

Academic Assembly
April 29, 2019
2:05-3:35pm, STCN 130

MINUTES

Present: Felipe Anaya, Sarah Bee, Pat Buchsel, Terri Clark, Mark Cohan, Marc Cohen, Charlotte Garden, Arie Greenleaf, Naomi Hume, Nalini Iyer, Kathleen La Voy, Shane P. Martin, Agnieszka Miguel, Ben Miller, Michael Ng, Frank Shih, Gregory Silverman, AJ Stewart, Colette Taylor, Mark Taylor, Kirsten Thompson

Minutes taken by Nicole Moses

- I. Review 4-15-19 Minutes
 - A. 9 approve, 0 oppose, 6 abstain

- II. Provost Update
 - A. Finance committee reviewing budget at today's committee meeting

- III. NTT Steering Committee
 - A. Discussion
 - 1. Committee is working on naming representatives and creating voting/appointing structure
 - 2. NTT committee should not be sub committee of AcA until there is a dedicated NTT seat in AcA
 - 3. Concern there isn't a set list of committees, so committee on committees should be created first and then allow NTT committee to be recognized
 - 4. Suggestion to table this motion until bylaws are settled and committee on committees is established
 - 5. Provost has had several meetings to build connection with NTT Faculty, and this steering committee has emerged as the representative group from those meetings with opt-in membership
 - 6. There are also two NTT subgroups focused on clinical titles and teaching professorships
 - 7. For NTT to be legitimate, they need to be under AcA because AcA is voice of faculty
 - 8. AcA would like to see a proposal for NTT committee with information about committee members, election process, charters, purpose of groups, bylaws, etc.
 - B. Motion to table NTT vote
 - 1. 11 approve, 4 oppose, 0 abstain
 - C. Proposed Amendment to send to NTT Committee organizers

1. “We welcome those who are organizing the NTT Steering Committee to the Provost to submit their request for recognition to the AcA again when the AcA has formed its committee on committees which is expected to be at the end of the term”.
2. Motion to approve Amendment
 - i. 15 approve, 3 oppose, 0 abstain
 - ii. Note that AcA should have a way to display real time amendment language as it is developed

IV. Program Review: Mathematics

- A. Delayed until next AcA meeting

V. Program Review: Bachelor of Social Work (*Mary Kay Brennan, David Powers*)

- A. Discussion
 1. Difficulty recruiting PhDs to teach Social Work and more resources should be dedicated to that process
 2. Program has been externally accredited
 3. Hired 2 tenure track PhD Social Workers
 4. In the Fall, program had 6 professors at grad level, 3 at undergraduate level
 5. 7 of those professors are PhD and 2 are clinical
- B. Vote to approve memo
 1. 18 approve, 0 oppose, 0 abstain

VI. Program Revision: Adult Gerontology—Acute Care Nurse Practitioner (*Ben Miller*)

- A. Discussion
 1. Relationship between clinical hours and credit hours: for every clinical credit hour student spends 30 hours in clinicals, SU needed to adopt 3:1 ratio based on other universities
 2. Accrediting bodies require 500 hours of practicum experience
- B. Vote to approve memo
 1. 16 approve, 0 oppose, 1 abstain

VII. Bylaws Revision and Reconstruction of Committees

- A. Part 7. Meetings
 1. Discussion
 - a. One of the efforts and goals of committee is to formalize and democratize the development of the agenda
 - b. Any AcA member can ask for an item to be placed on the agenda
 - c. Agenda is currently created by AcA president in partnership with executive members
 - d. Suggestion to make the agendas proposed until approved at start of meeting
 - e. Addresses items that were too vague (i.e. ways to vote, distributing items to AcA members, if meetings can be recorded)
 - f. Meetings are open to University and are transparent

- g. Suggestion to separate minutes into formal minutes with actions taken by AcA and informal minutes for discussion notes
 - h. Formal minutes would have information about actions taken and voting decision, rather than discussion summary
 - i. Group will come back to discussion about executive session minutes, section 7.10.5
 - j. As a matter of routine, discussion would be documented and put in archive for AcA use but not public eye
2. Order of Business, section 7.5
 - a. Section was added because previous bylaws did not have order of business
 - b. This is simply the default order AcA discusses items
 - c. Unfinished business from previous meetings must be solved/discussed before any new items are brought up (i.e. if meeting is adjourned before agenda items could be reviewed or finished)
 - d. Any AcA member can bring up unfinished business before start of meeting
 3. Consent calendar, section 7.5.2
 - a. Way to move uncontroversial items forward, (i.e. approval of minutes)
 4. Voting by proxy, section 7.6.4
 - a. In particular cases, AcA does not want members to vote if they have not been apart of the discussion, but on important and formal issues it's important everyone votes which is where this comes in
- B. Part 8. Parliamentary Authority
1. 11th edition of Robert's Rules of Order will be given out to AcA members in order
 2. Robert's Rules of Order governs AcA
- C. Part 9. Resources
1. Formalizes resources made available to AcA
 2. Lists duties of administrative assistants
 3. AcA controls bylaws more than faculty handbook
- D. Part 10. Amendments
1. Carried over from old bylaws but it's been rewritten to clarify
- E. Appendix 1: Calculating the Allocation and Apportionment of Representatives to the Academic Assembly
1. Explanation and discussion of mathematical method used to allocate seats and appoint of representatives
 2. Colleges are guaranteed a certain number of representatives based on size
 3. If representation is capped, one seat will shuffle between schools
 4. As schools grow, colleges may need more seats
 5. Goal is to keep representation under 35 faculty members
 6. If colleges have exponential growth, AcA can determine if they need to add seats
- F. Appendix 2: Current Allocation and Apportionment of Representatives to the Academic Assembly
1. Base and proportional representation of 25 members
- G. Appendix 3: Frequency and Duration of elections
1. Elections happen every 2 years

2. In the event of 4-year terms it becomes hard to recruit for such a long term and deters people from AcA
3. Harder for smaller schools to find people
4. 4-year terms would result in completing more work for less compensation

VIII. Open Discussion/Comments on Bylaws

1. Search for President language was not originally included in section 3.4 because President has been here for 20+ years but other Jesuit universities bylaws have language to include AcA in President search
2. Memberships are currently staggered and should remain so
3. Document is living and fluid, so bylaws should be made into a standing committee to address issues
4. Questions about if officer's eligibility of appointment should be tenured faculty or not, but keeping NTT faculty from officer appointments would exclude large amount of people