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SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

Minutes of the Meeting of May 5, 2003

Johnelle Luciani RSM, Speaker of the Assembly, presided.

1. **Call to Order and Minutes.** The meeting was called to order at 2:06 PM.
2. **Announcement – Amendment.** The Speaker announced that the amendment to the Assembly's Constitution concerned voting has been posted on the Web-site until June 12. (See Minutes for the meetings of November 4 and December 2, 2002 for information on the amendment.) After the posting period, it will be sent to the Vice President for Academic Affairs for inclusion in the next edition of the Faculty Manual.
3. **Announcement – Update on the Core Curriculum.** Stephen Trainor, Dean of Undergraduate Studies, reported on the progress of the new Core Curriculum program to be introduced in the fall.

The Core Curriculum Advisory Committee has been meeting regularly. It has ten faculty members: one representing each of the nine areas in the Core and one representing the Professional Programs. The committee's responsibilities include the supervision of the general day-to-day operation of the Core Program and the evaluation of the Program. The Faculty Assembly retains its responsibility for recommending structural changes in the Core – e.g., Goals and Objectives of the Core and courses in the Core.

The first-year Literature and Portal courses will have designated sections for students in the Pell Scholars Honors Program and VIA. These sections will cover the same material as the other sections (i.e., 75% percent will be the readings for all sections; 25% of the readings are chosen by the instructor).

Transfer students will have to take all five of the Common Core Courses. Transfer students who have already gone beyond a "first-year" in college will be placed in special sections of the first-year Portal and Literature courses. The transcripts of these students will be evaluated to see where they have already taken that can substitute for a Core Complement course.

On May 20 and 21 there will be a faculty development workshop on "in-house best practices" related to multicultural education.

Presently, the advisers of 400 new students are staff. The Dean said that he will ask more faculty to volunteer to be advisers.

4. **Minutes.** The Minutes of the meeting of April 7 were approved.
5. **Treasurer.** There is \$1256.75 in the Assembly's account and \$205 awaiting deposit.
6. **Year-end Party.** Only 27 reservation forms have been filled out and returned.

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7. **MOTION: Faculty/Student Ratios – the Calculation of Statistics.** The following Motion was presented and seconded.

The Faculty Assembly requests the following when faculty receive statistics about faculty/student ratios:

1. **Information that clarifies how the ratio was calculated.**
2. **Ratios from typical courses that are not combined with ratios from atypical courses, such as:**
 - **Compensated and uncompensated Independent Study / Individualized Instruction,**
 - **Courses that give 1 or 2 credits to the student but require the instructor to spend considerably more than 1 or 2 “contact hours” in a classroom setting every week (e.g., science labs and clinicals),**
 - **1-credit music lessons.**
3. **Ratios from atypical courses placed in separate categories.**

The Motion passed: YES 62; NO 0; ABSTAIN 1. Paper ballot.

8. **MOTION: Cancellation of Courses.** The following Motion was presented and seconded: The Faculty Assembly requests that
- required Major courses be offered as regularly scheduled classes for students who are already in the Major and
 - part-time and full-time faculty receive compensation (comparable to 1 credit) for the completed preparation of any course that is canceled within the four weeks prior to the start of that course.

A Motion was presented and seconded to Divide the Question into Part A (first bulleted item) and Part B (second bulleted item). It passed: 39 YES; 23 NO; 2 ABSTAIN. Paper ballot.

In the debate on Part A, some asked if the Motion applied only to the courses in a department that offered the Major or to all departments, including those that supplied a course or courses for a particular Major in another department. The Speaker asked for a show-of-hands to determine the understanding of the Motion. A majority agreed that the Part A would apply to all the required courses for a Major.

As the result of friendly amendments, Part A was revised. The Speaker read out the revised wording:

Motion:
The Faculty Assembly requests that required courses for the Major be run as regularly scheduled classes for students who are already in the Major.

The Motion passed: 55 YES; 6 NO; 2 ABSTAIN. Paper ballot.

A Motion was presented and seconded to lay Part B on the table. The Motion passed: 46 YES; 13 NO; 0 Abstain.

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9. **MOTION: Majors in a Department.** The following Motion was presented and seconded:

The Faculty Assembly requests that

- 1. that the distinctions between a “Primary Major” and a “Secondary Major” be discontinued for internal use and be used only for external reporting and**
- 2. that statistics on Majors indicate all the Majors in all the departments, with the designation of “double major” where this would be helpful.**

The Motion passed: 54 YES; 2 NO; 1 ABSTAIN. Paper ballot.

10. **MOTION: Credits, Hours, Workload.** The following Motion was presented and seconded:

The Faculty Assembly requests

- 1. that a written University policy be provided for determining workload when courses do not fit into the usual format of *credits = contact hours in the classroom setting = workload*, and**
- 2. that, in these atypical courses, a just and equitable workload be determined after consulting the standards established by accrediting organizations and/or a sampling of what is done at comparable institutions.**

The Motion passed: 54 YES; 2 NO; 1 ABSTAIN. Paper ballot.

A Motion to adjourn ended the meeting at 3:32 PM.