

Southern Connecticut State University

FACULTY SENATE

UNAPPROVED MINUTES OF MARCH 8, 2023

<https://inside.southernct.edu/faculty-senate/meetings>

The 11th Meeting of the Faculty Senate AY 2022-2023 was held on March 8, 2023, at 12:12 p.m. via Zoom.

Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL 10
Lisa	Haylon	Accounting	2025	X	7
Kenneth	McGill	Anthropology	2023	X	8
Melanie	Uribe	Art & Design	2024	X	11
Kevin	Siedlecki	Athletics	2023		7
Elizabeth	Roberts	Biology & Biochemistry	2023	X	11
Kate	Toskin	Business Information Systems	2025	X	10
Jeff	Webb	Chemistry	2023	X	11
Richard	Zipoli	Communication Disorders	2024	X	8
Melanie	Savelli	Communication, Media & Screen Studies	2025	X	10
Shafaeat	Hossain	Computer Science	2025	X	11
Matthew	Ouimet	Counseling	2024	X	11
VACANT		Counseling & School Psychology	2023	X	
Helen	Marx	Curriculum & Learning	2024	X	10
Maria	Diamantis	Curriculum & Learning	2024	X	7
Dushmantha	Jayawickreme	Earth Science	2025	X	11
Jia	Yu	Economics	2024	X	11
Peter	Madonia	Educational Leadership & Policy Studies	2023	X	8
Paul	Petrie	English	2023	X	11
Mike	Shea	English	2024	X	11
Miriah	Kelly	Environment, Geography, & Marine Sciences	2025	X	10
Sandip	Dutta	Finance & Real Estate	2025	X	7
Kyle	O'Brien	Healthcare Systems & Innovation	2025	X	10
Robert	Knipe	Health & Movement Sciences	2025	X	11
Daniel	Swartz	Health & Movement Sciences	2025		10
Carmen	Coury	History	2023	X	11
Troy	Paddock	History	2023	X	10
Yan	Liu	Information & Library Sciences	2024	X	3
Cindy	Simoneau	Journalism	2024	X	10
Patrick	Crowley	Library Services	2023	X	11
Amy	Jansen	Library Services	2025	X	11
Alison	Wall	Management & International Business	2025	X	10

Melvin	Prince	Marketing	2023		8
Sebastian	Perumbilly	Marriage & Family Therapy	2025	X	6
Klay	Kruczek	Mathematics	2025	X	11
Raymond	Mugno	Mathematics	2025	X	11
Jonathan	Irving	Music	2023	X	5
Krista	Prendergast	School of Nursing	2023	X	5
Andrea	Adimando	School of Nursing	2024	X	11
Obigaali	Okwuka	Part-Time Faculty	2023	X	4
Virginia	Metaxas	Part-Time Faculty	2023	X	9
Michael	Sormrude	Part-Time Faculty	2024	X	11
Michele	Delucia	Part-Time Faculty	2024	X	11
Rex	Gilliland	Philosophy	2023	X	11
Elliott	Horch	Physics	2024		4
Jonathan	O'Hara	Political Science	2025	X	7
Kate	Marsland	Psychology	2025	X	10
Chris	Budnick	Psychology	2024	X	10
Jon	Nwangwu	Public Health	2024	X	8
Michael	Dodge	Recreation, Tourism, & Sport Management	2023	X	11
Carmela	Smith	Social Work	2023		7
Stephen	Monroe Tomczak	Social Work	2025		9
Gregory	Adams	Sociology	2023	X	9
Angela	Lopez-Velasquez	Special Education	2024	X	4
Douglas	Macur	Theatre	2024	X	10
Tricia	Lin	Women's & Gender Studies	2025	X	10
Luke	Eilderts	World Languages & Literatures	2023	X	11
Natalie	Starling	SCSU Faculty Senate President	2023	X	10
Joe	Bertolino	SCSU President		X	9
Barbara	Cook	Chair, Graduate Council		X	10
Meredith	Sinclair	Chair, Undergraduate Curriculum Form		X	8
Pierce	Kozlowski	SGA		X	2

GUESTS

Audrey Kerr
 Craig Hlavac
 Kari Swanson
 Linda Cunningham
 Robert Prezant
 Steve Larocco

Terri Bennett
 Tom Kealy
 Trever Brolliar
 Trudy Milburn

The following senators are empowered by the Faculty Senate to represent the Faculty Senate and thereby represent the faculty body in their role and contributions to the respective committee/group in which shared governance of business is being conducted with a duty to report back to the Faculty Senate minimally once per semester (additional reports determined by the respective representative or upon request by the Faculty Senate). It is recommended representatives also seek the Faculty Senate's support and endorsement for matters determined by the respective representative or upon request by the Faculty Senate.

