

**(AUC) All University Committee Meeting**

**February 1, 2018**

**3:30 p.m.**

**Miller Oval**

**Attendees:** Catherine Canney, Alberto Cardelle, Peter Staab, Kisha Tracy, Laura Bayless, DeMisty Bellinger-Delfeld, Aisling O'Connor, Christine Dee, Thomas Satham-Fisette, Sara Levine, Laura Garofoli, Amy Wehe, Katie Ross, and Matt Badagliacca.

**Absent:** Audrey Joseph

**Guests:** Shayne Koplowitz, Daniel Welsh, Charles Roberts, Josh Spero, Keith Chenot, Abdul Mustafa, Wayne Whitfield, Nirajan Mani, Sanjay Kaul, and Aruna Krishnamurthy.

*Meeting called to order at 3:33 p.m.*

Committee met the two new Student Representatives, Katie Ross and Matt Badagliacca. They spoke a few words about their academic background here at Fitchburg State University.

**Approval of Minutes:**

**AUC Meeting: December 7, 2017**

Motion to approve by Amy Wehe, seconded by Thomas Satham-Fisette

Sara Levine notice a couple of modifications for grammar and spelling. Also that AUC #16 should be listed as tabled instead of withdrawn. It is to be remain tabled.

**Vote: 9/0/4**

**Acceptance of Minutes:**

AUC Curriculum Committee: December 7, 2017

Motion to approve by Sara Levine, seconded by Laura Bayless

Approved unanimously, with no discussion.

**Vote: 11/0/2**

## II. New Business (Proposals to Refer)

### Motion to refer AUC #17 through #83 to Curriculum Committee

**Motion:** Demisty Bellinger-Delfeld

**Second:** Kisha Tracy

Before Peter sent out an email about proposals #17-83, in regards to the Industrial Technology Department re-doing their curriculum. There are a large number of new programs and name changes to courses. We have created a summary document on that with a list of all proposals so that we can get a better scope of each one; this will have proposals #17 - #87 laid out. The last 4 proposals, #84 - #87, were the proposals we discussed in our last AUC meeting on 12/7/17. Jason Talanian did what we suggested and submitted 4 new proposals.

Sara Levine wanted to discuss proposal numbers #63 - #76 and #69. Sara felt it would be important that the parties consult with the Academic Departments in which the new course is required. And there should be evidence to the committee that the consultation happened between both parties.

Peter Staab mentioned that protocol has started with the Mathematics Department.

Keith Chenot believes the Industrial Technology Department has contacted all the departments who will be impacted by the new proposals. The ITEC Department was trying to figure out ways to make these changes happen and making the other departments aware of it. Keith asked the committee members if anyone sees a proposal that may impact their department, to let him and ITEC know. Keith said they will make a friendly amendment to show they have consulted with the impacted departments.

Laura Garofoli agrees that the proposer needs to show proof that there has been contact with the impacted department. It can be by email trails or paper trails. That will be helpful. These large number of proposals are a huge change and it shows the Industrial Technology Department has done a ton of work, but it affects other departments and the AUC Committee's decision.

Christine Dee wanted clarification if all of these courses being discussed are completely new or a slight revision to current courses?

Keith answered they are not completely new, and there are some designation changes. The department is pursuing these changes and has been talking with the dean to go ahead with these proposals. The proposers thought it would be best if these were all new course proposals but majority are course changes. We, the proposers, were requested to do it that way. It gave us a chance to relook at our current courses.

Cathy Canney stated this is something that is going to require a state approval so it will leave the campus, to be approved by the state as well.

Christine Dee asked how the department came up with the decisions for these new course titles.

Keith Chenot: The Industrial Technology Department has two programs (Industrial Technology Program and Technical Education Program) and Education Development Curriculum. Both programs have evolved over time. We also have the Educational Development Curriculum and some of our students go into Professional Education.

Technology Engineering Education is the state licensure for teaching. It will align with the Technical Education Program. Technology has increased the past 40 years. The programs have changed into Industrial Arts, Science, and Technology. It is moving into Engineering Technology combined with Physics and Science. We're also partnering with the engineers who can make these changes.

We're adding Economics to the curriculum to give students stronger skills in management. We also have a strong Liberal Arts and Science aspect of the program. We have organized the curriculum the best way we can so the students can understand the technology and applying it to make it happen.

Laura Garofoli made a point to the committee that these proposals that Keith presented are not on the table, they are just being presented for referral today.

### **Motion to refer AUC #62 - #67, and #69 to Curriculum Committee with Sara's Amendments**

**Motion:** Laura Garofoli **Second:** Kisha Tracy

Amendment of the following:

- Proposals #62 through #67 and #69 have to be communicated to the affected departments and they have to show evidence of the communication to those departments.

