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SALVE REGINA UNIVERSITY FACULTY ASSEMBLY

Minutes of the Meeting of November 12, 2004

Johnelle Luciani RSM, Speaker of the Assembly, presided.

1. **Call to Order.** The meeting was called to order at 1:07 PM.
2. **Announcements.** Elizabeth Minifie, Ralph Detri and Dorothy Maloney RSM of Counseling Services spoke to the Assembly about counseling services available for students. They passed out a pamphlet entitled "Recognizing and Assisting the Emotionally Troubled Student: Helpful Guidelines for Faculty and Staff."
3. **Minutes.** The Minutes of the meeting of October 1 were approved by General Consent.
4. **Treasurer.** With checks to be deposited the Assembly's account balance is \$1968.17.
5. **Minor in Sports Management.** Thomas Flanagan of Business Studies introduced the following Motion:

That the Faculty Assembly endorse the Minor in Sports Management as proposed by the Business Studies Department.

The Motion was seconded. There was no debate. The Motion passed in a paper ballot.
YES 36 NO 9 ABSTAIN 6

6. **Motion - Syllabus.** Arthur Frankel presented the following Motion that he had prepared:

Members of the faculty should give students in their courses a syllabus that contains the following information:

- **Course title, instructor's name, and where and when the course meets.**
- **How to contact the instructor.**
- **Course description.**
- **Course objectives.**
- **Titles of textbooks and/or a description of other materials needed for the course.**
- **Required assignments and the weights given the different requirements.**
- **Other information that the faculty member decides will help the student be successful in the course.**

In general, the syllabus should provide the student with information that will allow the student to get an overview of the course, know what's required to be successful, and make it easy for the student to contact the professor when necessary. The faculty member teaching the course is in the best position to make the final decision as to what information, other than the above, should be included in a course syllabus.

The Motion was seconded. The Motion's sponsor showed the Motion by means of an overhead transparency; he also read a Rationale for the Motion. A debate followed. Some of

the issues raised: the proposal contradicts the present policy; the proposal is not needed because there is an adequate policy in place; the word “should” could be interpreted in different ways; because the University sponsors a course, not the individual instructor, the University administration has a right to require certain elements in all syllabi; there is the danger that too many extraneous and redundant requirements can be added under “objectives” in a syllabus. After a debate of approximately 30 minutes, the sponsor presented a Motion to postpone consideration of the proposal until the next Meeting. The postponement was approved in a show-of-hands vote (YES 29 NO 18 ABSTAIN 2).

7. **Internationalizing the Curriculum.** Camille Allen described the plans being made for helping Salve move in the direction of internationalizing the curriculum and programs. Prof. Allen surveyed the faculty and asked for their input about internationalization of our campus and whether they would be interested in serving on a committee. A large discussion group volunteered and met regularly on Mondays for an hour and a half to brainstorm ideas.

A five-year strategic plan was drafted; it was written in light of what is in Sr. Therese’s draft for the “Salve Regina University Strategic Plan Phase II 2004-2010.” The next project was writing a grant proposal to begin to realize some of these plans. The discussion group explored the following ideas: (1) developing an interdisciplinary minor in Latin American Studies with a focus on Spanish language instruction and service learning and (2) having Salve faculty, faculty from other Mercy institutions, and K-12 teachers working together to create and implement this minor. The discussions and development work will continue.

Salve Regina currently internationalizes its curriculum by sending students abroad. The policy is that students must be juniors to study abroad for a full semester. Prof. Allen briefly reviewed the Initial Inquiry Form that students must complete in order to know when and where they plan to go. She has the students complete, preferably as freshmen, a Four-Year Plan Worksheet that helps them to realize what they will take each semester both at Salve and while abroad. Using an overhead transparency she showed the Academic Approval Form that each student must complete in order to transfer courses back. Department Chairs must sign for major courses taken abroad and all general education courses will be approved by the Academic Advising staff.

Prof. Allen said that she was willing to conduct workshops for faculty in the future so that they can fully understand the process. This should help more students to realize their goals of studying abroad.

8. **Capstone Course.** Dean Stephen Trainor briefly spoke about the work of the Capstone Design Team, whose members are Jane Bethune, Daniel Cowdin (Chair), Lois Eveleth, Katherine Lawber, Anthony LoPresti, George Luzitano, Paula Martasian, Mary Montminy-Danna, Sheila Quinn, William Stout, and Lisa A. Zuccarelli. On Dec. 7 in 105 McAuley there will be an open session to hear people’s thoughts and suggestions on the Capstone.

At 2:16 PM the Speaker called for an intermission. A few minutes later the meeting continued in Executive Session.