

## **ALL COLLEGE COMMITTEE**

Salem State College

Minutes

Meeting 09/10:12

May 27 and June 3, 2010

Members present: Professor James Cullen, Chair, Professor Peter Walker, secretary, Vice President Stanley P. Cahill, Professor Lisa Delissio, Vice President Kristin Esterberg, Professor Chuck Gould, Professor Paul McGee, Vice President Andy Soll, Professor Steve Young.

The meeting was called to order by Professor Cullen at 1:21 PM, 27 May 2010

### **I. Chair's Report**

Chair Cullen asked for nominations for the All College Committee executive committee, which meets, if necessary, during the summer. The executive committee should include at least one administrator, at least one faculty member, and at least one student. Vice Presidents Soll, Esterberg, and Cahill, and Professors Cullen and McGee all indicated that they were willing to serve. Prof. McGee added that Prof. Gould would be willing to serve as well. Prof. Cullen clarified that a quorum of the executive committee consists of one each per constituency and that other members of the 2009-2010 All College Committee can attend and participate should the executive committee meet.

Prof. Cullen indicated that at the appropriate time he would ask for a motion changing the order of business, so that Old Business, Library/Media Development minutes 09/10:04, could be acted upon at the same time as other Library/Media Development Committee minutes.

Prof. Cullen distributed a spreadsheet indicating the proposals approved to date by the Curriculum Committee, the Academic Policies Committee, and the Student Life Committee that have not yet been approved by the All College Committee.

### **II. Approval of ACC minutes**

A motion to accept the All College Committee minutes 09/10:11 was made by Vice President Cahill and seconded by Vice President Soll.

**Motion passed unanimously.**

Discussion: None.

A motion to approve the All College Committee minutes 09/10:11 was made by Vice President Cahill and seconded by Vice President Soll.

**Motion passed unanimously.**

### **III. Old Business**

A. Library/Media Development Committee Minutes: LMDC09/10:04

A motion to untable Library/Media Development Committee Minutes LMDC09/10:04 was made by VP Esterberg and seconded by VP Soll.

**Motion passed unanimously.**

A motion to move approval of LMDC09/10:04 in the agenda to **IV. Approval of Minutes, D. Library and Media Development Committee**, so that these minutes could be acted upon in sequence with other Library/Media Development Committee minutes, was made by VP Cahill and seconded by VP Esterberg.

**Motion passed unanimously.**

### **IV. Approval of Minutes**

A. Curriculum Committee

1. Curriculum Committee Minutes 09/10:13

A motion to accept Curriculum Committee minutes 09/10:13 was made by Prof. McGee and seconded by VP Esterberg.

**Motion passed unanimously.**

Discussion: Prof. Cullen drew the committee's attention to the changes made to the Math flowsheet and to subcommittee reports by the Presidential Advisory Committee on the Core Curriculum and the College-Wide Assessment Committee. VP Esterberg reported on the work of the DHE working group on student learning outcomes, which will, she said, recommend campus-based outcomes.

A motion to approve Curriculum Committee minutes 09/10:13 was made by Prof. McGee and seconded by VP Esterberg.

**Motion passed unanimously.**

2. Curriculum Committee Minutes 09/10:14

A motion to accept Curriculum Committee minutes 09/10:14 was made by Prof. McGee and seconded by VP Esterberg.

**Motion passed unanimously.**

Discussion: Prof. Cullen noted that the Curriculum Committee at this meeting first began to discuss Program Review Criteria, focusing primarily on process. He noted that one English course (ENG 430) had been granted a W designation.

A motion to approve Curriculum Committee minutes 09/10:14 was made by VP Soll and seconded by VP Esterberg.

**Motion passed unanimously.**

3. Curriculum Committee Minutes 09/10:15

A motion to accept Curriculum Committee minutes 09/10:15 was made by VP Cahill and seconded by Prof. McGee.

**Motion passed unanimously.**

Discussion: Prof. Cullen pointed out that at this meeting the Curriculum Committee discussed Program Review criteria and approved a W designation for EDU 300. However, no one could find the documentation supporting the request for W designation.

A motion to approve Curriculum Committee minutes 09:10/15 with the exception of item C (tracking number 10:193) pending receipt of supporting documentation was made by VP Soll and seconded by VP Esterberg.

**Motion passed unanimously.**

4. Curriculum Committee Minutes 09/10:16

A motion to accept Curriculum Committee minutes 09/10:16 was made by VP Cahill and seconded by VP Soll.

