



Date: September 26, 2023

To: Fitchburg State University Community

From: Laura Garofoli, Professor of Psychological Science
Paul Weizer, Professor of Political Science
Co-Chairs of All University Committee

Re: All University Committee (Information on AY23-24)

The All University Committee (AUC) had its initial organizational meeting convened by President Lapidus on Tuesday, September 12th. Members of the AUC for the academic year 2023/2024 are:

1. Patricia Arend (Behavioral Sciences)
2. Franca Barricelli (**Secretary**, Associate Vice President for Academic Affairs)
3. Laura Bayless (Vice President for Student Affairs)
4. Kervens Blanc (Student Representative)
5. Rachele Dermer (Communications Media)
6. Rala Diakite (Humanities)
7. Laura Garofoli (**Co-Chair**, Psychological Science)
8. Jonathan Harvey (Humanities)
9. Patricia Marshall (Provost and Vice President for Academic Affairs)
10. Emily Maestri (**Vice Chair**, Student Representative)
11. Kisha Tracy (English Studies)
12. Allison Turner (Student Representative)
13. Amy Wehe (Mathematics)
14. Paul Weizer (**Co-Chair**, Economics, History, & Political Science)

The purpose of this memo is to explain the functions and procedures of the AUC, including detailed guidance about how to submit an AUC proposal and information about the lifecycle of an AUC proposal. Please feel free to contact one of us lgarofoli@fitchburgstate.edu 978-665-3451, or pweizer@fitchburgstate.edu 978-665-3272) with any questions regarding the AUC for this academic year.

About the All University Committee

The description, duties, and responsibilities of the AUC and its standing committees 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 committees of the AUC are the Curriculum Committee, Academic Policies Committee, and Student Affairs Committee. All meetings are open to the university community, and participation is encouraged. The convening meetings for the subcommittees are as follows:

- AUC Curriculum—October 19th in Hammond 314
- AUC Policies—October 10th in Miller Oval
- AUC Student Affairs—October 3rd in Hammond 214

AUC Meetings are typically held on the first Thursday of the month. This year's schedule of all AUC and standing committee meetings can be found [here](#) and at the end of this memo.

Proposals submitted to the AUC are generally referred to one or more of these committees for deliberation and recommendations. The AUC then deliberates on the proposals and forwards its recommendations to the President of the University, who has final right of approval.

The [AUC webpage](#) provides a link to the [current AUC proposal submissions](#) and links to the required forms for submitting AUC proposals. The webpage also provides information about committee membership and meeting dates for the AUC and its standing committees, as well as links to past and present meeting minutes and the AUC/ACC (the former All College Committee) archives dating back to 1979.

Submitting an AUC Proposal

Any member of the Fitchburg State community may submit proposals to the All University Committee. AUC proposals are submitted via Google Forms. A detailed explanation of the proposal forms can be found below, and links to all forms can be found on the [AUC webpage](#). Please note that proposals will not be accepted via email.

Proposals received by 5:00 p.m., 10 days prior to a scheduled AUC meeting will usually be taken up by the AUC for referral to the appropriate standing committee(s) at the next scheduled meeting. **The final submission deadline for AUC proposals for the 2023-2024 academic year is 5:00 p.m. on Friday, March 29, 2024.**

Each submitted proposal will be assigned an AUC proposal number and will be posted to the [AUC proposal submissions website](#), where proposal progress will be updated throughout the governance process. Proposals for this academic year can be located by entering "2024" into the year search box under **Search AUC Proposals Archive**. The AUC proposal site provides information about the committee(s) to which a proposal has been referred, as well as dates and actions taken, including recommendations and amendments made to proposals. Images of the AUC proposal submission website can be found at the end of this memo.

AUC Proposal Approval Process

AUC and standing committee agendas will be emailed by the committee chairs approximately one week prior to their meetings, so please watch for your proposal(s).

Referral. After a proposal has been received by the AUC, it is referred to the appropriate standing committee(s). Proposal sponsors should check the [AUC proposal submission website](#) for information regarding which standing committee(s) has received your proposal(s), and sponsors should actively track the progress of their own proposals through the governance system.

