



FACULTY SENATE

APPROVED MINUTES OF AUGUST 28, 2024

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

The 1st Meeting of the Faculty Senate AY 2023-2024 was held on August 28, 2024, at 12:11 p.m. via Zoom.

Attendance

FIRST	LAST	DEPARTMENT	TERM ENDS (SPRING)	ATTENDANCE	TOTAL
Lisa	Haylon	Accounting	2025		1/1
Valerie	Andrushko	Anthropology	2026	*	0/1
Jeff	Slomba	Art & Design	2027		1/1
Jill	Rispoli	Athletics	2026		1/1
Nicholas	Edgington	Biology	2026		1/1
Kate	Toskin	Business Information Systems	2025		1/1
Jeff	Webb	Chemistry & Biochemistry	2026		1/1
Shawneen	Buckley	Communication Disorders	2027		1/1
Melanie	Savelli	Communication, Media & Screen Studies	2025	*	0/1
Shafaeat	Hossain	Computer Science	2025		1/1
Matthew	Ouimet	Counseling	2027		1/1
Laurie	Bonjo	Counseling & School Psychology	2026		1/1
Beena	Achhpal	Curriculum & Learning	2027		1/1
Maria	Diamantis	Curriculum & Learning	2024		1/1
Jennifer	Cooper Boemmels	Earth Science	2025		1/1
Younjun	Kim	Economics	2027		1/1
Peter	Madonia	Educational Leadership & Policy Studies	2026	*	0/1
Paul	Petrie	English	2026		1/1
Mike	Shea	English	2027		1/1
Eric	West	Environment, Geography, & Marine Sciences	2025		1/1
Sandip	Dutta	Finance & Real Estate	2025		1/1
Amanda	Strong	Healthcare Systems & Innovation	2025		1/1
		Health & Movement Sciences	2025		1/1
Daniel	Swartz	Health & Movement Sciences	2025		1/1
Christine	Petto	History	2026		1/1
Polly	Beals	History	2026		1/1
Yan	Liu	Information & Library Sciences	2027		1/1
Cindy	Simoneau	Journalism	2027		1/1
Elizabeth	Wilkinson	Library Services	2026		1/1

Amy	Jansen	Library Services	2025		1/1
Alison	Wall	Management & International Business	2025		1/1
Melvin	Prince	Marketing	2026		1/1
Sebastian	Perumbilly	Marriage & Family Therapy	2025		1/1
Ray	Mugno	Mathematics	2025		1/1
Owen	Biesel	Mathematics	2025		1/1
Jonathan	Irving	Music	2026	*	0/1
Deborah	Morrill	School of Nursing	2026		1/1
Elizabeth	Hurlbert	School of Nursing	2027		1/1
Virginia	Metaxas	Part-Time Faculty (HIS)	2026		1/1
Garbielle	Ferrell	Part-Time Faculty (JRN)	2025		1/1
Michael	Sormrude	Part-Time Faculty (BIO)	2024	*	0/1
Michele	Delucia	Part-Time Faculty (PSY)	2024	*	0/1
Rex	Gilliland	Philosophy	2026		1/1
Evan	Finch	Physics	2027		1/1
Jonathan	O'Hara	Political Science	2025	*	0/1
		Psychology	2025		1/1
		Psychology	2027		1/1
John	Nwangwu	Public Health	2027		1/1
Deron	Grabel	Recreation, Tourism, & Sport Management	2026		1/1
Isabel	Logan	Social Work	2026		1/1
Stephen Monroe	Tomczak	Social Work	2025		1/1
Gregory	Adams	Sociology	2026		1/1
Joan	Weir	Special Education	2027		1/1
Douglas	Macur	Theatre	2027		1/1
Tricia	Lin	Women's & Gender Studies	2025		1/1
Luke	Eilderts	World Languages & Literatures	2026		1/1
Natalie	Starling	SCSU Faculty Senate President	2025		1/1
Dwayne	Smith	Interim SCSU President			1/1
Barbara	Cook	Chair, Graduate Council			1/1
Meghan	Barboza	Chair, Undergraduate Curriculum Form			1/1
		SGA			

