

Southern Connecticut State University
FACULTY SENATE

Approved Minutes of December 4, 2019

{ [HYPERLINK "https://inside.southernct.edu/faculty-senate/meetings"](https://inside.southernct.edu/faculty-senate/meetings) }

The 7th meeting of the Faculty Senate AY 2019-2020 was held on December 4, 2019 at 12:10 p.m. in the Seminar Room of Connecticut Hall.

Attendance

Dave Allen <i>Accounting</i> 5/7	Matthew Ouimet <i>Counseling</i> 7/7	Sandip Dutta <i>Finance</i> 2/7	Robert Forbus <i>Marketing</i> 5/7	David Pettigrew* <i>Philosophy</i> 4/7	Angela Lopez-Velasquez* <i>Special Education</i> 5/7
William Farley <i>Anthropology</i> 4/7	Natalie Starling <i>Counseling & School Psychology</i> 7/7	Peter Latchman <i>Health & Movement Sciences</i> 6/7	Joe Fields <i>Mathematics</i> 6/7	Binlin Wu <i>Physics</i> 6/7	Douglas Macur <i>Theatre</i> 4/7
Jeff Slomba <i>Art</i> 6/7	Beena Achhpal <i>Curriculum & Learning</i> 4/7	Robert Gregory <i>Health & Movement Sciences</i> 7/7	Klay Kruczek <i>Mathematics</i> 7/7	Jon Wharton* <i>Political Science</i> 5/7	Luke Eilderts <i>World Languages & Literatures</i> 7/7
Kevin Siedlecki <i>Athletics</i> 6/6	Maria Diamantis <i>Curriculum & Learning</i> 6/7	Tom Radice <i>History</i> 7/7	Jonathan Irving* <i>Music</i> 0/7	Michael Nizhnikov* <i>Psychology</i> 5/7	
Sarah Crawford <i>Biology</i> 5/7	Dushmantha Jayawickreme <i>Earth Science</i> 7/7	Darcy Kern <i>History</i> 3/7	Frances Penny <i>Nursing</i> 6/7	Kate Marsland <i>Psychology</i> 6/7	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 6/7
Mina Park* <i>Business Information Systems</i> 4/7	Sanja Grubacic <i>Economics</i> 6/7	Yan Liu <i>Information & Library Science</i> 5/7	VACANT <i>Nursing</i>	William Faraclas <i>Public Health</i> 6/7	Cynthia O'Sullivan <i>Graduate Council</i> 3/7
Jeff Webb <i>Chemistry</i> 7/7	Peter Madonia* <i>Educational Leadership</i> 2/7	Jerry Dunklee <i>Journalism</i> 7/7	Obiageli Okwuka <i>Part-time Faculty</i> 6/7	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 6/7	Aidan Coleman* <i>Student Government Association</i> 4/7
Barbara Cook <i>Communication Disorders</i> 7/7	Mike Shea <i>English</i> 6/7	Parker Fruehan <i>Library Services</i> 7/7	VACANT <i>Part-time Faculty</i>	Paul Levatino <i>Social Work</i> 6/7	Dr. Joe Bertolino <i>SCSU President</i>
Derek Taylor <i>Communication, Media & Screen Studies</i> 7/7	Paul Petrie <i>English</i> 7/7	Jacqueline Toce <i>Library Services</i> 7/7	Mary Ellen Minichiello <i>Part-time Faculty</i> 5/7	Stephen Monroe Tomczak <i>Social Work</i> 7/7	
Mohammad T. Islam* <i>Computer Science</i> 4/7	Matthew Miller <i>Environment, Geography & Marine Studies</i> 7/7	Carol Stewart* <i>Management, International Business & Public Utilities</i> 5/6	Walter Stutzmann <i>Part-time Faculty</i> 6/7	Greg Adams* <i>Sociology</i> 4/7	
<u>Guests:</u>					

An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called meeting to order at 12:11 p.m.

I. Announcements

1. D. Weiss thanked Senators for their work during the Fall 2019 semester.
2. J. Dunklee: Contact him if interested in serving as faculty advisor to the University Radio station.

