

**All University Committee (AUC) Meeting**

**Thursday, October 7, 2021**

**3:30 pm**

**Virtual *via* Google Meet**

**Committee Members in Attendance:**

Franca Barricelli, Deb Benes, Oscar Burgos-Pimentel, Cathy Canney, Joe Cautela, Rachelle Dermer, Rala Diakite, Steven Fiedler, Kerry McManus, Dan Sarefield, Elise Takehana, Kisha Tracy, Amy Wehe

**Committee Member Absent:** Laura Bayless

**Guests:**

Aruna Krishnamurthy, Sara Levine, Michael Nosek, Heather Thomas

*Meeting called to order at 3:33 pm by AUC Co-Chair Amy Wehe*

**Acceptance of AUC Minutes from AY: 2020 – 2021**

Motion: Cathy Canney    Second: Steve Fiedler

- AUC Meeting on May 12, 2021
- AUC Meeting on May 13, 2021

**Vote: 12/0/0**

**Approval of AUC Minutes**

Motion: Cathy Canney                      Second: Steve Fiedler

AUC Meeting on Sept 14, 2021

**Vote: 12/0/0**

**Acceptance of Annual AUC AY: 2020-2021 Report**

Motion: Cathy Canney                      Second: Steve Fiedler

**Vote: 13/0/0**

### New Electronic Forms Discussion

Discussion about needing to change forms because there are always a lot of questions about how to fill out forms properly and what needs to be inserted/included.

We've been using the same forms instead starting fresh and they have become a problem especially to chairs when sponsors have questions. We spend a lot of times amending the forms instead discussing the content itself. We've had requests to go to an electronic form system. We need to fix the forms. It saves a massive amount of time that we will spend later on versus how we spend now fixing them.

#### **Motion to Consider the E-forms for Approval**

Motion: Rala Diakite                      Second: Steve Fiedler

**Plan A:** Having an E-form will be helpful. There's a pdf that's generated that can be edited just like how we used to before. After they fill out online a PDF will be generated and then sent to the sponsor.

**Plan B:** Would be an edible PDF. Google forms fills out the information where it needs to go and force them to answer questions that we need them to answer. They have places for each document that they have to include as well.

Committee Feedback: Committee members agreed that the PDF seems more easier to read.

Committee agreed sponsors to use e-forms and also to provide an editable PDF of the blank form. So they can cut and paste and go back and forth to insert the material they need to submit.

Want to make sure it's not going to be an issue for those who are technically barrier or difficulties with technology. The co-chairs said they can help those who have technical difficulties and can walk them through. We also have Allison Bunnell from Technology as a resource as well.

#### **Amendment to Propose to Add an Editable PDF for Members to Use made by Rala Diakite.**

There were edits that were given by email that were shown to the committee. We may want to put a description for the purpose of the form. We could add a purpose to the top of the form.

#### **Voting on the Format of the E-forms with the Edible PDFs.**

**Vote: 12/0/0**

CIP Code we voted to have this added to the form last year. We are required to have this number by the state for all new programs and majors. We always have to go back to the department chair for them to ask them to recommend how that would be numbered. So it slows down the process. There's a whole key of options and there's always a place to find it. That will help it to move along.

**Motion to Approve Forms in Bulk by Joe Cautela and Seconded by Cathy Canney**

Co-Chairs sent all the edits to the committee to look over as friendly amendments, so committee is voting to approve with these edits.

**Vote: 12/0/0**

**Procedures and Practices Discussion**

Motion: Cathy Canney

Second: Steve Fiedler

**Meeting Times:**

There are concerns in terms of the meeting times. MSCA President addressed there's a mention of 5 pm as a violation of the contract. It's a document created by faculty and would like to have that changed to 4:30 pm. It makes more sense to have someone extend the meeting instead of ending the meeting.

Propose of 2/3 vote. We should hold the vote within the scheduled time of the meeting unless 2/3 want otherwise.