Early College Experience	Christine Broadbridge (fall) Michele DeLucia (spring)
Faculty Development Advisory Committee (FDAC)	Klay Kruczek
Committee on Reassigned Time	Troy Paddock
Undergraduate Curriculum Forum (UCF) liaison	Cindy Simoneau
University Library Committee (ULC)	2 representatives – unfilled
Ad Hoc Committee for Non-credit, Continuing Education & Micro-credentialing	Melanie Uribe (APC rep) Rex Gilliland (APC rep) Alison Wall (senator) 1 senator (additional)– unfilled
FASP	Krista Prendergast
Strategic Action Plan Subcommittees <ul style="list-style-type: none"> • Advancing Social Justice • Maintaining Academic Excellence • Engaging our Community 	Miriah Kelly Kenneth McGill Michael Sormrude

March 8, 2023

Faculty Senate President Natalie Starling called the 11th meeting of the Faculty Senate to order at 12:12 p.m. via Zoom.

- I. Announcements
 - A. N. Starling wished Senators and Guests a happy International Women's Day.
 - B. C. Simoneau shared that there continues to be a lot of food insecurity for our students; if so moved, she encouraged members to donate to the Southern Food Pantry.
- II. Minutes of the previous meeting held on February 22, 2023, were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>
- III. Faculty Senate President's Report
<https://inside.southernct.edu/faculty-senate/meetings>
- IV. Reports of the Faculty Senate Standing Committees
 - A. Reports received.
 - B. Elections (K. Kruczek): Expect self-nomination forms to be distributed via email by the end of March for the All-University committees (2023-2024).
 - C. Finance (C. Simoneau): Reminded faculty of the Faculty Senate resolution ([S-2022-11](#)) regarding Department Operating Expense allocation; the committee has been reaching out to departments to gather information on how OE budgets are being decided and how faculty are involved in the process. Regarding the CBA travel funds for faculty, the committee has consulted with AAUP and with the Senate Executive Committee and have decided that these funds are for faculty; however, there is discretion when it comes to the funds allocated to the Faculty Creative Activity Research Grants (FCARG). The Finance committee is seeking guidance from faculty on the potential use of part of these funds towards student travel. Please send comments to C. Simoneau.
 - D. Personnel (M. Shea): the committee will be bringing a resolution to the Senate regarding incorporating DEI into the P&T process.
- V. Reports of the Faculty Senate Special Committees
 - A. Reports received from UCF, Grad Council, and FASP.
 - B. FASP (K. Prendergast): D. Pettigrew would represent FASP on the Maintaining Academic Excellence Working Group as a part of the Strategic Action Plan Working Groups.
- VI. Unfinished Business
 - A. UCF Flow of Proposals.
 - i. M. Diamantis **moved to approve** the revised Flow of Proposals document, which is a part of the UCF bylaws. **Seconded.**
 1. Vote tally
 - a. Yes.....42
 - b. No0
 - i. The motion to approve the revised Flow of Proposals document **passed unanimously.**
- VII. New Business
 - A. P. Petrie **moved** the following, as presented in the President's Report for March 8, 2023:
"Given the length of time between the March 8th and March 29th Faculty Senate meetings, the Executive Committee sees benefit to its preparation to act, if the Executive Committee by majority vote deems such action necessary, in the interim

period. Such action could include Resolution(s) on behalf of Faculty Senate formally requesting one or more of the items from the above list. The granting of such temporary authority would need a motion and vote of approval by Faculty Senate of, for example, the following: That the Executive Committee, in consultation with the Faculty Leadership Council (FLC) which includes SCSU-AAUP, act on behalf of the Faculty Senate for the matter of Reassigned Time for the time period beginning at the conclusion of the March 8th meeting to midnight on March 28th.” **Seconded.**

1. Vote tally

a. Yes.....42

b. No0

i. The motion was **approved unanimously.**

- B. H. Marx (Student Policy) **moved to approve** the resolution for information regarding Making Course Syllabi Available to Students on the First day of the Semester.

i. Vote tally

1. Yes43

2. No1

a. The resolution was approved.

- C. C. Simoneau (Finance) **moved to approve** the Resolution Regarding CBA Travel Funds for 2023-2024.

i. Vote tally

1. Yes44

2. No1

a. The resolution was **approved.**

VIII. Guest

- A. S. Larocco and A. Kerr, University Ombudspersons.

i. S. Larocco presented an overview of the issues and trends the Ombuds office is witnessing and the faculty that are seeking guidance from their office. What follows is a very brief overview of his remarks.

1. Most visitors self-identify as female (very few identify as trans or non-binary); a significantly disproportionate number of visitors are people from minoritized populations; a significantly disproportionate number of those people are also female. Visitors often cite a feeling of “dis-ease” and accumulations of harm.

2. Management issues: It appears that the primary problems are “local” and involve chairs and supervisors, especially at moments of evaluation or resource allocation; it appears that some chairs and supervisors have difficulty navigating the delicate structures of hierarchy in an academic setting.

ii. Some questions that came from the body were centered on what can be done, how can we move forward? How might we infuse our procedures to include gender equality in line with professional and international standards and guidelines?

IX. Adjournment

- A. M. Shea **moved to adjourn. Seconded.**

- B. Meeting adjourned at 1:28 p.m.