**Motion passed unanimously.**

Discussion: Prof. Cullen pointed out that at this meeting the Curriculum Committee approved revisions to Program Review criteria and drew attention to those revisions. Prof. Cullen summed up the overall goals of the criteria and asked if each bulleted item is meant to apply equally to all programs. Discussion

followed in relation to several Program Review criteria: Under criterion 6, line 1 should say: "Data will be provided by Academic Affairs or the appropriate office." In relation to criterion 3, VP Esterberg noted the addition of the 1st bulleted item (advancing the region's cultural, social, and economic development). The addition of criterion 7, strategic planning, was praised. Prof. Cullen pointed out that criterion 6 has many bulleted items and asked if they are suggestions or requirements. VP Esterberg responded that departments should use their judgment in applying the criteria. She indicated that most data are provided to departments by Institutional Research. Prof. Cullen clarified what the All College Committee would be approving: revisions and recommendations to the original document; the president's special committee must respect these revisions and recommendations. Prof. Cullen further clarified relations between the ad hoc academic planning advisory committee and governance, and he indicated that the All College Committee can submit more than one document to the next level. VP Soll asked whether approving Curriculum Committee minutes 09/10:16 means that the All College Committee approves the Program Review criteria and the Curriculum Committee's revisions to them. Prof. Cullen suggested that action by the All College Committee on Program Review criteria be handled as a separate motion under **New Business**. Prof. Cullen also pointed out that these Curriculum Committee minutes include the approval of two Criminal Justice flowsheets, a concentration in administration and a concentration in criminal investigation (tracking numbers 10:247 and 10:248), that include a new course, CRJ 540, that has not yet been approved by the All College Committee.

A motion to approve Curriculum Committee minutes 09/10:16 except for item E (the Criminal Justice flowsheets, tracking numbers 10:247 and 10:248) was made by VP Soll and seconded by VP Cahill.

**Motion passed unanimously.**

5. Curriculum Committee Minutes 09/10:17

A motion to accept Curriculum Committee minutes 09/10:17 was made by VP Soll and seconded by VP Esterberg.

**Motion passed unanimously.**

Discussion: None.

A motion to approve Curriculum Committee minutes 09/10:17 was made by VP Cahill and seconded by Prof. Young.

**Motion passed unanimously.**

B. Academic Policies Committee

1. Academic Policies Committee Minutes 09/10:09

A motion to accept Academic Policies Committee minutes 09/10:09 was made by VP Cahill and seconded by Prof. McGee.

**Motion passed unanimously.**

Discussion: Prof. Cullen clarified for the committee that item B, changes to the College Catalog (tracking number 10:213), corrects oversights in catalog copy.

A motion to approve Academic Policies Committee minutes 09/10:09 was made by VP Cahill and seconded by VP Esterberg.

**Motion passed unanimously.**

2. Academic Policies Committee Minutes 09/10:10

A motion to accept Academic Policies Committee minutes 09/10:10 was made by Prof. Young and seconded by VP Cahill.

**Motion passed unanimously.**

Discussion: none.

A motion to approve Academic Policies Committee minutes 09/10:10 was made by VP Cahill and seconded by VP Esterberg.

**Motion passed unanimously.**

3. Academic Policies Committee Minutes 09/10:11

A motion to accept Academic Policies Committee minutes 09/10:11 was made by VP Soll and seconded by Prof. McGee.

**Motion passed unanimously.**

Discussion: Prof. Cullen pointed out that at this meeting the Academic Policies Committee approved, by a tied vote broken by the committee chair voting in favor, of a Chemistry and Physics department policy requiring Chemistry and Physics majors to achieve a grade of C or better in all courses taken for their major. Discussion followed, focusing on other majors' grade-related requirements, on the degree to which departments' desires to establish requirements should be respected, and on whether the department as a whole supported this proposed grade policy or was as divided as the Academic Policies Committee.

A motion to approve Academic Policies Committee minutes 09/10:11 was made by VP Cahill and seconded by Prof. Young.

**Motion passed unanimously.**

4. Academic Policies Committee Minutes 09/10:12

A motion to accept Academic Policies Committee minutes 09/10:12 was made by VP Cahill and seconded by VP Soll.

**Motion passed unanimously.**

Discussion: Prof. Cullen summarized the actions represented in these minutes and pointed out that the correct tracking number for Program Review Criteria is 10:263, and not 10:236.