A committee member stated that the contract states that voluntarily work is after 4:30 pm. So the faculty are all volunteering to be here so not violation of the contract. Involuntarily assigned to the committee.

**Co-chair Kisha Tracy made a friendly amendment to the document to change the time from 5 pm to 4:30 pm. A member would have to vote to stay after 4:30 pm.**

A member asked why the meeting times are added to the document? Thinks maybe it has to do with doing after 5 pm. 5 pm is outside the contractual workday of faculty. This should be edited to say 4:30.

To continue beyond 4:30, a member would have to make a motion to continue the meeting until a specific time, and a 2/3 vote of MEMBERS PRESENT would be required

**Vote: 7/1/4**

**Motion to continue to stay until 5:00 pm**

Motion: Deb Benes

Second: Rachelle Dermer

**Vote: 12/0/0**

**Referral of Proposals:**

There is a portion of this that will be in contradiction of contract. The portion is when AUC chair is referring to the LAS subcommittee. There is a procedure in the contract that they are referring to the

subcommittee that would be the Curriculum committee. We don't want to change what is set forth in the contract.

**Friendly amendment by Rala Diakite and seconded by Steve Fiedler**

- Cross out referral of proposal to Chair of Subcommittee and go straight to the Chair of Curriculum committee, who will then pass on to the subcommittee. End with subcommittees, the rest is not necessary.
- Change subcommittees to the standing committees (Curriculum, Student Affairs, and Policy)
- Wording #3. Proposals are referred to AUC; AUC refers to standing committees. (it reflects what's in the contract)

**Vote: 12/0/0**

**Voting:**

Important that we understand fully the choices we have in terms of voting. There's two types of votes:

Either votes casts as majority votes or majority of members present. The majority of the members present, in that case an abstention is a no vote. Abstentions should count towards no, the votes don't count, if you choose not to vote its' a no vote.

Votes cast example: Two out of three votes then the motion passes. Whatever has the most votes, wins.

If you're not prepared, you haven't' been able to read fully, if we choose that method you are still voting no. There are many reasons that someone abstains.

Abstentions were counted and the votes passed. You would have to get majority yes of all the bodies in the room. The wording comes across that needs to be careful how the wording is spoken.

2/3 vote is not going to change your plans after the fact.

**Procedure for Voting:**

We have members in attendance. (Abstentions are like no) Wording should say: Members may vote "yes" or "no", or they may abstain from the vote."

You will need to have the majority of yes in the room. The abstentions will count on nos.

Part of the reason of this issue, depending on how you vote you want to make sure that things are passed by majority of members. If you have a lot of voting no and abstaining, then it's not going to pass. You want to distinguish whether they were not in the room or if they are truly voting no. It reflects about why they abstained. (Also need to remember it could be because someone left the room).

**Motion for the document as a whole.**

**Vote: 12/0/0**

### **Memo from General Ed Program Area**

The memo is addressing on how to deal with conflicts when they arise. Concern is adding something to the AUC procedures such as AUC referring the proposals to the LAS Subcommittee for discussions. When we have a large number of General Ed proposals at the end of the year, then those members are voting twice and nowhere else that is happening.

There was some collective sense of value of dialogue of General Education proposals. That was the genesis to rethink the voting of that subcommittee. And to get the expertise and dialogue of the general education committee. General education could offer dialogues during the pre AUC process.

This is just a memo and we can generate it after this meeting maybe next meeting. We have to do another proposal then. We can revisit this issue at the next meeting.

### **NECHE Open Forums**

The event is co-sponsored by AUC and SGA in Presidents' Hall with options to join in Google Meet. If one of the co-chairs and any can welcome the guests and let attendees know where we are in the process. Representatives from all the standing committees will be there and ask members of AUC to be there. And the co-chairs Amy Wehe and Kisha Tracy can welcome folks and Cathy will take over after that.

### **Adjournment**

Motion: Rala Diakite    Second: Joe Cautela

*Meeting adjourned at 5:01 p.m.*

**Vote: 12/0/0**