**Vote: 11/0/2**

### **III. New Business (Proposals to Consider)**

#### **AUC #7 (Joshua Spero, Sponsor) Count POLS 3400 for both the International Politics Concentration and American Government Concentration.**

**Motion:** Kisha Tracy **Second:** Laura Garofoli

*Joshua Spero presented.*

Joshua explained how POLS 3400 "Conduct of American Foreign Policy" course has changed over the years and now fits into both Political Science Concentrations of International Politics and American Government. Students can take it in each concentration. The students have the option to count it as an elective in the International Politics Concentration and an elective in the American Government Concentration. They can select it in their list of courses to declare it as part of their major.

**Vote: 11/0/2**

#### **AUC #8 (Joshua Spero, Sponsor) Remove Extraneous Political Science Legal Internship Courses from Catalogue.**

**Motion:** Kisha Tracy **Second:** Laura Garofoli

*Joshua Spero presented.*

The Political Science Internship that the department created for the Political Science major is POLS 4940. It is also a course that is in conjunction with the old internships of POLS 4905, 4915, 4920, and 4925.

Those were all created in the 1990's and was a requirement to take in Law Firms and Government settings; that was before there was a National Internship.

The Political Science Department is going to make this part of the IDIS capstone course option and thought it would be a great way to consolidate and have the other 4 designated courses removed.

Peter Staab suggested a friendly amendment for POLS 4940. It should be listed with course title and number of credits. The reason why is because just the numbers were listed.

The committee asked Joshua to clarify if students can do more than one internship, since 12 credits is the limit.

Joshua answered that the Political Science Department has a minimum of 3 credits. Repeatable is the language or for example if a student decided to take 9 credits in one semester. He had it originally in the proposal. It is just the three minimum requirement for the internship and the student will have Political Science credits on their transcripts.

It not taking the place of an elective. The internship course is counted beyond what is required. It is a requirement because so many students are taking internships. You can only count it as 3 credits but if they choose to do more than 3 credits, it does not replace the elective. The class is repeatable up to 12 credits. They wanted to give students the opportunity to get more than 3 credits.

The committee did see that it is clearly stated in the catalogue as a required course.

**Vote: 12/0/2**

### **AUC #13 (Daniel Welsh, Sponsor) New Course: Human Anatomy & Physiology I**

**Motion:** Kisha Tracy    **Second:** Laura Garofoli

*Daniel Welsh presented.*

Daniel said the majority of students taking BIOL 1200/1300 are either students in Nursing Majors or Exercise & Sports Science Majors, and they are mostly freshmen. BIO 1200/1300 is a freshman intro class but there a small number of students who are Biology Majors and have taken a majority of their courses. The department feels the students in Biology Majors with more experience in the subject manner, are not being served by being in the same classroom as their classmates who do not have the same Biology background.

The proposal is to create a 2000 level Human Anatomy & Physiology 1 and 2 course that would be required for the Biology Majors with a Health Sciences Concentration. They would no longer need to be in the BIOL 1200; they would take the 2000 level course instead. They can have longer labs, exploratory, and experiments which they could not do in BIOL 1200. This would help fit those students, who fit in the lower level course, to still take the BIOL 1200 course. There are a fair number of students who are inefficient in Anatomy & Physiology; those students are not going to get credit if their grades do not meet the minimum requirement. For those students interested in A&P, this would let them get that experience they need without having the concentration. The faculty are addressing the issues of the deficiency they have seen with those students who may have less of a background in the subject matter.

With the prerequisites in place for this course, it is unlikely that freshman will be taking this course. The new in-house policy is that students need to have a class grade of 1.7 in General Biology 1, in order to get into General Biology II. They would need to repeat General Biology and if they do not make the minimum grade their second time, then they will be out of the major.

Laura Garofoli recommends that they add the language of the General Biology 1 and 2 to the course's description.

Daniel explained that the plan was to have the language in the seats list that says "Only for students who are in Nursing and Sports Science majors."

**Vote: 12/0/2**

#### **AUC #14 (Daniel Welsh, Sponsor) New Course: Human Anatomy & Physiology II**

**Motion:** Amy Wehe      **Second:** Laura Garofoli

No discussion, due to Daniel's presentation of AUC #13. See above.

**Vote: 12/0/2**

#### **AUC #15 (Daniel Welsh, Sponsor) Change Anatomy & Physiology sequence for Biology-Health Science Concentration**

**Motion:** Laura Garofoli      **Second:** Kisha Tracy

*Daniel Welsh presented.*

Committee asked what the process was if students came in as transfers.

Daniel answered that the department would need to look over the transferred courses to see the course equivalencies. If the transferred courses match those offered here at Fitchburg State University, then they would accept it. That is the plan.

Alberto Cardelle explained the process that FSU has with the College Pathways partnership with local Community Colleges. He gave a brief detail of how the courses being transferred in, are looked over by the registrar's office.

Sara noted that under Part 6 of AUC proposal #15, it does explain the process for those students who have taken BIOL 1200/1300 already.

**Vote: 12/0/2**

#### **AUC #9 (Charles Roberts, Sponsor) New Course: Post-Production Essentials**

**Motion:** Kisha Tracy      **Second:** Sara Levine

*Charles Roberts presented.*

This is a new course and an elective course for the Film & Video concentration in Communications Media. It is not a required course.