- **Sponsors do NOT need to be present at the AUC meeting at which a proposal is referred to the standing committees.**
- **However, sponsor(s) or an authorized representative(s) SHOULD be present for standing committee deliberations AND subsequent AUC deliberation of your proposal(s).**

Deliberation. Proposals are first taken up for deliberation at the standing committee level. Proposal deliberations may result in suggested amendments to the original proposal. The standing committee(s) will record their votes and approved amendments in their minutes, which will then be forwarded to the AUC chairs by the standing committee chairs.

Proposals are then taken up by the AUC for deliberation. The AUC reserves the right to propose the addition of new amendments or remove amendments proposed during standing committee deliberations. Amendments at any stage are documented in the minutes of all meetings and are recorded on the AUC proposal site.

Approval. Final versions of proposals are sent to the President of the University by the AUC. Proposals are not approved until the President signs off on them. In the case of a new academic program, final approval rests with the Massachusetts Board of Higher Education.

Prior to attending AUC or standing committee meetings, please review the *Procedures and Practices of the AUC and Standing Committees*. The AUC will be discussing proposed revisions to these procedures and practices at our next meeting on October 5th. Updates will be posted to the AUC webpage.

AUC Proposal Forms

Please be sure to use the most current proposal forms, which are available on the [AUC webpage](#). AUC proposals are submitted via Google Forms, which is the first set of links on the webpage (see image below).

AUC Forms

To submit proposals to AUC, please use the following links:

- [Proposal Form](#)
- [New Academic Program Proposal Form](#)
- [New Course Proposal Form](#)
- [General Education Foundation Proposal Form](#)
- [General Education Exploration and Integration Proposal Form](#)
- [General Education MAJ Proposal](#)

The second set of links below the proposal forms on the webpage are writable PDF versions of the forms that can be downloaded for developing proposals. The writable PDFs can be distributed to all interested parties and can be voted on at department curriculum committee meetings prior to AUC submission (see image below).

Prior to submitting to AUC, you may use these PDF's for drafting and department procedures:

- **Proposal Form (PDF)**
- **New Academic Program Proposal Form (PDF)**
- **New Course Proposal Form (PDF)**
- **General Education Foundation Proposal Form(PDF)**
- **General Education Exploration and Integration Proposal Form (PDF)**
- **General Education MAJ Proposal(PDF)**

The content of a PDF draft must be copied and pasted into the appropriate Google Form for AUC submission. Ancillary material (e.g. syllabi) can be attached at the appropriate places on the form.

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 required information will be sent back to the sponsor without being assigned an AUC proposal number.

Explanation of the Required AUC Forms

The AUC accepts proposals for both curricular and non-curricular changes. Explanations of the required forms for each type of proposal are provided below.

AUC Proposal Form. All proposals regarding something other than a new course or new academic program/concentration/certificate should use the generic "Proposal Form."

- Please note that this form includes a section titled **Approval Note Required (ANR)**, which replaces the previous "non-substantive change" process. This process allows small changes, such as a minor course title change, minor course description change, prerequisite changes, and removal of inactive courses, to be fast-tracked. However, these proposals will now have a proposal number and will be searchable like any other AUC proposal. ANR requests need to be approved by the AUC. If a proposal is considered ANR, then it will not need to go through any AUC standing committee and will be sent to the Registrar's Office for processing. If, after AUC review, it is determined that this request does not meet the ANR requirements, the proposer will be notified that a full AUC proposal will need to be submitted.

AUC New Course Proposal Form. The “New Course Proposal Form” is used for all new courses being submitted for consideration. If you are seeking a General Education designation for a new course, you must also file the appropriate General Education Forms (see below).

General Education Forms. If you are seeking General Education designation(s) for an existing course or with a new course proposal, the appropriate General Education Form(s) must be submitted. General Education designation requests are considered by the committees as separate actions from new course requests when both are being requested. There is a link under **General Education and LA&S Resources** on the [AUC webpage](#) with guidance documents for each of the General Education designations.