SCSU Undergraduate Curriculum Forum Flow of Proposals

SCSU Undergraduate Curriculum Forum
Flow of Proposals

v. 17

Approved at UCF February 9, 2023

OVERVIEW	2
PREPARING YOUR PROPOSAL	2
Drafting the Proposal	2
Department Curriculum Committees & Departments	2
Interdisciplinary Programs Housed Outside of Departments	3
School/College Curriculum Committees	3
Notifications	3
Submitting Your Proposal to UCF	4
ACTIONS OF THE UCF	4
UCF Standing Committees	4
Standing Committee Review Process	6
UCF Review Process	6
Special Topics Courses	6
THE ROLE OF DEANS	7
RECOMMENDATIONS ON APPROVED PROPOSALS FROM UCF TO THE PROVOST	7

The flow of proposals outlines processes for generating, revising, and approving undergraduate curriculum (including courses and programs) at SCSU. This document is an extension of the Undergraduate Curriculum Forum bylaws.

Overview

Before Submission to UCF: Faculty generate proposals; departments (or interdisciplinary steering committees) review and approve (in some cases, school/college curriculum committees also review and approve)

At UCF: Proposal reviewed and approved by appropriate standing committee and the full UCF

After UCF Approval: Proposal reviewed and approved by provost's office (and in some cases the Board of Regents); curriculum implemented by the registrar

Preparing Your Proposal

Proposals for new and revised curriculum (courses and programs) must be initiated by faculty using the forms and directions located on the UCF Confluence site.

Proposers, departments, interdisciplinary steering committees, and school/college curriculum committees may consult with the UCF or UCF standing committees at any point in the process.

Drafting the Proposal

Faculty proposers are encouraged to consult with their departments (or interdisciplinary steering committee) as proposals will be submitted by the proposer on behalf of the department (or interdisciplinary steering committee).

Faculty developing program proposals are also encouraged to consult with appropriate deans (to discuss resources and other logistics) as well as the Provost's office (for assistance in with the BOR approval or notification process).

Department Curriculum Committees & Departments

Department Curriculum Committees (DCCs) conduct a thorough review of proposals and work with faculty proposers to make any necessary revisions.

DCC membership is determined according to a department's bylaws.

After approval by the DCC, the proposal moves to the department for review. Small departments may use the full department in lieu of the DCC.

Upon approval by the DCC, the full department reviews and votes on the proposal in accordance with their bylaws.

Interdisciplinary Programs Housed Outside of Departments

Proposals related to interdisciplinary programs housed outside of departments are reviewed and voted on by the interdisciplinary program's steering committee. Steering committees function as both the DCC and department in the proposal review and approval process.

Steering committee membership is determined by the interdisciplinary program's bylaws.

School/College Curriculum Committees

Schools and colleges may opt to use the school/college curriculum committee (SCC/CCC) as an additional layer of review for program proposals within the school/college. Course proposals are not subject to SCC/CCC review.

Currently, the College of Education and School of Business utilize the SCC/CCC. Membership of school/college curriculum committees should be determined by school/college-wide vote.

If faculty in a school/college wishes to change their status (add a SCC/CCC or remove it), they may request the UCF poll all full-time faculty in the school/college. The outcome of the poll will be determined by a simple majority.

If a faculty proposer is submitting a program proposal in a school/college utilizing a SCC/CCC, they should submit their program proposal to the SCC/CCC after approval by the department or interdisciplinary program steering committee; faculty proposers may also consult with the SCC/CCC during the development of their program proposal if they wish.

Upon receiving a program proposal, SCC/CCCs have 4 academic weeks to issue a decision (approve, revise, reject).

Faculty proposers will include a memo of approval from the SCC/CCC with their proposal package when submitting the proposal to UCF. Should the SCC/CCC reject the proposal or ask for revisions the faculty proposer disagrees with, the faculty proposer may appeal the decision to the UCF by submitting the proposal package with an explanation of why they wish to appeal the SCC/CCC decision instead of a memo of approval. In the case of such an appeal, the UCF standing committee reviewing the proposal will consult with the SCC/CCC as part of the proposal review.

Notifications

Faculty proposers must notify any departments or interdisciplinary programs potentially impacted by their proposal and include these notifications as part of their proposal submission to UCF.

Impacts may include, but are not limited to, revisions to courses included in a program outside the proposer's department and creation of courses or programs that may have content overlap with existing courses or programs.

The following special notifications should also be observed:

- Educator preparation programs housed outside of the College of Education should also notify the office of the Dean of the College of Education of any program changes.
- Programs part of a TAP pathway should include a memo of approval from the TAP-FIRC coordinator.
- Programs with an accelerated pathway should include a notification to the Graduate Council Curriculum Committee.

Faculty proposers are not required to include responses to notifications nor must they receive affirmative responses to proceed with their proposal.

UCF standing committees may request additional notifications be made as part of their review of the proposal.

Departments/interdisciplinary programs with concerns about a proposal may submit their concerns in writing to the appropriate standing committee or to the UCF. UCF members, department chair/ interdisciplinary steering committee chairs, and proposers may also speak to concerns about a proposal during UCF standing committee or UCF discussions.

