



Date: October 11, 2019

To: Fitchburg State University Community

From: Michael Nosek, Professor of Biology and Chemistry
Kisha Tracy, Associate Professor of English Studies
Co-Chairs of All University Committee

Re: All University Committee (information on AY20)

The All University Committee (AUC) had its initial organizational meeting convened by President Lapidus on Tuesday, September 10th. Members of the AUC for the academic year 2019/2020 are:

1. Crystal Aneke (Student Trustee)
2. Matthew Badagliacca (***Vice-Chair***) (President of Student Body)
3. Laura Bayless (Vice President for Student Affairs)
4. Catherine Buell (Mathematics)
5. Catherine Canney (***Secretary***) (Associate Vice President for Academic Affairs)
6. Alberto Cardelle (Provost & Vice President for Academic Affairs)
7. Joseph Cautela (Treasurer of SGA)
8. Rala Diakite (Humanities)
9. Gerald Higdon (Mathematics)
10. Christa Marr (Economics, History, & Political Science)
11. Michael Nosek (***Co-Chair***) (Biology/Chemistry)
12. Charles Roberts (Communications Media)
13. Kisha Tracy (***Co-Chair***) (English Studies)
14. Joseph Wachtel (Economics, History, & Political Science)

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 (mnosek@fitchburgstate.edu, 978-665-3430, or ktracy3@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 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. Additionally, there will be some new processes for submissions that will involve the two-year rollout of the new Liberal Arts and Sciences (LA&S) system.

In addition, the AUC plans to run a workshop on **Thursday, November 14, 2019 (CNFA 105 - Kent Recital Hall)** 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 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 sub-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 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.)

In this academic year, a new subcommittee will be formed within the Curriculum Committee (comprised of members of the Curriculum Committee) that will meet outside of the regular Curriculum Committee to review proposals seeking the designations created under the new LAS system. That subcommittee will make recommendations to the full Curriculum Committee to facilitate the transition process to the new system.

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: <https://www.fitchburgstate.edu/academics/academic-affairs/shared-governance/all-college-committee/>. **(Note: Forms for requesting LAS designations under the new LAS system have not been posted yet. We will notify the University community when they are available.)**

Please note that curricular proposals require a review by the appropriate departmental curriculum committee(s), department chairperson(s), and academic dean(s).

AUC Proposal Submission Procedure

The web page for the AUC is <https://www.fitchburgstate.edu/academics/academic-affairs/shared-governance/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 (the former All College Committee) archives dating back to 1979.

The AUC proposal process is entirely paperless. Proposals forms are available in both PDF

and Word formats. These are both editable documents. Proposals may be submitted in either format using these editable documents. **Please do NOT send scans of paper documents.** Also, names of chairs and deans are sufficient to signify that they have reviewed the document, but signatures are not necessary.

Contrary to last year, all AUC proposal forms **should be submitted by email to mnosek@fitchburgstate.edu**, rather than via the AUC webpage. Each proposal will be assigned an AUC proposal number and will be posted on the AUC website.

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 subcommittee(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 2019-2020 academic year is Friday, March 27, 2020.**

Special Note Regarding LAS Courses

This year the University will begin a two-year rollout of the new LAS system. The proposal that was passed through the governance process and approved by the President can be found as proposal AUC 60 for academic year 2019.

An implementation committee is being formed and will be meeting starting in October. That committee will begin their work by outlining the procedures and guidelines, along with the new forms for LAS designations. As soon as these have been finalized, we will be posting the new forms and updating this section of the memo. We ask that you be patient for these to be available, and we will then be able to answer questions that we are sure will arise.

We will be reaching out to the Deans, Department Chairs, and the Curriculum Committees of each department, and providing assistance, as we move forward with this process. Throughout this process, we will welcome constructive feedback and suggestions, and we will deal with individual concerns as they arise. We ask for your patience and cooperation during this significant transition.

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 which 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 chairs 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 chairs by the subcommittee chairs.

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 on its recommendation 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. The 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 a proposal (with any applicable amendments), and it is ready to be forwarded to the President, the sponsor(s) must revise the original proposal to include any amendment accepted/approved by the AUC. Once the AUC Chair receives and reviews the revised proposal, it will be forwarded to the President, and posted on the AUC proposal website. NOTE: The proposal only needs to be modified with the amendments approved by the AUC during their deliberations; amendments suggested by subcommittees shall not be added to the proposals because they are not final at that stage. The process ensures that the President reviews proposals that are accurate and inclusive of all approved amendments. This process will preserve the integrity of our governance proceedings.

Viewing Submitted AUC Proposals

All proposals for this year are available for viewing on the AUC website (<http://www.fitchburgstate.edu/auc> or, alternatively, <https://www.fitchburgstate.edu/academics/academic-affairs/shared-governance/all-college-committee/>). Next, click on the "Visit the [AUC Proposal Submissions](#) webpage ..." link and then entering the year **2020**. You may also filter the proposals by subcommittee 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, 1956-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](#)

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: Select Action

President's Action: Select Action

Search AUC Proposals by Academic Year and Subcommittee

Year: Subcommittee: All Subcommittees

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.

The AUC proposal site includes details about the progress of a proposal through the governance system. The site provides information about the subcommittee(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 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 <http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/all-college-committee/>. These forms have been updated for the current academic year, and proposals should be made on the current forms. Proposals submitted on older versions of the forms will be returned to the 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, 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

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

AUC New Course Request Form and Liberal Arts and Science 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 course request.) If you are requesting LA&S designation for an existing course or a new course, the Liberal Arts and Sciences Cluster Approval Form must be submitted.

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

Special note for LAS requests: If you submit a new course proposal and wish to have LAS designations, you may still request the LAS designations under the current system (SMT, CTW, ART, etc) with the current form. (Students entering the University will continue to use the current LAS system until the newer system is fully implemented.) If you also wish to have LAS designations under the new system, that will require 1) an additional proposal using the newer forms at a later time, or 2) inclusion of both request forms with the New Course Proposal.

AUC New 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 LA&S 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. (It should be noted that new programs cannot be acted upon if they contained "non-existing" courses.)

Schedule of Meetings for the All University Committee 2019-2020

All AUC meetings will be held in Miller Oval from 3:30-5:00pm unless otherwise indicated. 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 several days before each meeting.

Below is the AUC schedule, and the schedules for other governance committees are also available on the AUC website.

Fall Semester	Spring Semester
Tuesday, September 10, 2019	Thursday, February 6, 2020
Thursday, October 3, 2019	Thursday, March 5, 2020
Thursday, November 7, 2019	Thursday, April 2, 2020
Thursday, December 5, 2019 (3:00-4:30pm)	Thursday, May 7, 2020
	Wednesday, May 13, 2020 (2:30-4:30pm)
	Thursday, May 14, 2020 (2:30-4:30pm)