GUESTS

Chris Perugini
Daisy Torres-Baez
Dominika
Jonathan Wharton
Jordan Jones

Julia Irwin
Kari Swanson
Klay Kruczek
Trevor Brolliar
Walter Schwarz

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	
Faculty Development Advisory Committee (FDAC)	
Undergraduate Curriculum Forum (UCF) liaison	Cindy Simoneau
University Library Committee (ULC)	Amy Jansen 1 Representative Unfilled
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
DEI Advisory Council	Laurie Bonjo
Chief Financial Officer (CFO) Search Committee	Natalie Starling
VP of DEI Search Committee	Laurie Bonjo Elizabeth Hurlbert

August 28, 2024

Faculty Senate President Natalie Starling called the 1st meeting of the Faculty Senate to order at 12:11 p.m. via Zoom.

- I. Introduction of Senators
- II. Announcements
 - A. L. Eilderts informed the body that they should remain in the Zoom waiting room when they sign on since we use this time to determine quorum before the official start of the meeting at 12:10. He also reminded the body that elected senators have priority when speaking during the meeting and that the chat feature should be used sparingly since it is not a part of the official record.
 - B. D. Torres-Baez shared that there will be a second annual conference held on September 20. She also shared that the Office of DEI has a new initiative in partnership with Academic Affairs where they are working on the communities of practice around inclusive pedagogy. Please see the attached documents below for more information. She also shared that there is funding available for any research projects, professional enhancement around social justice; the grant application from the DEI office has recently opened. Please contact DEI for more information.
 - C. N. Starling recognized Riyanna Singleton as the new SGA President.
- III. Minutes of the previous meeting held on May 1, 2024, were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>
- IV. N. Starling asked the body if there were any objections to changing the order of business to allow J. Irwin, Interim Provost and Vice-President for Academic Affairs, to take the floor. Hearing none, J. Irwin took the floor.
- V. Guests: J. Irwin, Interim Provost and Vice-President for Academic Affairs, introduced herself to the body. She has been at Southern for 17 years and has been in the Department of Psychology for 15. She was recently the Interim Dean of the School of Graduate and Professional Studies, and now is in the role of Interim Provost and Vice-President for Academic Affairs. She shared that she hopes this year we can have renewed shared governance, transparency, and positive movement in supporting our scholars.
- VI. Faculty Senate President's Report
<https://inside.southernct.edu/faculty-senate/meetings>
 - A. N. Starling shared a point of clarification regarding the role of the university president: per the Faculty Senate Constitution and Bylaws, the president of the university is considered an ex officio, non-voting member of the Faculty Senate. S/he enjoys the same speaking rights as an elected senator.
 - B. N. Starling recognized the outgoing Executive Committee Members: M. Diamantis, K. Kruczek, E. Horch, D. Macur, P. Petrie, M. Shea, S. M. Tomczak, A. Strong, M. Uribe, J. Webb.
 - C. M. Diamantis recognized N. Starling and her work as Faculty Senate President.
 - D. N. Starling informed the body that, per approved changes to the Faculty Senate Constitution and Bylaws, the Elections committee has been disbanded, and in its place are two new positions, Elections Officers. Senators interested in taking on these service roles are encouraged to reach out to her or the Faculty Senate Secretary, L. Eilderts.
 - E. C. Simoneau, as Treasurer of the Faculty Senate, shared information this year's funds available for faculty travel. Full-time faculty have access to \$2,000, and part-time faculty have access to \$875. There are additional funds available for international travel, for tenure-track faculty, and for faculty who will be keynote speakers. As a reminder, these funds cannot be used for memberships to professional organizations.

- F. N. Starling shared information on the Presidential searches that have concluded or are ongoing on other campuses. She will be meeting with Chancellor Cheng to discuss our own Presidential search. If there are any questions, please reach out to her.