[Submitting Your Proposal to UCF](#)

Once a proposal is approved by the department (and by the SCC/CCC when relevant), the proposal should be submitted to UCF using the DocuSign links and directions on the UCF Confluence site.

Proposals status will be listed on the UCF tracker (linked in Confluence). Questions about proposals can be addressed to the UCF chair.

[Actions of the UCF](#)

[UCF Standing Committees](#)

The UCF chair will route proposals to the appropriate UCF standing committee for review as follows.

[New and Revised Courses](#)

New and revised course proposals are reviewed by the Notifications Management Committee (NMC).

- new course proposals: used to create courses not previously offered
- revised course proposals: used to revise existing courses (including those that have been

removed from the catalog)

- LEP course addendum: submitted with a new or revised course proposal to create or revise a course in the Liberal Education Program (LEP)
- LEP removal proposal: used to request a course be removed from the LEP
- proposal for simple changes to multiple courses: used to make a simple change to multiple courses (change must be identical)

Revised Programs

Revised program proposals are reviewed by the Notifications Management Committee (NMC).

- revised degree program proposals: used to revise existing degree programs including the creation of new concentrations; accelerated pathways are considered new concentrations in a program (not a new program)
- revised minor proposal: used to revise existing minors housed in departments
- revised interdisciplinary program proposals: used to revise interdisciplinary programs governed by steering committees
- revised certificates program proposals: used to revise undergraduate certificates, postbaccalaureate certificates, and educator preparation certificates

New Programs

New program proposals are reviewed by the University Wide Impact Committee (UWIC).

- new degree program proposals
- new minor proposals
- new interdisciplinary program proposals
- new certificate proposals

Program Discontinuation

Proposals to discontinue a program are reviewed by the University Wide Impact Committee (UWIC).

- In the event a proposal to discontinue a program is received from the department that houses the program, the review process described in this document will be followed.
- In the event a proposal to discontinue a program comes from another party, the review process outlined in article 5.20 of the Collective Bargaining Agreement will be followed.

W-Courses

W-course proposals are reviewed by the Writing Across the Curriculum Committee (WACC).

- Existing courses seeking W status in addition to revisions to the course must also submit a revised course proposal. If there are no revisions to the existing course, only the W-course proposal is required.
- New courses seeking W status must also submit a new course proposal.

Standing Committee Review Process

Standing committees (NMC, UWIC, WACC) shall take one of the following five actions on proposals:

1. Approve the proposal as is.
2. Approve with minor (e.g. syntax) changes. These changes may be made by the committee with the consent of the department.
3. Return with substantive concerns that need to be addressed. For process purposes, this should be considered a rejection. The following procedures may be followed if the department does not consider the objections to be valid.
 - a. The faculty proposer may meet with the standing committee. If the committee is persuaded, the proposal is approved and moves on.
 - b. If the standing committee stands by its evaluation, the department may choose to make the suggested changes or appeal the decision to UCF. UCF either approves or rejects the proposal.
 - c. If the proposal is rejected, the department may either modify it according to UCF's recommendations or withdraw it.
4. Proposal is rejected outright. Reasons for rejection must be provided. The appeal process follows the procedure listed in #3.
5. Table the proposal if further information is needed or if the amount of business exceeds the time allotted for the meeting.

If no action has been taken by the standing committee in four academic weeks, the proposal is considered pocket approved. The faculty proposer notifies the UCF chair.

UCF Review Process

Recommendations from standing committees shall be considered actions of UCF unless they are challenged at the UCF meeting.

If challenged, the proposal is put before UCF for thorough review. The UCF shall take one of the following four actions:

1. Approve the proposal.
2. Propose modifications to the proposal.
 - a. If the modifications are acceptable to the department, UCF approves the proposal.
 - b. If, after discussions between UCF and the department, the department deems the modifications unacceptable, UCF may reject the proposal.
3. Return the proposal to the department at the department's request.
4. Reject the proposal.

Special Topics Courses

Faculty may propose special topics courses using the DocuSign link and directions on the UCF Confluence site. Special topics courses may run a maximum of three semesters.

Special topics courses receive an expedient review at the department level. Special topics courses running as LEP courses will undergo an additional level of review, specifically of the LEP addendum, by NMC following the procedure for new courses outlined above.

The UCF chair will log special topics courses and enter them into the UCF minutes. Logging of special topics courses by the chair shall be considered an action of the UCF and permission for the special topics course to run.

The Role of Deans

Proposers and departments/interdisciplinary steering committees may give the dean the opportunity to review proposals as it is being developed.

Deans may also view proposals in the UCF Teams space (linked from the UCF Confluence site).

Deans may submit written responses to proposals to UCF. Such responses will be included in the proposal packet and considered during the UCF review process.

A negative response from a dean shall not stop a proposal from going forward through the curriculum approval process.

Deans may speak at any committee meeting where a proposal is being considered.

Recommendations on Approved Proposals from UCF to the Provost

Approved proposals shall be recommended for acceptance to the Provost of the University or the Provost's designee. W-Courses and special topics courses do not require acceptance by the Provost or Provost's designee.