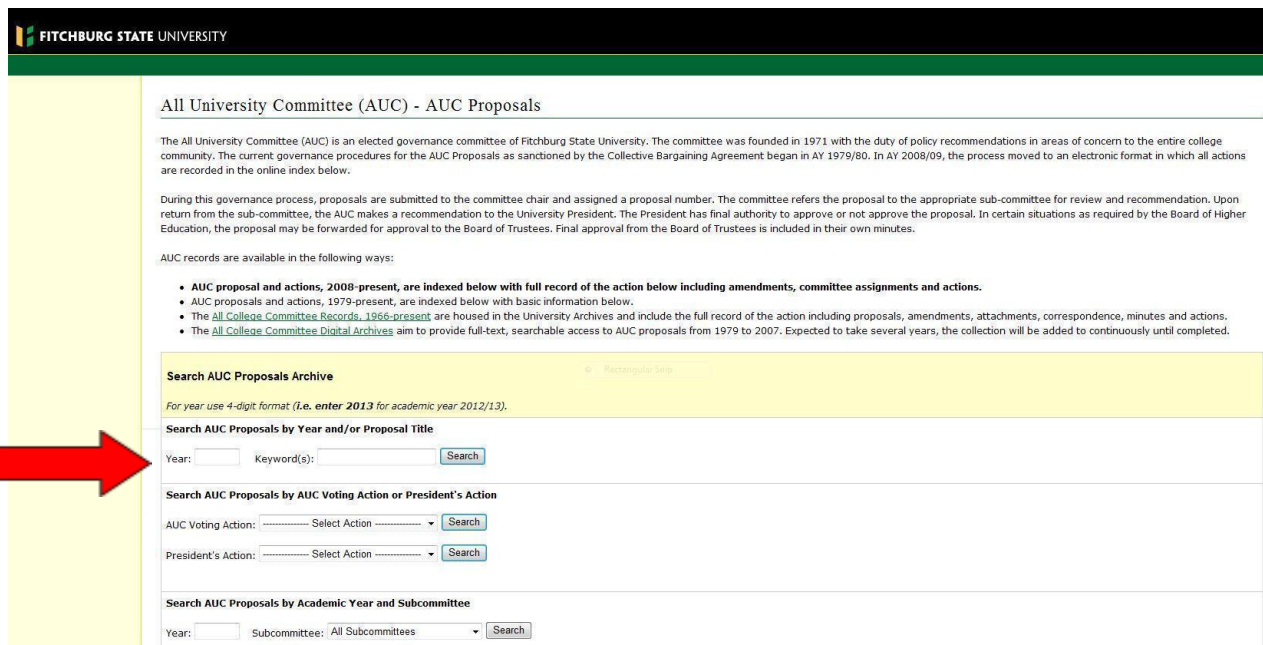
- If you are seeking approval for the course to be a Foundations course, use the **General Education Foundation Proposal Form**.
- If you are seeking to designate your course as an Exploration or Integration course, use the **General Education Exploration and Integration Proposal Form**. One course cannot be designated in both of the Foundation and Exploration/Integration categories.
- If you are requesting to have the course count for both the major requirements and the General Education requirements, use the **General Education MAJ Proposal Form**.

New Academic Program Proposal Form. This form is used to create new majors, minors, concentrations (tracks), and certificates. If new courses will be needed for a new program, separate New Course Proposals (and General Education Proposals, if appropriate) should be submitted prior to the New Academic Program Proposal. The new courses need to be recommended for approval before the new program can be considered. Please note that new programs cannot be acted upon if they contain "non-existing" courses.

Please do not hesitate to reach out to the AUC chairs with questions about which forms to use or the order in which your proposals should be submitted.

Viewing Submitted AUC Proposals

Proposals may be viewed on the [AUC proposal submissions website](#), which is linked at the top of the [AUC website](#) as **AUC Proposal Submissions**.. Proposals for this academic year can be located by entering “2024” into the year search box under **Search AUC Proposals Archive** (see image below).



