

ALL UNIVERSITY COMMITTEE

Thursday, November 5, 2020

3:30 P.M.

Google Meet

Committee Members in Attendance:

Laura Bayless, Cathy Canney, Alberto Cardelle, Joseph Cautela, Rala Diakite, Sara Levine, Christa Marr, Kerry McManus, Michael Nosek, Steve Olson, Charles Roberts, Daniel Sarefield, Kisha Tracy, and Amy Wehe

Guests: John Crawley, Heather Thomas, Nelly Wadworth

Co-chair Michael Nosek called the meeting to order at 3:32 p.m.

Acceptance of AUC Subcommittee Minutes

Motion: Laura Bayless Second: Charles Roberts

- Student Affairs Meeting: October 6, 2020
- Academic Policies Meeting: October 13, 2020
- Curriculum Meeting: October 15, 2020

Vote: 14/0/0

Approval of AUC Minutes

AUC Meeting: October 1, 2020

Motion: Daniel Sarefield Second: Sara Levine

Vote: 14/0/0

Referral of New Proposals

Refer proposals AUC #4 – AUC #11 to the Curriculum Committee

Motion: Sara Levine Second: Charles Roberts

Vote: 14/0/0

Review of Proposals

AUC #1: Academic Calendars for 2021-2022 and 2022-2023

Motion: Steve Olson Second: Amy Wehe

Cathy Canney and Alberto Cardelle presented

2021-2022

The 2021-2022 calendar was reviewed and approved last year. The academic calendar is constructed by the terms of the MSCA contract which states there is a requirement of 155-160 instructional days and that the fall academic calendar cannot begin until September 1.

The 2021-2022 calendar is the same as the one that was presented in the previous year (AY 19-20) with the exception of one piece; AUC #114 which was submitted in spring 2020 was to move the “incomplete grades due” to the final class date.

2022-2023

The 2022-2023 calendar has the president’s address, department meetings, and development day all on the same day. This particular fall semester was more challenging with how September 1st fell on the calendar and to get the required amount of instructional days within the calendar. Also the fall semester does not have as long as the number of weeks as the spring semester.

Commencement is on Friday, December 16; looked at the possibility of pushing that out further but it would fall on December 23rd with snow date on Christmas Eve, so we had to rule that out.

The major change to this calendar is an addition of a reading day in spring 2023. This was because there was a strong request for this from the AUC subcommittees, especially from the curriculum committee to have this returned and inserted into the calendar. From doing research, the last time there was a reading day in the Fitchburg State academic calendar was in spring 2010. The reason why Fitchburg State stopped having reading days was due to increased student activity on that day.

Reading Day still counts as an instruction day, but it takes away a classroom meeting day.

Academic Policy and Curriculum both made the suggestion of seeing if academic affairs could look into adding a reading day to the fall semester if it was feasible and it should be reflected in their minutes. Mostly all our sister institutes have reading days in the spring semester but don’t have them in the fall semester, due to it being more compressed and hard to get the number of required days to not be impacted for the fall. But it’s a possibility we can try to look and see about adding one for the fall semester.

If we add to Fall 2022 it would change last day of the semester to Wednesday instead of Thursday and it would reduce the number of Thursday class meetings from 13 to 12 total.

The reason it's not in the 2021-2022 calendar is because it was not part of the proposal and the request to insert it came from the curriculum committee as we were doing the final approvals for the 2021-2022 calendar and Academic Affairs said they would look into it for the 2022-2023 calendar. The 2021-2022 had already been approved by governance last year and it goes again this year so could look into possibly making that addition since we are reviewing again.

Should table to get this into the 2021-2022 calendar and discuss afterwards. It's more equitable to have it for both fall and spring semesters. One of the student members stated from a student prospective, the students might not know what modality they'll be in the upcoming semesters and lot of students are struggling to keep up with their work and feel it would be important to have this implemented into the calendars in the next years.

Friendly Amendments:

Make amendment to change the Thursday reading day for fall 2022-2023 and approve for now and commit to come back with reading days both the fall and spring of the 2021-2022 academic year. Have to remember that there are more weeks in the spring semester than in the fall and because of that fall has less time so we have to consider that as well.

Kerry McManus motioned and Joe Cautela seconded to add the following friendly amendments:

- Fall 2022: Adding a reading day of Thursday, December 8.
- Fall 2022: Move the final day of classes to Wednesday, December 7.
- Fall 2022: Change the number of Thursdays from 13 to 12.
- Fall 2022: Change Columbus Day to "Columbus Day / Indigenous Day".

Vote: 14/0/0 (Approved with friendly amendments)

AUC #3: Spring 2021 Academic Calendar Amendments

Motion: Charles Roberts Second: Sara Levine

Alberto Cardelle and Cathy Canney presented

The proposal is to have the spring 2021 semester start one week later than originally scheduled; it will forgo a Spring Break; and will integrate 3 Reading Days in the semester.

Some of our sister institutions along with other institutions, are also calling them "Well Being Days" and they are not consecutive. And they are cancelling their March breaks as well as well as starting the semester later.

The feedback from our survey we sent out to the campus community brought up concern about campus fatigue and needing some time for a break during the spring semester. The survey was sent to everyone on campus and we had over 900 people respond to the survey and majority of those who completed were students.