All recommendations from UCF to the Provost of the University or the Provost's designee shall have the effect of a resolution from the Faculty Senate, which requires a response to UCF by the Provost or the Provost's designee on the recommendation. This response may take the form of a signature on the approved proposal.

Southern Connecticut State University

Faculty Senate

Resolution Regarding Making Course Syllabi Available to Students on the First day of the Semester

Resolution for Information

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The SCSU Faculty Senate is the agency by which faculty can participate in the Governance and policy-making decisions of the University on the basis of the principle of shared authority;

Whereas, The Faculty Senate is committed to academic achievement and student success;

Whereas, The Faculty Senate is committed to transparency and clarity regarding academic expectations, policies, and procedures;

Whereas, The Faculty Senate supports student-centered practices that encourage clear communication to students of class policies, requirements, and grading procedures; and

Whereas, The Faculty Senate recognizes that students must make decisions and plans related to requirements across a full load of courses at the start of the semester, including decisions to adjust their course schedule via add/drop period which ends on the 7th day of the start of the semester; now, therefore, be it

Resolved, That Faculty Senate strongly recommends that faculty clearly communicate course expectations and requirements, including materials/texts, which is typically done via a syllabus, by the first day of the semester and no later than the day semester classes begin, as specified in the academic calendar.

Southern Connecticut State University

Faculty Senate

Resolution Regarding CBA Travel Funds for 2023-2024

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty;

Whereas, The CSU-AAUP CBA Travel Fund ["Travel Fund"] supports Faculty attendance at professional seminars, workshops, conferences or educational exchanges (CSU-AAUP Contract Article 9.5.1);

Whereas, Participation in such conferences and academic gatherings enhances the ability of SCSU Faculty members to achieve excellence as scholars in their particular disciplines;

Whereas, The Collective Bargaining Agreement (9.5.1) specifies that the President or designee shall consult with the cabinet and the Senate President in assigning travel funds, and each full-time member normally shall not be allowed more than \$1,500 reimbursement per contract year toward the cost of fees, and each part-time member not more than \$750 from the Travel Fund;

Whereas, Reduced frequency of travel during the coronavirus pandemic has resulted in a significant amount of residual monies in the Travel Fund at the end of 2022-2023;

Whereas, Residual monies will remain in the Travel Fund and be added to the 2023-2024 CBA-determined Travel Fund allocation, leading to an unusually large pool of funds for travel;

Whereas, The Faculty Senate and the Provost have identified a mutual desire to use available travel funds to support Faculty attendance at professional seminars, workshops, conferences or educational exchanges and also to promote active participation;

Whereas, Cost increases for travel and conference fees have significantly affected faculty members' opportunities to participate in national and international professional seminars, workshops, conferences and educational exchanges;

Whereas, The SCSU Administration and the SCSU AAUP have signed a memorandum of understanding (MOU) allowing an exemption from the \$750 limit for 2021-2022 travel funds for part-time Faculty; and

Whereas, Through this resolution the Faculty Senate is acting to fulfill its responsibility in conferring with the President on the establishment of a maximum annual SCSU funding limit on travel funds provided by the CBA for 2023-2024; now, therefore, be it

Resolved, That the Faculty Senate recommends that the travel fund reimbursement caps for 2023-2024 be set as **\$3,000.00** for tenured full-time faculty members and non-tenured faculty members on special appointment (non-tenure track), **\$3,250.00** for non-tenured full-time faculty members on tenure track; and be it further

Resolved, That for full-time members of the Faculty traveling to a professional seminar, workshop, conference or educational exchange shall have the travel cap raised by \$250 for one of two circumstances:

- a) for travel that requires trans-ocean travel, OR
- b) if the member is Faculty traveling to attend a professional seminar, workshop, conference or educational exchange as an invited keynote speaker¹, and whose expenses are not covered in full by the sponsoring organization;

and be it further

Resolved, That the Faculty Senate recommends that the travel fund reimbursement caps for 2023-2024 be set at \$1,000 for part-time Faculty members; and be it further

Resolved, That part-time members of the Faculty traveling to a professional seminar, workshop, conference or educational exchange shall have the travel cap raised by \$125 for one of two circumstances:

- a) for travel that requires trans-ocean travel, OR
- b) b) if the member is traveling to attend a professional seminar, workshop, conference or educational exchange as an invited keynote speaker and whose expenses are not covered in full by the sponsoring organization;

and be it further

Resolved, That according to the foregoing, the maximum total travel reimbursement cap shall be \$3,250 for tenured full-time faculty members and for non-tenured faculty members on special appointment (non-tenure track); \$3,500 for non-tenured full-time faculty members on tenure track; and \$1,125 for part-time Faculty members².

¹ For the purposes of this document, an invited keynote speaker is the person “headlining” or serving as the main speaker during an opening meeting or other plenary session at an event covered by CBA-provided travel funds. A faculty member applying for an increased travel fund cap based on having been invited to give a keynote address, must provide a copy of a formal, written invitation, which states the amount of expenses paid by the sponsoring organization and the stipend awarded by the sponsoring organization to cover expenses. A faculty member who attends a professional seminar, workshop, conference or educational exchange as a participant in any other capacity (e.g., to present a paper, poster session, experiential learning activity, professional development workshop, attend committee or governing group activities) is not an invited keynote speaker.

