

Date: September 27, 2018

To: Fitchburg State University Community

From: Peter Staab
Chair of AUC, and Professor of Mathematics

Re: All University Committee (information on AY 2019)

The All University Committee (AUC) had its initial organizational meeting convened by President Lapidus on Tuesday, September 11th. Members of the AUC for the academic year 2018/2019 are:

1. Matthew Badagliacca (Student Representative)
2. Laura Bayless (Vice President for Student Affairs)
3. DeMisty Bellinger-Delfeld (English Studies)
4. Alberto Cardelle (Provost/Vice President for Academic Affairs)
5. Catherine Canney (Associate Vice President for Academic Affairs)
6. Hailey O'Brien (Student Representative)
7. Alexander Ramos Jr. (Student Representative)
8. Charlie Roberts (Communications Media)
9. Michael Nosek (Biology and Chemistry)
10. Sara Levine (Psychological Science)
11. Aisling O'Connor (Biology/Chemistry)
12. Joseph Watchel (Economics, History and Political Science)
13. Peter Staab, Chair (Mathematics)
14. Amy Wehe (Mathematics)

The purpose of this memo is to explain some of the functions and procedures of the AUC. Please feel free to contact me (pstaab@fitchburgstate.edu or 978-665-4857) with any questions regarding the AUC for this academic year.

This document covers in detail the procedures involved in submitting a proposal as well the procedure a proposal goes through to eventually become passed. For those of you who have submitted before, there are a few changes this year. I have highlighted these below.

In addition, the AUC plans to run a workshop on October 25, 2018 to cover in detail the procedures as well as many pitfalls to avoid in writing an AUC proposal. Additional details about this workshop will be sent at a later date.

The remainder of this document covers the AUC proposal procedure.

The All University Committee

The description, duties, and responsibilities of the AUC and its subcommittees are detailed in Article VII of 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 subcommittees 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 subcommittees 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 subcommittees, there are approximately 21 additional ad hoc and special University-wide committees on our campus.)

Any member of the Fitchburg State community may submit proposals to the All University Committee. The AUC requires specific forms for each kind of proposal. The most recently revised electronic versions of the blank forms are available at <http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/all-college-committee/>

Please note that curricular proposals require a review by the appropriate departmental curriculum committee and department chairperson.

AUC Proposal Submission Procedure

The web page for the AUC is <http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/all-college-committee/>. There, you will find all of the required forms for AUC proposals, minutes from past AUC meetings and its subcommittees, and meeting calendars of the AUC and its standing subcommittees. This page also includes the AUC/ACC archives dating back to 1979.

The AUC proposal process is entirely paperless. **All proposal forms should be prepared as PDF documents for submission.** Note: please do not send scans of paper document, but PDF versions of editable documents, like Word. Also, names of chairs and deans are sufficient, signatures are not necessary.

All AUC proposal forms should be submitted via the AUC webpage. No proposals will be taken by email. Each proposal will be assigned an AUC proposal number and will be posted on the AUC web site. Proposals received by 5:00 p.m. on the Friday prior to a scheduled AUC meeting will usually be taken up by the AUC for referral to appropriate subcommittee(s) at the next scheduled meeting. Please check the AUC website for your proposals and make a note of your 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 2018-2019 academic year is **Thursday March 28, 2019.**

AUC Proposal Deliberations

After a proposal has been received by the AUC, it is referred to the appropriate standing subcommittee(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 when a proposal is referred to the subcommittees. However, you should check the AUC website for information regarding which subcommittee(s) has received your proposal(s).

A proposal will first be taken up for deliberation at the subcommittee level. Subcommittee agendas will be emailed by the subcommittee chair approximately one week prior of their meetings, so please watch for your proposal(s). The sponsor(s) or an authorized representative(s) should be present for subcommittee 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 chair by the subcommittee chair.

At this point, the proposal will be considered and deliberated by the AUC. 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 subcommittee deliberations. **Once the AUC has voted to recommend proposals to the President, the Chair will request that sponsor(s) submit revised final versions of any proposals that were amended during deliberations (see Sponsor Responsibilities below). Only 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. During the processes of subcommittee and AUC deliberation, amendments may be made to original proposals. These amendments are documented in the minutes of these meetings and are recorded on the AUC proposal site. Our newly revised AUC proposal site now includes greater detail about the progress of a proposal through the governance system. The site provides information about the subcommittee(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.

Once the AUC has voted on an amended proposal, and it is ready to be forwarded to the President, the sponsor(s) must revise the original proposal to include any amendments accepted/approved by the AUC. Once the AUC Chair receives and reviews the revised proposal, it will be forwarded to the President for consideration. NOTE: The proposal only needs to be modified with amendments approved by the AUC during their deliberations; amendments suggested by subcommittees do not need to be added to the proposals because they are not final. This process ensures that the President reviews proposals that are accurate and inclusive of all approved amendments. Doing so will preserve the integrity of our governance proceedings.

Explanation of the Required AUC Forms

Please be sure to use the most current proposal forms, which are available on the AUC website <http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/all-college-committee/>. Note that some of the forms were updated during the 2017-2018 academic year, and it is these newest forms that are now online and must be used. Proposals submitted on old forms will be returned to the proposal sponsor(s).

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 and chair, and include 1) the results of the Department Curriculum Committee vote, 2) the name of the chair of the Department Curriculum Committee, and 3) the name of the department chair. Proposals lacking the appropriate information will be sent back to the sponsor without being assigned a proposal number.

AUC Proposal Form

This form is used for all AUC proposals with the exception of new course, LA&S cluster approval, and new academic programs proposals. Any proposal except new courses or programs should use this form.

AUC New Course Request Form and Liberal Arts and Sciences Cluster Approval Form:

The New Course Request form is used for all new courses being submitted for consideration. (You do not need to attach an AUC proposal form when submitting a new course request.) If you are requesting LA&S Cluster designation for an existing course or a new course, the Liberal Arts and Sciences Cluster Approval Form must be submitted. (This form may be found under the Liberal Arts and Sciences Program webpage (<http://www.fitchburgstate.edu/academics/undergraduate/liberal-arts-sciences/>. It is listed as Appendix 12)

Cluster designation requests are considered by committees as separate actions from a new course request when both are being requested.

AUC New Program Proposal Form:

This form is used for the request for new majors, minors, concentrations (tracks), and certificates. If new courses will be needed for a new program, separate New Course requests (and LA&S cluster approval requests) should be submitted separately and prior to the proposal for the new program. The new courses need to be approved first before the new program can be considered.

Schedule of Meetings for the All University Committee 2108-2019

All AUC meetings will be held in Miller Oval from 3:30 – 5:00 p.m. Should circumstances arise that require the AUC to meet in an alternate location, email notification will be sent to the campus community. An agenda for the meeting will be sent to the community a few days before each meeting.

| Fall Semester | Spring Semester |
|-----------------------------|---|
| Tuesday, September 11, 2018 | Thursday, February 7, 2019 |
| Thursday, October 4, 2018 | Thursday, March 7, 2019 |
| Thursday, November 1, 2018 | Thursday, April 4, 2019 |
| Thursday, December 6, 2018 | Thursday, May 2, 2019 |
| | Wednesday, May 15, 2019 (2:30pm – 4:30pm) |