VII. Election of Faculty Senate Standing Committee Chairs

- A. L. Eilderts invited senators to join the Breakout room of the committee they planned to join. He instructed senators to elect their chair/co-chairs, apart from Finance, which is chaired by the Faculty Senate Treasurer. He also instructed the future chairs to take note of the members present to establish the membership of each standing committee.
- B. Results of the standing committee elections:
 - i. Academic Policy: M. Diamantis and O. Biesel, co-chairs.
 - ii. Finance: C. Simoneau, elected Treasurer at the 1 May 2024 meeting.
 - iii. Personnel Policy: M. Shea and S. M. Tomczak, co-chairs.
 - iv. Rules: P. Petrie, chair.
 - v. Student Policy: J. Weir, chair.
 - vi. Technology: D. Macur and J. Webb, co-chairs.
- C. N. Starling congratulated the chairs of the standing committees, who will also become members of the Executive Committee. She instructed them to remain after the meeting for a short debrief.
- D. N. Starling asked if there were any objections of changing the order of business and bring forward a piece of new business. Hearing none, the body moved to new business.

VIII. New Business

- A. Faculty Senate representation on the search committee for the Vice-President of DEI.
 - i. N. Starling shared information on the selection/election of up to three senators to serve on the search committee for the Vice-President of DEI. The search is scheduled to take place starting in September and running through January, with finalist visits in January.
 - ii. K. Kruczek asked that senators for self-nominations either during the meeting or via the online form.

IX. Special Committees

- A. UCF: M. Barboza, chair of UCF, shared that the body will meet in-person for their first meeting on Thursday August 29 in Engleman B 121 A/B. Future meetings will be held via Teams. She shared that the body will be working on expedited procedures for approving LEP courses in anticipation of the revised program's rollout in Fall 2026.
- B. Grad Council: B. Cook, chair of Graduate Council. Please send her any questions.

X. Guests

- A. K. Swanson, President, SCSU-AAUP, shared the date of the SCSU-AAUP assembly, which will take place on September 26 from 2-3:30 in Engleman B 121 A/B. Refreshments will be provided. She shared that the current contract term ends August 2025, so negotiations are scheduled to begin this semester. Proposals will be exchanged on October 1. She shared the date of the annual "Hail and Farewell" luncheon, which will take place September 19 from 11-1 in the Adanti Ballroom. She shared the good news that L. Cunningham has returned to work on a reduced schedule. She thanked V. Metaxas for her work in the AAUP office. In addition to G. Winfield, M. Diamantis staffs the office on Mondays, V. Metaxas on Wednesdays, and K. Swanson on Thursdays.
- B. T. Brolliar, IT, introduced W. Schwarz, the Interim Chief Information Officer, and shared updates on classrooms and the rollout of Blackboard Ultra. More information will be forthcoming on the latter point. He shared that faculty who would like a Zoom account should contact IT. He also shared that for software that comes with your computer, you can ask for training and IT will help as much as they can.

C. D. Smith, Interim President of SCSU, shared updates regarding the institution's progress on its strategic plan, which centers on enrollment, retention, persistence, and degree completion. Preliminary data show a 3% increase in overall enrollment, with efforts to reach a 5% target. Despite a 10% drop in first-year student enrollment due to FAFSA-related issues, an 8.6% increase in transfer students and a 5.78% rise in graduate enrollment contributed positively. Retention rates for the 2023 cohort improved to 78.28%, nearing the strategic goal of 80% by 2028. Persistence rates have also increased by approximately 5%. The institution currently ranks first in the system for degree completion. President Smith addressed several upcoming executive searches, including those for a CFO and VP of Diversity, Equity and Inclusion, emphasizing shared governance in these processes. He also mentioned budget challenges, including a \$20 million deficit projected for the 2025-2026 cycle. The institution plans to balance its budget through increased enrollment and advocacy with legislators. The meeting concluded with a Q&A session, during which President Smith acknowledged the impact of the FAFSA scandal on student enrollment and financial aid challenges, noting efforts to secure additional scholarship funding through the institution's foundation. A comprehensive campaign to raise \$100 million for scholarships and other institutional support is in the planning stages. He also received positive feedback on efforts to restore shared governance.