² This provision is not intended to change any other terms and conditions of the Collective Bargaining Agreement

STANDING COMMITTEES

Academic Policy Committee (APC)

Minutes

Academic Policy Committee

Wednesday, March 21, 2023

12:10pm - 12:40pm

Online meeting [via Teams](#)

Attendance:

Raymond Mugno, Patrick Crowley, Rex Gilliland, Paul Petrie, Melanie Uribe and Michelle Delucia.

Syllabi Statement Repository

Paul Petrie wrote an email to be distributed to faculty three times a year May (after graduation), early August, and early January. Trudy Milburn connected us with new Co-Directors of Faculty Development Shuei Kozu and Darcy Kern so they can incorporate into their plans for the coming year.

Supplemental file vs. primary file – in blackboard, prioritization

We agreed that adding a supplemental file section to the digital file it's a great recommendation and requested a meeting with P&T Chair Maria Diamantes to discuss further.

Bookstore switching orders to e-books

No update from committee but did have time to discuss with EC what would be the best route to continue with this topic and who to communicate about it.

Micro-credentials Ad Hoc

Updated definitions and discussed curricular process for-credit and non-credit courses. Discussed next recommendations.

P&T Recommendations

No update, sub-committees have not met.

**Elections Committee
Minutes for March 22, 2023**

Attendees: Carmen Coury, Klay Kruczek, Daniel Swartz

Old Business

Student Opinion Surveys Participation: We recommend the following actions to help improve the response rate for the Student Opinion Surveys:

- **Explanation of Benefits:** e-mail (from evaluation@southernct.edu) to students (before or after filling out the survey) explaining to them how filling out the survey helps the university, its faculty, and its students.
- **Social Media and Email Blasts:** Encourage the university to Increase interest using the following:
 - Social media (in particular Instagram)
 - Email blasts to student from the instructor, the university, Student Affairs
- **Classroom Time for Survey:** Have an email sent to faculty to designate classroom time specifically for taking the SoS.

All-University Committees: We verified the self-nomination form reflected the open positions on the various all-university committees.

Submitted by Klay Kruczek

Personnel Policy Committee (PPC)

March 22, 2023

Attendees: M. Shea, S. M. Tomczak (co-chairs) C. Budnick, A. Jansen, T. Lin, G. Metaxas, M. Sormrude, A. Wall

Meeting called to order @ 12:16

Approval of Minutes: Minutes of March 1, 2023, 7-0 in favor

OLD BUSINESS:

- **DEI and Faculty evaluation**
 - Committee reviewed DEIA-related resolution
 - Resolution was discussed, removed language about council of chairs
 - T. Lin Moved to accept, S. M. Tomczak seconded, 8-0 in favor
- **P & T Senate Procedures document**
 - allow deliberations to be divided in more than one Friday
 - Committee discussed this issue, and some raised questions about whether this needs to be in the Procedures document
 - Committee reviewed the procedures of the P & T committee specified in the Procedures document
 - Consider adding a new statement about incomplete digital files.
 - P & T committee does not deliberate on incomplete files, which concerns whether or not required documents have been included (CV, CIF, etc.)
 - Committee agreed to invite M. Diamantis to 4/5 meeting to discuss these issues
- **Academic advising re P&T**
 - Committee discussed this issue, considering whether to ask to reassigned time credit be provided. Some also favored including it in Load credit across all faculty evaluation documents.

NEW BUSINESS:

None Noted

Rules Committee (RC)