The original proposal had two reading days: One in February and another one in March to help break up the semester. There was an interest in adding a 3rd reading day and having it closer to the end of the

semester, so we have added one on Friday, April 30th. A faculty member brought up the March date was on St. Patrick's Day, so we moved the original March date to March 24th.

Majority of survey completers said yes to the extension of the winter break; and majority were opposed to taking out the spring break. The majority of those opposed were students who were concerned about taking out the spring break and worried they would not have any break for the semester; most of those comments were a need for a break.

These reading days are like a replacement for spring break, just not in consecutive days and we will also be starting the semester a week later. The end of the semester date has not changed so it will be the same as the original stop date.

The reading days are counted as instructional days for faculty. A lot of faculty use that day to meet with students to help study for tests but it's not required.

It may be good to change them from "Reading Days" to "Well Being Days". It will good to show our students we are trying to do something based upon them and their wellness; they will know what "wellness day" means verses "reading day"; and it will separate from when we do put reading days back in the calendar for future academic semesters. One of the AUC Student members also agreed it makes more sense to change the name to Wellness Day.

Sponsor had a friendly amendment to change the name of "Reading Day" to "Wellness Day" for the spring 2021 semester.

Spring 2021 Wellness Days will be on the following dates: Feb 23, March 24, and April 30.

SGA officers have been talking with students on campus and had meetings on discussions about the number of reading days being offered for the spring 2021 semester. A lot of students feel they would appreciate 1 or 2 days more, since 5 days were taken out for spring break.

Sponsored answered the number of days were picked because were still trying to maintain the required contractual instructional days and also to not have a particular day of the week (ex: Mon, Tues, Weds, etc.) go down to a low number of class meeting days. We have to also think of snow days so that may also be a factor in the semester being even shorter.

Sponsored had another friendly amendment to add a fourth wellness day to the spring 2021 semester.

Vote: 14/0/0 (Approved with friendly amendments)

Updates related to LAS Curriculum Rollout

Elizabeth Gordon is officially the chair again this year for the LAS Curriculum Sub-Committee. The first meeting was to get everyone in the committee familiar with the curriculum so that when these proposals start coming in, they can get to them and take a close look at them. They are on track for what is expected in the fall. The curriculum committee is focusing on the quantitative reasoning proposals and in the next meeting will be referring the following: the Foundations of Writing 1 and 2 courses, the speech classes, and the world languages from Humanities. These will be in the next meeting for the

curriculum to refer to the LAS subcommittee. We are on track to getting those foundations proposals all set for the fall. Will be expecting to receive History Dept. proposals and Biology/Chemistry Dept. proposals in the spring semester as well.

Co-chair Kisha is working with departments to get a better understanding of the MAJ courses because there are different levels of understandings for those courses. She has about three departments set up for curriculum meetings in the next few weeks to help them to have a better understanding of what the MAJ courses should look like. Kisha also said feel free to send departments her way if anyone feels they need more help with what the MAJ courses should look like and also help with general questions about the LAS proposals.

There was mention of concern for the support of the curriculum committee in general because there is only one chair; they are working on getting another co-chair added to help support the current co-chair of that committee. Will also need a student on the LAS Subcommittee, so will need a student from the curriculum committee to also serve on the LAS subcommittee.

There was a question about clarity of the process of how proposals are refer to the LAS Committee:

- 1.) The AUC Committee refers proposals to the Curriculum Committee;
- 2.) The Curriculum Committee voted to give the Curriculum Chair the authority to refer any proposals (*related to LAS*) over to the LAS Subcommittee;
- 3.) The LAS Subcommittee will meet to discuss those proposals and send them back to the Curriculum Committee;
- 4.) The Curriculum Committee will discuss and send back to the AUC Committee.

Items from the Floor

Grading Scale Proposal

SGA Member attended one of the Academic Affairs leadership team meeting and met with the AVPAA to discuss interest in the exploring the possibility of a revision to the grading system at FSU. It was also discussed if the AUC was interested in having a sub-group that would look at that with SGA members and other fellow students. They also have prepared a slideshow that was presented at one of their SGA meetings that showcases the information they've worked on and think it would be great to show to the committee.

AUC Committee members suggested that the SGA members work together to put together a proposal from the student government and submit the proposal to AUC. The proposal will then most likely be referred over to Academic Policy, Curriculum, and Student Affairs AUC subcommittees. They can also ask AUC to help with filling out the proposal and can have representatives from AUC as co-sponsors for that as well.

CIP Codes on New Program Proposal Forms

The Office of Institutional Research & Planning has asked if AUC can add a line for the course CIP code. This is because when a new program is added to the institution, at the end the department and the

deans decide how that program will be instructionally coded when we submit that to the Department of Higher Education to be approved at the state level. It will be much easier to have that number already inserted at the front end of the process then trying to chase after it at crunch time to submit to the state for approval.

Syllabi Requirement Line on AUC Forms

The requirements for syllabi on some of the forms. On some of the AUC forms there is a line for required syllabi to be attached. Within that line it states “see the AUC guidelines”, but there is no AUC guideline that exist. So looking to see about bringing in a proposal to remove that line from the form or can replace that with “university guidelines” because there is a university guideline that faculty use.

Adjournment

Motion: Charles Roberts Second: Amy Wehe

Meeting adjourned at 4:46 p.m.

Vote: 13/0/0