XI. Adjournment

A. T. Lin **moved to** adjourn. **Seconded.**

i. The meeting adjourned at 2:01 p.m.

L. Eilderts
Secretary

SAVE THE DATE

Please join the Division of Diversity, Equity, & Inclusion
for our 2nd Annual Conference

***MAKING SENSE OF OUR IDENTITY
THROUGH CULTURE, POLITICS, POLICY, &
SOCIAL CHANGE***



20 SEPTEMBER
2024

10am-4:30pm

*Keynote Speaker, Dr. OiYan Poon:
Educator, author, speaker,
race and education scholar.*

Contact Us

203-392-6042

DEI@SouthernCT.edu

Engleman Hall B110



*Formal invitation to follow

SAVE

**COMMUNITY OF
PRACTICE:
INCLUSIVE PEDAGOGY**

**SEPTEMBER 25, 12:30-2:
INTRO INTO SOCIAL JUSTICE, IDENTITY, & IMPLICIT BIAS**
**OCTOBER 23, 12:30-2:
IMPLEMENTING INCLUSIVE TEACHING PT. 1**
**NOVEMBER 20, 12:30-2:
IMPLEMENTING INCLUSIVE TEACHING PT. 2**
**JANUARY 29, 12:30-2:
STRUCTURE & ACCESSIBILITY OF COURSES**
**FEBRUARY 26, 12:30-2:
UNDERSTANDING STUDENT ACCOMMODATIONS**
**MARCH 26, 12:30-2:
MANAGING CONFLICT IN THE CLASSROOM**
**APRIL 23, 12:30-2:
SUPPORTING ALL STUDENTS**
**MAY 7, 12:30-2:
NOT FEARING FEEDBACK**

THE

DATE

**CO-SPONSORED BY
ACADEMIC AFFAIRS
&
THE DIVISION OF DIVERSITY,
EQUITY, & INCLUSION**

STANDING COMMITTEES

Academic Policy Committee (APC)
Minutes of the Academic Policy Committee
Wednesday, September 11, 2024 at 12:10 - 1:50pm

FIRST	LAST	DEPARTMENT	ATTENDANCE	TOTAL
Gregory	Adams	Sociology	*	1/1
Owen	Biesel (co-chair)	Mathematics	*	1/1
Maria	Diamantis (co-chair)	Curriculum and Learning	*	1/1
Sandip	Dutta	Finance & Real Estate	*	1/1
Evan	Finch	Physics	*	1/1
Rex	Gilliland	Philosophy	*	1/1
Shafaecat	Hossain	Computer Science	*	1/1
John	Nwangwu	Public Health	*	1/1
Sebastian	Perumbilly	Marriage & Family Therapy	*	1/1

The meeting was called to order by co-chair Maria at 12:13pm.

1. Members were invited to introduce themselves.
2. The following old business items were reviewed:
 - a. Updates and clarifications to Academic Misconduct – timeline, etc. – the committee will seek further information
 - b. Monitor Bookstore Issues – Maria will contact the Bookstore liaison for update and status of the latest contract and policy “First Day Complete”

Inciting problem is that books are not available to students when they arrive, despite faculty placing the order on time, and without informing instructors of the shortfall.
“First Day Complete” program to provide students with their books at a discount has several issues: still seems quite expensive for an average textbook expenditure, some fields are much more expensive than others, what if faculty opt for OER textbooks, provided books are digital instead of hard copy, books are rental/expiration instead of purchased.
Students fees don’t allow an op-out option, even if their courses do not use textbooks.
 - c. Develop Templates for Evaluation Letters from DECs & Chairpersons - Issues are that some letters aren’t helpful for the committee to review because so many departments or fields work differently, or the letters don’t meet exact wording criteria, and with workshops we can’t always reach the people who need to be reminded.

Templates for such letters may be too restrictive, but a short list of guidelines or a checklist of common mistakes may be helpful while leaving room for the voice of the letter-writer.
Letters should contextualize accomplishments for the benefit of other departments; it may also be helpful for letters to describe expectations within the field.
 - d. Department P & T Guidelines; deliberate whether depts shall be charged with developing their own guidelines; determine what templates/guidelines exist or can be created for others for

reference - Expectations would be needed for each of the categories Teaching, Research, Service, etc.