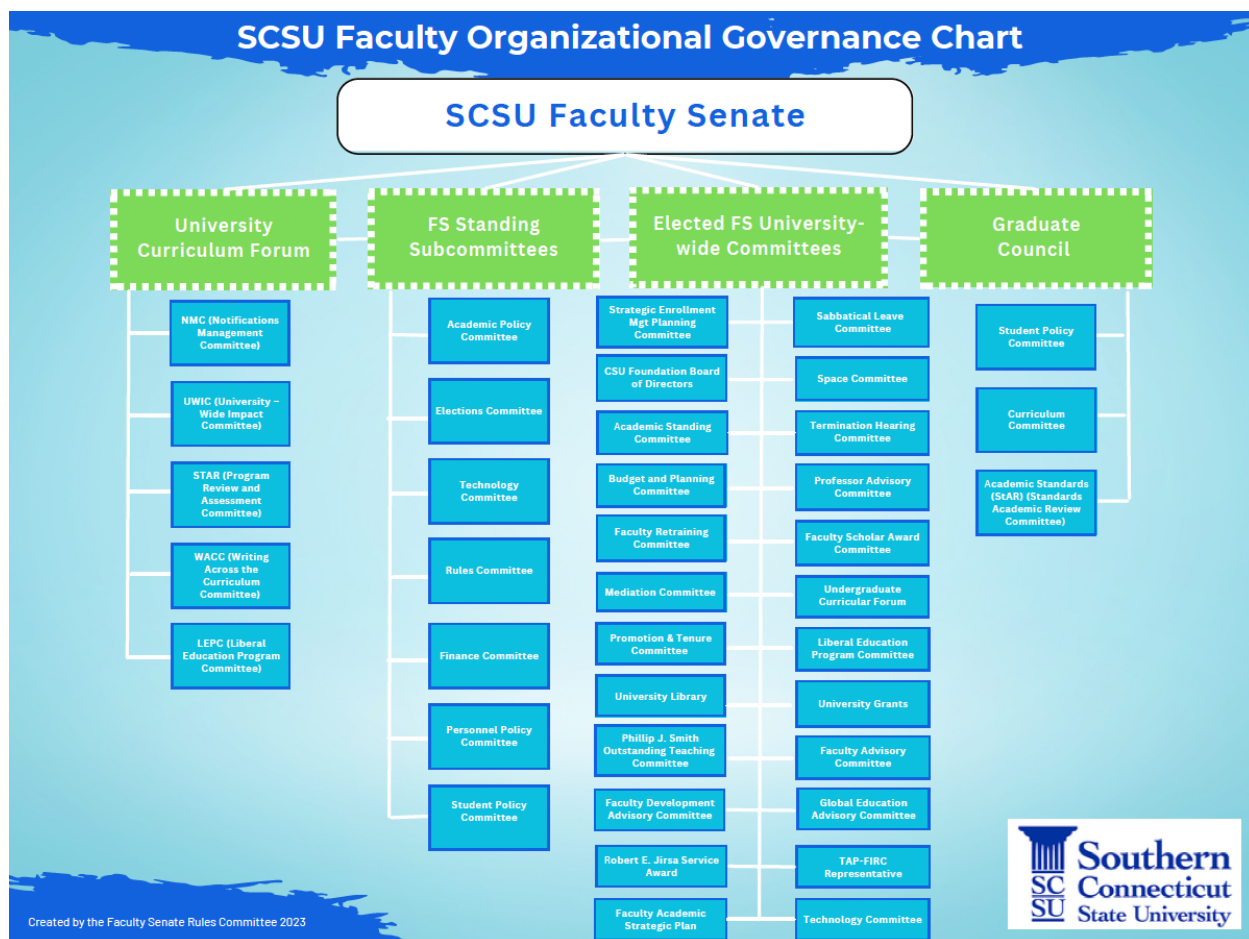
Attendee's: Jeffrey Webb (CHE), Richard Zippoli (CMDs), Troy Paddock (HIS), Obiageli, Okwuka (SHE), Miriah Kelly (EGMS)

Absent: None

Chair: Jeffrey Webb

Rules Meeting Notes:

The committee discussed any additional suggestions for changes to the by-laws. The committee also looked at a proposed Faculty Governance Org. Chart to be included. We discussed and checked to make sure the org chart was as complete as possible. After a few edits we discussed where we recommend integrating the chart (into the By-Laws) and how we would integrate it into the documents...



Respectfully Submitted,

Dr. Jeffrey A Webb

Student Policy Committee (SPC)

SPC 3/22 meeting:

Attendance: M. Dodge, L. Haylon, E. Horsch, M. Ouimet, M. Diamantis, P. Kozlowski, H. Marx

Guests: Kelly Bordner and Jennifer Parzych, Co-Chairs Academic Standing Committee, and Jenna Retort, Assistant Director Student Conduct and Civic Responsibility.

2:40

Old Business:

1. Menstrual Products on campus. Kat Marsland gave an update on on-going information related to this topic. WMG and others have been active on campus, including a student who has been doing some research. Nest Steps: to be raised on April 19th meeting.
 1. Kat to ask student to talk with us about what they have learned.
 2. Kat to talk with Student Affairs, possible
 3. Pierce gives report on what has been discussed at SGA, will connect us with them regarding next step.
 4. Kate will talk with WGS chair.
2. Academic Misconduct. Invited guests help provide background on policies.
 1. We had a robust discussion as to how the current policies, put in place in Fall 2021, are being implemented. These policies have provided much needed clarity, but some as they have been implemented over past few years, there are a few areas that need to be addressed. The committee was able to identify key areas that need to be addressed and/or clarified, which will be discussed at our next meeting. We anticipate brining forward minor revisions to the policy by the end of the semester.

End: 2:00

Undergraduate Curriculum Forum (UCF)

Undergraduate Curriculum Forum March 9, 2023 Meeting Report

Actions

No motions were taken up.