A motion to approve Academic Policies Committee minutes 09/10:12 was made by VP Soll and seconded by VP Esterberg.

**Motion passed unanimously.**

5. Academic Policies Committee Minutes 09/10:13

A motion to accept Academic Policies Committee minutes 09/10:13 was made by Prof. McGee and seconded by VP Cahill.

**Motion passed unanimously.**

Discussion: Prof. Cullen summarized actions represented in these minutes, particularly the addition of a sentence to the list of course syllabus information in the catalog. Discussion followed on what motivates the continued desire for more and more stipulations in syllabuses. The committee clarified that the new sentence will not go into syllabuses, just into the catalog.

A motion to approve Academic Policies Committee minutes 09/10:13 was made by VP Soll and seconded by VP Cahill.

**Motion passed unanimously.**

6. Academic Policies Committee Minutes 09/10:14

A motion to accept Academic Policies Committee minutes 09/10:14 was made by VP Cahill and seconded by Prof. Young.

**Motion passed unanimously.**

Discussion: VP Esterberg discussed Fresh Start and its relation to giving students a second chance.

A motion to approve Academic Policies Committee minutes 09/10:14 was made by VP Cahill and seconded by Prof. Young.

**Motion passed unanimously.**

7. Academic Policies Committee Minutes 09/10:15

A motion to accept Academic Policies Committee minutes 09/10:15 was made by Prof. McGee and seconded by Prof. Young.

**Motion passed unanimously.**

Discussion: none.

A motion to approve Academic Policies Committee minutes 09/10:15 was made by VP Cahill and seconded by VP Esterberg.

**Motion passed unanimously.**

**Motion to recess.**

A motion to recess until 12:30, Thursday, June 3, was made by VP Soll and seconded by VP Cahill.

**Motion passed unanimously.**

**Motion to come out of recess.**

A motion to come out of recess was made at 1 PM, 3 June 2010, by VP Esterberg and seconded by Prof. Delissio.

**Motion passed unanimously.**

#### **IV. Approval of Minutes, cont'd.**

##### **C. Student Life Committee**

###### **1. Student Life Committee Minutes 09/10:05 (3/24/10)**

Prof. Cullen pointed out that Student Life Committee minutes 09/10:01-04 were still not approved. VP Soll pointed out several errors in Student Life Committee minutes 09/10:05. Prof. Cullen indicated that these minutes could be sent back to the Student Life Committee for clarification and improvement. Prof. Gould asked that the Student Life Committee be instructed to include with its minutes the Residence Life survey on quality of life that the committee discussed at length in several of its meetings.

A motion to table Student Life Committee minutes 09/10:05 (3/24/10) was made by VP Cahill and seconded by Prof. Gould.

##### **Motion passed unanimously.**

##### **D. Library and Media Development Committee.**

A motion to accept the Library and Media Development Committee minutes 09/10:01-06 was made by VP Soll and seconded by VP Cahill.

##### **Motion passed unanimously.**

Discussion: Committee members noted that these Library and Media Development Committee minutes refer in several places to surveys conducted in the past and present related to library matters but that these surveys are not attached to the minutes. It was also pointed out that minutes 09/10:05 include the following sentence (4th paragraph from top of page 2): "Carol Zoppel distributed a list of possible recommendations from LMDC to the President for 2009/2010." The problem is that the Library and Media Development Committee is supposed to report not to the President but to governance via the All College Committee.

A motion to approve the Library and Media Development Committee minutes 09/10:01-06 was made by Prof. McGee and seconded by Prof. Gould.

##### **Motion passed unanimously.**

#### **V. New Business.**

1. Motion on including surveys and survey results in minutes

A motion asking that contract committees when discussing or acting upon surveys or survey results attach them to minutes sent to the All College Committee was made by VP Esterberg and seconded by Prof. Gould.

**Motion passed unanimously.**

2. Academic planning/program review criteria.

Discussion: VP Soll asked about the base document from which the All College Committee would work. VP Esterberg suggested we start with the revised version of program review criteria established by the Curriculum Committee and attached to Curriculum Committee minutes 09/10:16. Prof. Cullen made sure that everyone had a copy of this document. He indicated that he could also provide copies of the original document (unrevised by the Curriculum Committee). He also distributed copies of an e-mail message received from Prof. Markunas. VP Esterberg indicated that the ad hoc committee on academic planning had decided overwhelmingly at its last meeting not to develop rubrics.