We should keep in mind that departmental expectation may be different from those of administration.

These could appear attached to DEC / chair letters so that the candidate can reference them in explaining their activity

It is unclear to what extent these guidelines would be an assistance to candidates and evaluators, and to what extent they would be considered authoritative.

It was suggested to seek further information by asking : Each senator to informally poll their departments to ask how they would feel about creating departmental P&T guidelines.

- e. Supplemental vs. primary file discussion (Resolution sent back to committee in May 2023) (HOLD until AY 24-25 for Interfolio)
- f. Advise faculty body re Artificial Intelligence - It would be a good idea to have the Tech Committee chair join us.
- g. Perhaps rather than recommending specific tools, we could construct informal guidelines, things to keep in mind, or best practices
- h. Development of Departmental document on Department Mergers & Splits - Review of CCSU's draft policy for mergers/splits, feedback requested for next meeting. More input/clarification from FS EC.
- i. Impact of AI on Academics and Academic Misconduct:
 - Recommendations for teaching to prevent unsanctioned use of AI, etc

Meeting adjourned at 1:52

Respectfully,
Owen Biesel and Maria Diamantis
APC Co-chairs, 2024-2025

Finance Committee (FC)

Faculty Senate Finance Committee

WebEx Online, Sept. 11, 2024

(Will meet online Wednesday, Sept. 25, 2024)

Finance Members: Jennifer Cooper Boemmels (ESC), Nick Edgington (BIO), Lisa Haylon (ACC), Isabel Logan (SWK), Peter Madonia (EDL), Ray Mugno (MAT), Melvin Prince (MKT), Cindy Simoneau (JRN0, chair)

Finance:

1. We are seeking dates of university budget meetings to discuss \$20 million shortfall in year two (2025-26) biennial budget, and status of current budget.
2. In spring 2025—Possible resolution and MOU (AAUP-administration) concerning change in individual FT/PT faculty travel funds for 2025-26.
3. Finance Committee is available to work with other FS committees on issues as requested. EC will discuss and assign.
4. Other issues Finance wishes to discuss?

Space:

Is the university Space Committee going to be convened?

The following notes were provided by the president's office after a summer presentation concerning Space Allocation & Demographics. The session was attended by Luke Eilderts and Melanie Uribe from the EC of Faculty Senate. This is a statewide effort launched by the BOR as part of a master plan of development for the future at the CSUs:

1. Presentation on Space Allocation & Demographics (Keith Epstein- CSCU Vice President, Facilities, Real Estate & Infrastructure Planning, Scott Page-CSCU Architect, Bill MacIntosh- CSCU Architect, Chris Stick- Professional Demographer, Daniel Aniello-Advisor to Chancellor Cheng)
 - a. Purpose of Study/Presentation
 - K. Epstein and his team were appointed by the system office to provide updated data, guidance, and leadership for long term planning across the CSCUs. Southern's last Masterplan was produced over 8 years ago. Since then, a lot has changed in terms of the way we learn and work. There has also been much larger demographic and enrollment decreases than previously predicted. Consequently, the system office has reengaged its consultants to reevaluate space on Southern's campus to come into the next biennium with a responsible plan.
 - b. Key Takeaways from Presentation:
 - Masterplans rely heavily on enrollment forecasting and projections.
 - The current enrollment forecast is based on historic trends and state-wide data
 - Enrollment is projected to continue to decline across the system, however Southern has been seeing an increase in first year students over the last few years. Therefore, the consultants are forecasting a little less decline at Southern compared to institutions in the system.
 - Southern's return rate is forecasted to stay relatively the same over the next decade.
 - Crucial changes to Southern's campus in terms of assignable square footage, in both academic and support space, are projected to be relatively modest over the next decade. All projections are forecasted without intervention. Interventions such as a wave of increased enrollment or a pandemic, will certainly alter these projections.
 - Current data put Southern at just over 150 square feet per FTE.