II. Minutes of the previous meeting held on November 13, 2019, were accepted as distributed.

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III. President's Report

{ [HYPERLINK "https://inside.southernct.edu/faculty-senate/meetings"](https://inside.southernct.edu/faculty-senate/meetings) }

1. W. Stutzman **moved to endorse** the proclamation recognizing G. Olshin's career of over 50 years at Southern. Motion **seconded** and **approved**.

IV. Standing Committees

1. Academic Policy (P. Petrie): Minutes received; no additional report.
2. Elections (K. Kruczek): Minutes received; congratulations to faculty who ran for P&T committee.
3. Finance (W. Faraclas): Minutes received; remaining travel funds may be found in the President's report.
4. Personnel Policy (N. Starling): Minutes received; no additional report.
5. Rules (R. Gregory): Minutes received; Senate bylaws and constitution revisions planned for Spring 2020.
6. Student Policy (K. Marsland): Minutes received; Academic Misconduct document revisions planned for Spring 2020 semester.
7. Technology (P. Fruehan): Minutes received.

IV. Special Committees

1. UCF: No report.
2. Graduate Council (C. O'Sullivan): Revisions to the Capstone approval process:

To: Graduate Council
From: Policy and Procedures Committee
Date: 11/25/2019
Re: Motion re Capstone Approval Process

The PPC moves that the following capstone approval process, which was developed in consultation with the graduate dean and the registrar, be approved by the Graduate Council to take effect during the current 2019/2020 academic year:

Capstone approval process

Academic departments determine whether students have successfully completed capstone requirements. Successful completion of capstone special projects and theses indicates that the capstones have been approved by two faculty members and the department chair. Successful completion of capstone requirements is documented as follows:

I. Documenting approvals of capstone special projects and comprehensive examinations:

- A. Departments have the responsibility for approving capstone proposals. No documentation to the Graduate office is required.
- B. When the capstone special project or examination is assigned in a specific course, then a passing grade in the course serves as documentation that the capstone has been successfully completed. No additional documentation is required.
- C. When the capstone special project or examination is *not* an assignment within a specific course, then the department chair (or designee) submits an automated *Graduate Audit Form* in Workflow to document that the capstone requirement has been passed.

II. Documenting approvals of capstone theses:

- A. Departments may develop discipline-specific Proquest formatting requirements for capstone theses in accordance with disciplinary conventions.
- B. Departments that use discipline-specific Proquest formats are responsible for reviewing and approving theses for Proquest submission.
- C. Departments that use the standard Graduate School Proquest format may either review and approve theses for Proquest submission or request Graduate office assistance in reviewing theses for Proquest submission.
- D. When the capstone thesis is assigned in a specific course, then a passing grade in the course serves as documentation that the capstone thesis has been completed, approved, and submitted to Proquest. No additional documentation is required.
- E. When the capstone thesis is not an assignment within a specific course, then the department chair (or designee) submits an automated *Graduate Audit Form* in Workflow to document that the capstone thesis requirement has been passed.

- 3. University Grants Committee (transmitted from R. Jeffrey and announced by L. Eilderts): The University Grants Committee reviewed this fall's proposals and we sent 24 names to the Provost to receive the FCARG award.
- 4. CSU Professorship Committee (transmitted from A. Coca and announced by L. Eilderts): Earlier this semester our committee elected me through email as the chair of the committee. Several calls have been sent out by the Office of the Provost for nominations for CSU Professor. Nominations were due: November 22, 2019. Completed Applications are due: January 24, 2020. We have not met yet but expect to meet once we receive the completed applications.

V. New Business

- 1. P. Petrie (chair, APC): **Moved to accept** the revisions to the Grade Appeal Procedure and Form as presented. Motion **approved**. (Resolution may be found on the { HYPERLINK "<https://inside.southernct.edu/faculty-senate/senate-resolutions>" } page of the Faculty Senate website as well as at the end of the packet.)
- 2. N. Starling: Presented the Personnel Policy committee's work on the "3+1" workload (informational document included at the end of packet).

VI. Adjournment

- M. Diamantis **moved to adjourn**. Motion **seconded and approved**.
- Adjourned at 1:12 p.m.

L. Eilderts
Secretary