A motion to use the program review criteria document revised by the Curriculum Committee as the document for the basis of All College Committee discussion was made by VP Esterberg and seconded by Prof. McGee.

**Motion passed unanimously.**

Discussion: Considerable discussion followed about many parts of the revised program review criteria document.

the value of higher education in Arts and Sciences

the College's serving not just local and national needs but also international ones.

avoiding over-specificity (Prof. Cullen)

whether the revisions to the 2nd paragraph of the 1st page were sufficient

Criteria 6 & 7, which are quite different from in the original document, specifically:

that the beginning of the parenthetical phrase in the 1st and 2nd lines of criterion 6 should be revised from “Data will be provided by Academic Affairs” to “Data will be provided by Academic Affairs or the appropriate office.”

relevance to program review reports of adequate (or inadequate) resources and facilities. In relation to this aspect of criterion 6 and to criterion 7, VP Esterberg indicated that she hoped that a program would comment on how resources have helped or hindered the success of this program and on what the program could accomplish with enhanced resources. VP Soll indicated that a program could explain what it has been able to do thanks to or in spite of its resources and facilities and what more it would and could do given more ideal resources and facilities.

Criterion 4: Prof. Delissio suggested that the 1st bullet, “... active and engaged ... other scholarship)?,” be revised to say: “... active and engaged in professional development?” Committee members indicated that at Salem State College the contractual phrase, “professional development,” has a clear meaning.

Criterion 6: There was discussion about deleting most of the bullets listed under this criterion in the version of the document revised by the Curriculum Committee. Prof. Cullen first suggested keeping only the first five bullets. Then he asked how the college counts FTE’s by program, since keeping track of how faculty split their teaching time amongst programs could be hard. Prof. Cullen then suggested maintaining only the first three bullets plus a question about other statistics effecting a program that would be needed in order to properly assess that program. He suggested that Academic Affairs could assist in providing this additional information.

Criterion 7: VP Esterberg suggested that this criterion begin with the question: given appropriate resources, what more could the program do? VP Soll suggested considering different titles for criterion 7, such as “departmental planning.” After discussion, the committee agreed that “Departmental Strategic Planning” would be the best heading.

The following specific revisions ensued from discussion of the criteria:

Criterion 4: change “active and engaged ... other scholarship)?” to “active and engaged in professional development?”

Criterion 6: in the heading change “Data will be provided by Academic Affairs” to “Data will be provided by Academic Affairs or the appropriate office.”

Criterion 6: delete all but the first three bullets and add a new bullet stating: “Other data needed in order to properly assess the program.”

Criterion 7: revise the heading from “Strategic Planning” to “Departmental Strategic Planning.”

Criterion 7: after the heading add the following: “comment on how resources have helped or hindered the success of this program and on what the program could accomplish with enhanced resources.”

A motion to approve the program review criteria document as revised by the Curriculum Committee and with amendments by the All College Committee to criteria 4, 6, and 7 was made by Prof. Gould and seconded by VP Esterberg.

**Motion passed unanimously.**

3. VP Esterberg commended the All College Committee as an “example of governance working” and thanked Prof. Cullen specifically.
4. Prof. Delissio asked about Prof. Markunas’s e-mail message. VP Esterberg indicated that the 3rd item in this message, which asks for an explanation of accreditation requirements, is about a matter decided at the level of the Board of Trustees, as well as, according to VP Soll, the Board of Higher Education. Prof. Cullen indicated that he would forward Prof. Markunas’s message to the MSCA Salem chapter.
5. Prof. Cullen stated that he had heard about the College creating a 3-year bachelor’s degree track and wanted to know who is discussing this. VP Esterberg responded that Scott James had looked at flowsheets in order to perceive which programs could conceivably be completed in three years. He then asked appropriate departments about establishing such a track, which would be done within existing flowsheets but would also allow students in such a track certain privileges, such as registration priority. Prof. Cullen indicated that he believed that an approach of this type “is

extremely elitist” and read from a memo by Scott James to chairs. Prof. Gould indicated that a 3-year track would have to be approved by governance, beginning with Academic Policies.

**VI. Next meeting.**

Prof. Cullen indicated that All College Committee minutes ACC 09/10:12 would be distributed electronically for committee approval.

**VII. Adjournment**

A motion to adjourn was made by Prof. Gould and seconded by VP Esterberg.

**Motion passed unanimously.**

Meeting adjourned at 3:02 PM, 3 June 2010.