Course & Program Proposals

New & Revised Courses Approved

- New Courses
 - MAT 111 – Extended Algebra for Business & Science
- Revised Courses
 - SWK 200 – Introduction to Social Work
 - PSY 461 – Methods in Physics Research

Revised Programs Approved

- BA Theatre

New Programs Approved

- none

W Courses Approved

- PSC 200 – Political Change and Conflict
- PHY 461 – Methods in Physics Research

Special Topics Courses Logged

- MKT 398 – Brand Strategy in Marketing - 2nd time; summer 2023
- THR 298 – Devising Theatre – 2nd time; fall 2023
- THR 398 – Sword Play – 2nd time; fall 2023
- HIS 298 – Military History through Film – 2nd time; fall 2023
- HIS 398 – Remembering the American Revolution – 1st time; summer 2023
- CSC 398 – Introduction to Computer Science Research – 2nd time; fall 2023
- ENG 298 – Seminar in Tutoring Writing: Theory & Practice – 2nd time; fall 2023
- MKT 498 – Healthcare Marketing – 1st time; fall 2023
- MAR 398 – Sustainable Marine Aquaculture – 1st time; fall 2023
- EDU 398 – Foundations of Higher Ed – 2nd time; fall 2023
- HON 398 – Artistic Responses to Genocide – 1st time; fall 2023
- SOC 398 – Asian American Studies – 1st time; fall 2023
- SOC 398 – Global Power & Inequality – 1st time; fall 2023
- T2CD298 – The Photographic Travel Journal – 3rd time; summer 2023
- NUR 498 – Intro to Critical Care Nursing – 1st time; fall 2023

- CHE 498 – Environmental Field Study – 1st time; summer 2023

Other Notes

- The updated UCF Flow of Proposals is available in Confluence; please share with all colleagues. Progress continues on moving all UCF & GC proposals into OnBase.
- Most LEP Workgroups have issued their reports to LEPC; these can be found in the UCF Teams space. LEPC will be bringing a draft of revisions to the key elements and assessment plan to faculty in April; faculty will be offered time and space to provide feedback before LEPC brings forward a motion to UCF.

Respectfully submitted,
Meredith Sinclair, UCF Chair
March 9, 2023

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

Resolution Regarding Diversity, Equity, Inclusion, And Accessibility (DEIA) In Renewal, Promotion, And Tenure Processes

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence;

Whereas, SCSU's Faculty Senate is the official representative body of the Academic Faculty;

Whereas, SCSU aspires to be a Social Justice Campus;

Whereas, Having candidates tell their own stories in their files is a major principle in SCSU's renewal, promotion, and tenure processes;

Whereas, Many candidates in their roles at SCSU engage in both "invisible work" and other activities not traditionally identified or valued in renewal, promotion, and tenure processes;

Whereas, To help change the culture at SCSU, various possible activities that deserve credit for renewal, promotion, and tenure need to be publicly communicated (especially to candidates, Department Chairs, DEC members, Deans, P&T Committee members, and others directly involved in renewal, promotion, and tenure processes);

Whereas, The Provost asked, and met with, the Personnel Policy Committee (PPC) to initiate and prioritize changes regarding DEIA in the renewal, promotion, and tenure processes; and

Whereas, The PPC solicited and heeded feedback regarding this resolution from interested and invested faculty bodies, including the Minority Recruitment and Retention Council, the DEI Advisory Council, the Promotion and Tenure Committee, the Racial and Intersectional Justice Group, and the Center for Educational and Assistive Technology; now, therefore, be it

Resolved, That the following language be added to the Promotion and Tenure Procedures document under "Productive Service to the Candidate's Department and University":

This category also entails forms of service that include formal/informal mentoring of students/peers who identify as members of under-represented and protected classes (for example, individuals with disabilities, BIPOC, mental illness), and specific forms of service requested due to the unique characteristics of the faculty member (for example, a specific gender, race, ethnicity, or religion);

Resolved, That the following language be added to the Renewal Procedures document under "Productive Service to the Candidate's Department and University":

This category also entails forms of service that include formal/informal mentoring of students/peers who identify as members of under-represented and protected classes

(for example, individuals with disabilities, BIPOC, mental illness), and specific forms of service requested due to the unique characteristics of the faculty member (for example, a specific gender, race, ethnicity, or religion);

Resolved, That the following language be added to the P & T Guidebook under “Teaching and Load Credit”:

When considering advising and/or teaching-related work/activities, you are encouraged to highlight activities that are often considered invisible labor (non-credit bearing) or hidden work in your advising and teaching, such as Diversity, Equity, Inclusion, and Accessibility (DEIA). Such activities may include (but are not limited to) formal/informal mentoring of students/peers who identify as members of under-represented and protected classes (i.e., individuals with disabilities, BIPOC, mental illness); reviewing applications, letters, resumes/CVs, scholarship materials, etc.; representing the interests of such classes, formally and informally, to departments, university committees, administration or other individuals and groups on campus and within the larger community;

Resolved, That the following language be added to the P & T Guidebook under “Service”:

DO: Ensure that you discuss hidden forms of service that include (but are not limited to) formal/informal mentoring of students/peers who identify as members of underrepresented and protected classes (for example, individuals with disabilities, BIPOC, mental illness), and specific forms of service requested due to the unique characteristics of the faculty member (for example, membership in a specific group); and

Resolved, That we as a University acknowledge that adding this language is only a first step and that many more steps need to be taken in the long journey to change SCSU’s culture regarding all aspects of DEIA.