when it is updated.

AUC Chair made a note of it.

Motion to Adjourn the AUC Meeting

Motion: Charles Roberts Second: DeMisty Bellinger-Delfeld

Meeting adjourned at 4:31 p.m.

Vote: 8/4/0

Respectfully submitted by,

Deresa Webb

Deresa Webb,
Staff Assistant, Academic Affairs