Charles explained that there has been a surge to the number of transfer students, with over 70 transfer credits, entering the Communications Media program. Because of the prerequisites, those transfer students are not able to register for certain courses and have to wait a whole academic year before they can sign up. The Post-Production Essentials course goes over everything that happens on a production set. There are a lot of freshman who have experience in the editing process but they would need to wait 2 years before they can even take a Post-Production type course. Now freshmen would be able to take this course.

Charles designed Post-Production Essentials so that when students come out of the course, they would have enough background to start Post-Production work and give them hands on experience. A student would be able to take a Post-Production and Pre-Production course at the same time. Charles ran a course like this for a full semester and he received a lot of positive remarks; every student got something different out of it.

Charles noted that he always puts the software information into his course descriptions so that students know exactly what is being covered in the course. It is a great way for prospective employers to see what software(s) the student has experience in.

The AUC Committee agreed that the Communications Media Department would not need to re-submit new proposals if software information changed for the course.

**Vote: 12/0/2**

#### **AUC #10 (Charles Roberts, Sponsor) Change Name for Communications Media Phase III Requirement**

**Motion:** Kisha Tracy    **Second:** Laura Garofoli

*Charles Roberts presented.*

Charles noted this name change would not change anything in the course for the students. It's just to match with the department's philosophy of Communications Media students completing their four phases: 1.) Freshman Introductory Requirements, 2.) Students take applied concentration courses, 3.) Students take 3 upper level writing courses, 4.) Students take 12 credits of advanced electives.

With the language in Phase 3 currently saying, "advanced", it forces students to take courses outside of Communications Media, so we would change the word "advanced" to "departmental" to show the students it has to be taken within the Communications Media courses.

The committee recommended a friendly amendment to line 8. It should just say: *We wish to change the name of the Phase III requirement from "Advanced Electives" to "Departmental Electives"*. So just have period right after that sentence.

**Vote: 12/0/2**

#### **IV. Discussion of Dean's Signature Line on AUC Proposals**

Alberto Cardelle said to the committee that back in December 2017 he sent the following clarification email to all Academic Deans:

##### **Statement on Clarification on "Dean's Signature"**

The AUC committee asked me to clarify the policy change made in the spring of 2017 titled -- *Dean Signature line on "AUC New Course Request Form" and "AUC Proposal Form (AUC# 61)*. The proposal had significant discussion during the consideration process, and was approved with the following amendment – *Proposal title change to "Dean Review," and Change item VIII on the forms to "Submitted to Appropriate Dean" instead of "Reviewed with."*

What this means is that while the preferred scenario is that the Dean and the sponsor/department discuss all of the proposal's dimensions before they are submitted to AUC, the official requirement of the line is solely to have the sponsor declare to which dean they have sent the proposal for informational purposes. All that is required is the name of the Dean.

Aruna stated the New Program Proposal form still says, "Reviewed with appropriate dean(s)".

Alberto Cardelle noted that was specifically for the New Programs form and that has always been there.

#### **V. Mass Transfer Policy Update from Department of Higher Education**

Peter wanted to the committee to know this was just a discussion point.

Alberto Cardelle stated the Department of Higher Education formed a committee to look at core courses for students going through the STEM field and transferring to four-year colleges. Because many students were not able to get enough time to get the required STEM courses, the STEM Pathways program dropped six courses from the required list. The new students will need to have 28 credits of general education course blocks. We have students who come into the program that will take those 6 credits in the Humanities and Fine Arts areas. For those 6 credits that were taken away from the community college level courses, we now have them take those courses here at FSU. The transcripts come stamped with STEM Pathways on them, so we will know that those transcripts are for those specific students.

Aruna Krishnamurthy thinks it should be put through an AUC proposal. If it is re-classifying it within our system, it would be better as an AUC proposal.

Alberto Cardelle noted that this STEM Pathways agreement is already an established policy, this is just an adjustment of that. If the committee would like to take a vote, then we could submit a vote if they want to. The registrar's office got this before we even received it, so they are fully aware of this. This is not a change of the policy because we are bound by it.

Laura Garofoli: Because the state has removed some courses. We will still accept that package, but it will change how it shows up on Degree Works. It's already required on the letter that Alberto submitted. It shows up in Degree Works, the only difference is they just those 6 credits here at FSU.

Kisha Tracy made a suggestion that a memo could be sent out from Academic Affairs and then go through the AUC Committee. Then AUC Committee will agree with the memo and it then can go out to the campus community. This way the campus community knows what is happening and it will let them be aware of it. This also allows the campus community to give feedback; if they want to say something about it then they can. AUC can send it out to the campus community; this way it shows that AUC looked over this as well.

**Motion to approve with Kisha Tracy's recommendation of sending a memo out to the campus community.**

**Motion:** Kisha Tracy      **Second:** Sara Levine

**Vote:** 12/0/2

### **Adjournment**

**Motion:** Demisty Bellinger-Delfeld      **Second:** Sara Levine

*Meeting adjourned at 4:55 p.m.*