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SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

Minutes of the Meeting of April 1, 2005

Johnelle Luciani RSM, Speaker of the Assembly, presided.

State Dining Room

1. **Call to Order.** The meeting was called to order at 1:05 PM.
2. **Announcements.** Sister M. Therese Antone has contributed \$1200 towards the End of the Year Party. The Speaker expressed her thanks on behalf of the members of the Assembly. || The faculty will soon receive a form for their evaluation of the Assembly. || The movie Hotel Rwanda will be shown on campus. The Social Work Club is sponsoring this event. || On June 11 the graduate program in Holistic Counseling is sponsoring a one-day conference entitled "Rediscovering the Soul in Your Life and Work." Faculty are invited to attend. || Steven Trainor, Dean of Undergraduate Studies, announced that the Dean's List ceremony has been moved to the Rodgers Centre because of the number of those who will be attending.
3. **Minutes.** The Minutes of the meeting of March 4 were approved by General Consent.
4. **Treasurer.** There is \$951 in the Assembly's account.
5. **Response Concerning the Motion on the Course Syllabus.** Theresa I. Madonna, Vice President for Academic Affairs / Dean of Faculty responded to the Motion passed by the Assembly on December 3, 2004 concerning the information faculty should put in a syllabus. Dr. Madonna began by stressing that the University supports the Academic Freedom that was implied in the Motion. She noted the following: the Motion passed with the votes of 33 members of the faculty; a department, a Chair, and the administration all have valid interests in what goes into a syllabus; both a course and its syllabus are linked to assessment efforts and sometimes to a major or the Core Curriculum. Because of all these interconnected interests and links, Dr. Madonna will send the Assembly's recommended information for a syllabus to the Undergraduate Council, the source of the original list of requirements for a syllabus. Dr. Madonna hoped that all concerns would be addressed in further comments and revisions.

Dr. Madonna was asked if decisions about the syllabus requirements are the province of the Undergraduate Council rather than the Faculty Assembly. She replied that, since the Undergraduate Council's requirements for a syllabus were already in place, it was up to the Council to discuss the matter of displacing its established requirements. In a follow-up question Dr. Madonna was asked if the Undergraduate Council would only discuss the matter or would it engage in decision-making about a syllabus. Dr. Madonna replied that the Council would discuss the matter in concert with and collaboration with the Dean of Undergraduate Studies but it was the Dean who would make any decisions about the requirements for a syllabus and who would respond to the Faculty Assembly.

Another question was asked: If the matter of syllabus content is being returned to the administration, what happens next? The reply was that nothing happens next.

6. **Motions Concerning the Faculty Manual.** Thomas Day, co-Chair of the joint administration-faculty Commission on the Faculty Manual, presented two Motions; both

concerned the promotion-tenure process in the Faculty Manual’s *Statutes of the Faculty*. The Motions were seconded. Their full-texts are in the Appendix of these Minutes.

The first Motion was passed unanimously in a voice vote with no “No” votes or abstentions. During the debate on the second Motion a concern was raised about the appropriateness of asking candidates to include future plans, since future plans are not mentioned in the *Statutes of the Faculty* as a basis for making a judgment about an application for promotion or tenure.

The second Motion was passed by paper ballot: 45 YES 14 NO 1 ABSTAIN

7. **Motion Concerning Printers.** Joan Chapdelaine presented a “Motion Relative to the Availability of Printers in Faculty Offices.” (The full text will be available in the on-line version of these Minutes.)

... the Faculty Assembly requests that the Administration alter its present planning relative to the purchase and maintenance of faculty desktop printers to allow and encourage the use of centralized printing where appropriate (i.e., in the case of large print jobs) while supporting the need for individual printers to be made available to faculty in their respective offices.

The Motion was seconded and was passed.

56 YES 2 NO 2 ABSTAIN

8. **Art – Core Curriculum.** Jay Lacouture of the Art Department presented a proposal to add two applied art courses to the Core Complement of the Core Curriculum: Ceramics I and Drawing I. He noted that the Assembly had already approved these courses for inclusion in the Core (December 3/17, 2001) but they were removed from the Core as the result of an administrative decision. Prof. Lacouture handed out a description of the proposal and asked the Assembly to approve the inclusion of these courses in the Core.

John Greeley, the Assembly’s Parliamentarian, chaired the meeting at this point.

9. **BS in Social Work – Degree Completion.** Johnelle Luciani, RSM, Chair of the Social Work Department, presented a proposal for a BS in Social Work as part of the Degree Completion Program. It would be offered for paraprofessionals working in the field and adult learners with at least 45 college credits. Sister Johnelle handed out a description of the proposal and asked the Assembly to endorse it at the next meeting.

The meeting adjourned at 2:08 PM.

Appendix
Revision of the “Application Document” for Promotion and Tenure:
Statutes of the Faculty in the Faculty Manual

1. **That the section of the *Statutes of the Faculty* (Chapter V, B.1.c) on the “Application Document” be changed**

FROM: . . .The Petitioner is expected to supply material for his/her Application Document. Part I is prepared by the Petitioner and given to the office of the Vice President for Academic Affairs/Dean of Faculty. This office assembles Parts I and II into the Application Document . . .

TO: [*Bold type indicates a revision of or addition to the original text.*] . . .The Petitioner is expected to supply material for his/her Application Document. **The Petitioner prepares Part I. The material presented by the Petitioner for Part I exactly follows the format and the order of information outlined below and is clearly labeled. In other words, a complete Curriculum Vitae is first; the Rationale is next and addresses all the categories asked for in c.(2) below, especially information concerning the criteria for promotion and tenure; and all the other material submitted is grouped according to the categories listed below and is labeled. To insure that something important has not been omitted or lost, the Petitioner is expected to provide a list of items submitted for Part I of the Application Document.**

The completed Part I of the Application Document is given to the office of the Vice President for Academic Affairs / Dean of Faculty. This office assembles Parts I and II (letters) into the Application Document. The Application Document should be compact and contain the following: . . .

and

2. **That Part I (2) of the Application Document – the Rationale for promotion and tenure (found in the *Statutes of the Faculty* at Chapter V, B.1.c (2)) – be changed as follows:**

FROM

This Rationale, besides describing the Petitioner’s academic activities during the previous years, should also mention his/her goals for the future.

TO

Petitioners are expected to provide a statement describing their continuing development in scholarship after they earned their degrees and their scholarly activities after a previous promotion or after receiving tenure. This would include a description of their activities to keep abreast of their field (e.g., attending conferences), their plans for continuing their scholarly activities, and their goals for the future.