FITCHBURG STATE UNIVERSITY

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, 1966-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

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

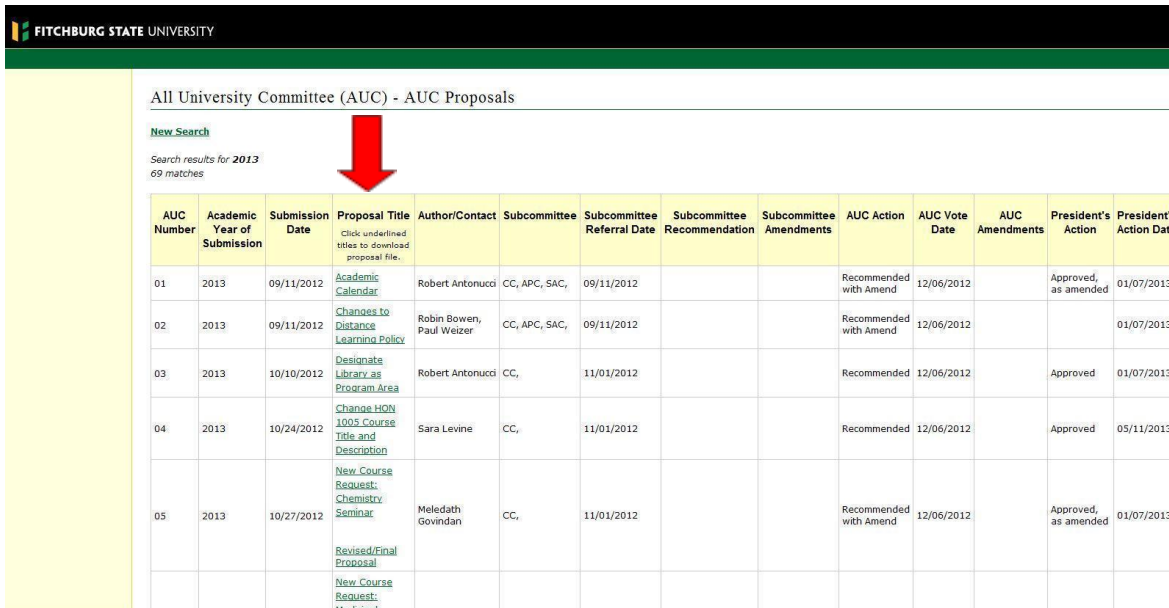
AUC Voting Action: Select Action

President's Action: Select Action

Search AUC Proposals by Academic Year and Subcommittee

Year: Subcommittee: All Subcommittees

Once you enter the year and/or any other search limiters, the proposals will be available for viewing. To view a proposal, simply click on the proposal title (see image below). **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, or right-click and open the proposal in a new tab.** When visiting the AUC proposals site, please be sure to scroll to the right-hand side to view all activity related to a proposal.



FITCHBURG STATE UNIVERSITY

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 HQN 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: Medicine										

Schedule of Meetings for the All University Committee 2023-2024

Below is the schedule for the AUC and its standing committees. The schedules for all governance committees are also available on the [AUC website](#) by clicking on the appropriate AUC Standing Committee link. **All AUC meetings will be held in person in Miller Oval this year.** Standing committees will determine their own meeting modalities, and meeting links and/or locations will be provided on meeting agendas. Agendas for all meetings will be emailed by the committee chairs approximately one week prior to their meetings.

AUC Meetings Schedule
2023-2024
3:30 – 5:00 P.M.

AUC— MILLER OVAL	AUC Curriculum— HAMMOND 314	AUC Policy— MILLER OVAL	AUC Student Affairs— HAMMOND 214	Graduate Council— SCIENCE 314
10-05-23	10-19-23	10-10-23	10-03-23	10-05-23
11-02-23	11-16-23	11-14-23	11-07-23	11-02-23 HAMMOND 214
11-30-23	12-21-23	12-12-23	12-05-23	12-07-23
2-01-24	2-15-24	2-13-24	2-06-24	2-01-24
3-07-24	3-21-24	3-19-24	3-05-24	3-07-24
4-04-24	4-17-24 (W)	4-09-24	4-02-24	4-04-24
5-02-24	4-25-24	5-14-24	5-14-24	5-02-24
5-07-24 2:00 – 4:00	5-06-24 2:30 – 4:30			
5-09-24 2:30 – 4:30				