- Generally speaking, occupancy in residence halls has been pretty strong. Roughly 30% of undergrads reside in campus housing. Projections for occupancy in residence halls is projected to stay the same over the next 10 years.
- c. Follow-Up Discussion
 - Q: Does the current model and/or future model take into consideration class times? (J. Irwin) A: Current projections are based on a standard need of one classroom per 30 hours of lecture and one lab per 24 hours of lab instruction. That is the standard and will be what is used throughout the formation of the Masterplan.
 - For projection purposes, it may be worth considering the growing graduate program here at Southern and the small population of graduate students that want to live on campus. (J. Irwin)
 - Occupancy projections are steady at 30%, however it's getting harder and harder to sell the residence halls. The currently vacant rooms noted are rooms without AC and/or rooms in which multiple students share one space. These are less desirable spaces. We are currently selling the experience of living on campus, but not sure how long we can keep that up without updating some of the halls. (R. DeMezzo)
 - Staying at 30% will make it hard for facilities to go in an update what needs to be updated in some of the residence halls. Some dorms need a semester worth of work to make them more appealing. Where will we house students in the interim? (E. Lessne)
 - Q: Now that the study has concluded, what are the next steps? (D. Smith) A: This study along with recommendations will be completed and presented to the system office by September 1st. From there, the consultants will work to develop a new Masterplan over the next year. (K. Epstein)

Southern Connecticut State University							
FY2025 AAUP Full Time & Part-Time Travel Funds, Creative RG & Travel (as of 09-11-24)							
Index	Description	FY 2025 Budget	FY2025 Expenses	FY2025 Encumbrance	FY 2025 Balance	Index	Estimated FY24 Carryover
AUP769	AAUP Conf Wrkshp & Travel FT - 2025	\$ 365,530.00	\$ 3,370.00	\$ 29,924.48	\$ 332,235.52	AUP768	171,304.30
AUP772	AAUP Conf Wrkshp & Travel PT - 2025	40,614.00	-	2,800.00	37,814.00	AUP771	10,076.66
VPA017	Faculty Creative Activity-RG	85,000.00	2,250.00	2,250.00	80,500.00	VPA017	-
VPA018	Faculty Creative Activity-Travel	85,000.00	-	-	85,000.00	VPA018	-
	Totals	\$ 576,144.00	\$ 5,620.00	\$ 34,974.48	\$ 535,549.52		\$ 181,380.96
Notes:							
Encumbrance: TA's are processed and funds are committed							
Doesn't Include TA's that are in Transit or still being approved by the Provost & Travel Office							
FY2024	FY 24 Carryover estimated still has encumbrances (FT - \$150,708.76, PT - \$15,592.86)						
Depending on what still needs to be paid, carryover amount could change.							

Southern Connecticut State University

FACULTY SENATE

*FACULTY SENATE
PERSONNEL POLICY COMMITTEE
Minutes
September 11, 2024*

Attendees: Stephen Monroe (Zak) Tomczak, Mike Shea, Virginia Metaxas, Alison Wall, Tricia Lin, Amy Jansen

12:10

Notetaker A. Jansen

Minutes of April 17, 2024 Meeting- Approved (unanimous)

NO OLD BUSINESS

NEW BUSINESS

- ◆ Resolution for Information about Service
 - Change in leadership, perhaps less resistance to the statement.
 - Need to acknowledge service done by many who do not get credit, in pay or recognition.
 - We can revise the statement, bring it back to Senate for a vote.
 - Newer faculty have historically not been encouraged to do much service, focus on what is recognized for P&T.
 - Suggestion: changing P&T weighting system to reflect more weight for Service? This would be separate from this issue and statement.
 - This statement is a signal for all- faculty, evaluators, administrators.
 - Roots of this came from difficulty finding faculty willing to fill roles on campus committees. This is a perennial problem.
 - Senate response to this issue will be a sign of any potential resistance or receptivity to issue.

