

Academic Assembly
October 29, 2012
2:05 – 3:35pm, STCN 130

MINUTES

Present: David Arnesen, Mason Bryan, Margaret Chon, Carol Wolfe Clay, Karen Cowgill, Isiaah Crawford, Tito Cruz, Terry Foster, Sonora Jha, William Kangas, Chuck Lawrence, Kristi Lee, Sean McDowell, Erik Olsen, Roshanak Roshandel, Chris Stipe, Jeremy Stringer, Carmela Villa.

Minutes taken by Rosa Hughes

- I. Introduction: Margaret Chon, School of Law, will fill in for Christian Halliburton during fall semester.
- II. Review of 10-15-12 Minutes
 - A. Approved with no abstentions
- III. Subcommittee Appointments
 - A. Program Review Committee
 1. Gary Perry from College of Arts and Sciences approved with no abstentions
 - B. Workplace Satisfaction Committee
 1. Eric Bahuaud from College of Science and Engineering approved with no abstentions
 - C. Budget Advisory Committee
 1. Description
 - a. Comprised of two faculty, two staff, two administrators
 - b. Report to Connie Kanter, CFO
 - c. Seek more information for faculty about financial decisions made at the university level, and give input on those decisions
 2. Erik Olsen from College of Arts and Sciences approved with no abstentions
 - a. Need another faculty, preferably another AcA member
 - b. These two faculty will have to work with the director to find two staff and two administrators
- IV. Compliance Training Process (*Jerry Huffman and Helaina Sorey*)
 - A. SU has contracted with LawRoom for online compliance training
 1. FERPA
 2. Data Privacy
 3. Harassment Prevention
 - B. Currently, the online training for FERPA is handled through enrollment services and harassment prevention is provided through a third party
 - C. LawRoom will now handle all three, and employees will be prompted by email reminders when it is time to renew beginning in early November
 - D. Employees can complete trainings at their own pace (harassment prevention takes approximately 45-60 minutes and data privacy and FERPA take approximately 30 minutes each)
 - E. All employees will be required to complete trainings, even if previously done on old systems
- V. MDLC Memo Approval
 - A. Revisions
 1. Strategic plan typo (should be 5-10 year timeline)
 2. Clarify that the core refers to the university Core

3.Recommendation 3 revision “The department should consider hiring additional tenure track faculty...”

B. Approved with revisions

VI. Course Syllabi Guidelines

- A. NWCCU requires that course learning outcomes be available for all courses
- B. Currently, no university policies require that course learning outcomes be published
- C. The proposed solution is to require course learning outcomes on all course syllabi
- D. SU is still very sensitive to faculty academic freedom, so these guidelines are non-prescriptive, but lay out minimum requirements that need to appear somewhere on syllabi
- E. AcA members should vet with the faculty at their schools/colleges and bring feedback to a future meeting for discussion; goal to have AcA endorsement by the end of fall quarter
- F. AcA Discussion
 - 1. Academic Integrity Tutorial is on SU online student and faculty menus
 - 2. Concern over length of the syllabus, especially with the rubric requirements
 - 3. CAD is currently forming an electronic recording policy for the university, which will be vetted by University Counsel
 - 4. Do not have to include entire policies, just hyperlinks to their website location

VII. AcA Subcommittee Review

- A. FROG is a group that was formed to address AcA’s relationship to the rest of the university
 - 1. Handled the revision of the AcA Bylaws last year
 - 2. FROG can have a voice in university wide decisions (technology, Human Resources, finance), such as the LawRoom compliance training covered above
- B. The larger issue is whether or not the AcA structure is effective, and how it fits into the larger university governance structure
- C. AcA will continue this discussion at a later meeting

VIII. Announcements, Updates, etc.

- A. Integrated Learning Environments group is going to begin meeting again and is open to anyone who would like to participate
 - 1. Chris Stipe from College of Science and Engineering will participate this year
- B. Dave Arnesen from Albers School of Business and Economics will serve on the Budget Advisory Committee; AcA will vote to approve at the next meeting