- Looking for latest version of statement- tabling further discussion until next meeting.
- ◆ Ability for P & T Committee to allow abstentions (consider switching to "No" votes in procedures doc)
 - Additional clarification from executive committee needed.
 - P&T vote requirement was changed last spring.
- ◆ Interim Discriminatory Harassment, Nondiscrimination & Title IX Policy and Interim Procedures (see email from Cindy Stretch from Lamb)
 - Federal law- current system policy contradicts it, BOR knew faculty would want input, but they had to vote over the summer in order to comply with federal law.
 - Calling it Interim policy instead of final in order to allow faculty to weigh in.
 - AAUP wants us to be aware of the issue.
 - AAUP K. Swanson hopefully can outline changes that were made at a future meeting of the Senate.
- ◆ Open Education Practices (OEP) and the use and creation of Open Educational Resources (OER) with P&T Guidelines.
 - See EMAIL from Mary Brown dated 4/19/24
 - Email was distributed to PPC as attachment.
 - Questions exist over the rigor and reputation of OER/OA publishers and whether it affects its perception in Creative Activity category.
 - Although some grant funding exists, there is a lack of funding and support for creating open education materials, and not all depts on campus or schools cover open access journals' APCs (article processing charge).
 - Need more information and to investigate how other CSUs are handling, esp. CCSU.
 - Will follow up with M. Brown to see if she's aware of what other campuses are doing.

Tabled for future discussion:

- ◆ How can academic advising be further clarified in the faculty evaluation categories?
- ◆ P & T Guidebooks: review and determine if updates are needed and make recommendations; determine purpose and therefore existence of the guidebooks
- ◆ Interfolio Process - discussion with K. Kruczek, invite for 9/25

Meeting Adjourned at 1:32 pm

Rules Committee (RC)

UFS RULES COMMITTEE MINUTES 09/11/2024 (1-2pm Teams)

Attendance:

FIRST	LAST	DEPARTMENT	ATTENDANCE	TOTAL
Polly	Beals	History	x	2/2
Shawneen	Buckley	Communication Disorders	x	2/2
Paul	Petrie	English	x	2/2

- News: forthcoming Senate res from Luke and Natalie on behalf of Exec Comm corrects inadvertent removal of Elections officer from Exec Comm in last year's by-laws revisions.
- Discussed and prioritized committee business for the semester, as follows:
 1. Officer duties (develop list of duties for all senator officers for posterity), incorporating development of mechanisms for collecting and housing department and all-university committee by-laws annually. Will invite Senate secretary to next meeting.
 2. Revisit Senate by-laws provision for replacing senators who go on leave, to consider potentially better options than current rule requiring new election for remainder of absent senator's term.
 3. Examine Sabbatical Leave document section IV.B.3.b. (etc.) and interaction with Sabbatical Leave form, targeting ambiguities / inconsistencies with requirement for chair "negotiation" with dean about upcoming sabbaticals.
 4. Routine check of Chairperson document.
- Work assignments:
 - Buckley will clean up Teams folder, eliminating outdated or redundant documents.
 - Petrie will research last year's minutes re: Sabbatical Leave doc issue (above).

—Paul R. Petrie

Student Policy Committee (SPC)

Minutes- Student Policy

9/11/2024

Via Zoom

12:15-1:30

First	Last	Department	Attendance	Total
Beena	Achpal	Curriculum & Learning	x	1/1
Laurie	Bonjo	Counseling& School Psychology	Excused	
Gabrielle	Ferrell	Part time Faculty	x	1/1
Deron	Grabel	Recreation, Tourism & Sport Managment	x	1/1
Elizabeth	Hurlbert	Nursing	Excused	
Matthew	Ouimet	Counseling	x	1/1
Amanda	Strong	Healthcare Systems & Innovation	x	1/1
Joan	Weir	Special Education	x	1/1
Elizabeth	Wilkinson	Library Services	x	1/1

Minutes from last spring meeting were approved

Charges were reviewed and goals were established.

1. **Menstrual Equity:** Given the progress on the availability of menstrual products on campus (funding of \$100,000), the committee will continue communication with stake holders and will monitor progress in the spring.
2. **Student readmission:** Will contact co-chairs of UASC to get further information
3. Clarity on "Flow" for **Student Academic Complaints-** committee will investigate if there is already a policy in place and if so, assess the current policy. Using the flow chart from Post University, create a flow chart of how to address perceived issues. This will be completed by the end of fall semester. SGA and Academic Affairs will be consulted.
4. **Banner notes - specific** to Hybrid courses- Goal is to have this resolved Fall semester. Committee will contact UCF because there is an ad hoc committee dedicated to this topic.
5. **Enrollment, Retention, Persistence:** The committee will ask Dr. Smith or representative to give us a narrower definition. For example, how does he define retention and how does he see the faculty supporting this. Are there student policies that could support retention? We will also contact First Year Experience to see if there is any data about why students don't return.
6. **Student Opinion Surveys:** it was determined that this will be a long-range charge

Minutes by Joan Weir

Meeting adjourned 1:30

Technology Committee (TC)

Minutes 9/11/24

Zoom Meeting

Tech Committee Members: Slomba, Jeffery; Petto, Christine; Savelli, Melanie; Morrill, Deborah; Toskin, Katarzyna; West, Eric; Liu, Yan; Kim, Younjun; Webb, Jeffery (Co-Chair); Macur, Douglas (Co-Chair)

12:10pm

CONTINUING BUSINESS:

1. Committee Charge Discussion & Delegation:

- a. **Data Table of LTEC Tickets, Progress, & Outcomes** – Douglas Macur
 - i. Co-Chair will continue to work directly with IT to produce a report of LTEC ticket status for regular presentation in Faculty Senate Packet.
- b. **Grade Appeal Paperwork Workflow** – Christine Petto & Eric West
 - i. Scheduling a discussion with FS President/EC to formalize the workflow for this process.
 - ii. Next steps will involve moving this workflow into Hyland OnBase to digitize what is currently a cumbersome PDF-based process.
- c. **Faculty Laptop Refresh Policy** – Jeffery Slomba
 - i. Searching for original policy resolution in Faculty Senate records, circa 1999-2003. M. Diamantis is searching for original resolution outlining faculty computer refresh policy to serve as a reference document.
 - ii. IT staff contact acquired, more information to follow.
 - iii. According to IT:
 1. Faculty Laptops are targeted for a four (4) year refreshment cycle.
 2. Processed via LTEC (another reason for LTEC transparency report from committee chair).
 3. IT works with deans for final approval list of computer refreshments.
 4. Current refreshment hardware standards are available on IT website at:
<https://helpdesk.southernct.edu/shp/southernct/viewarticles?articleId=1529232¤tPage=0&selectedValue=faculty>
 - iv. Exploring increasing transparency of process/policy.
- d. **Blackboard Ultra & Interfolio Preparations** – Committee
 - i. Klay Kruczek is now the Interfolio Coordinator, further updates on Interfolio rollout to come from him. Committee will track progress as a backup reporting mechanism to FS.
 - ii. Blackboard Ultra rollout begun last academic year (23'/24'). Coursework migration from Learn 9 to Ultra still to be completed. Committee will seek timeline updates from IT.

Adjourned 1:40pm

Respectfully Submitted,
Douglas Macur, Co-Chair
Dr. Jeffery A. Webb, Co-Chair

SPECIAL COMMITTEES

Undergraduate Curriculum Forum (UCF)

UCF-Approved Edits to the Flow of Proposals

The edits include:

1. The addition of a pathway for suspension and reinstatement of programs to mirror the forms available through the BOR.
2. Removal of reference to DocuSign and Accelerated Pathways. DocuSign will soon be phased out. Accelerated Pathways are no longer a concentration within programs.

SCSU Undergraduate Curriculum Forum

Flow of Proposals

v. 1.87

Approved at UCF ~~February 9, 2023~~ September 12, 2024

Approved at Senate ~~March 8, 2023~~

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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.

Proposal's 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 Suspension, Discontinuation, and Reinstatement

Proposals to suspend, discontinue or reinstate a discontinued or suspended program ~~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.

