Academic Assembly
November 2, 2009

<u>MINUTES</u>

Present:　　Nalini Iyer, John Strait, David Arnesen, Chips Chipalkatti, Karen Feldt, Paul
　　　　　　　Fontana, Mary Graham, Francisco Guerrero, Valerie Lesniak, David Neel, Tracey
　　　　　　　Pepper, Kristen Shuyler, John Weaver, Flora Wilson Bridges, Jason Wirth, Isiaah
　　　　　　　Crawford, Chuck Lawrence, Jacquelyn Miller, McKenzie Weber.

Absent:　　Katherine Raichle, Jen Sorensen, Jean Tang, Nina Valerio

Guests:　　Merlin Woodman, ASSU Sophomore Representative

Minutes taken by Kristen Heinemeyer

1) **Welcome**

2) **Review of Minutes**

Action Item: Present Assembly members unanimously approved minutes from October 19th
　　　　　　meeting.

3) **Modification of membership rotation**

Action Item: Present Assembly members unanimously approved the following nominations for
　　　　　　Program Review Committee.
- Manivong Ratts, College of Education
- Carlos A. Mello-e-Souza, Albers School of Business & Economics
- Jason Wirth, College of Arts & Sciences
- Sharon Parkman, College of Nursing

4) **Office of Research Services and Sponsored Projects, ORSSP**

　a) Establishing the ORSSP comes from the Faculty Development element within the
　　　Academic Strategic Action Plan to enhance research infrastructure.
　b) This office will consist of:
　　　i) One internal half-time position, held by a faculty member
　　　　(1) To serve as a promoter for faculty research, a "cheerleader"
　　　　(2) Will report to Jacquelyn Miller.
　　　ii) One staff position, "Grants and Contracts Financial Analyst", which is currently up on
　　　　the HR job site.
　　　iii) Leesa Brown, Sponsored Research Officer (will report to the internal half-time
　　　　position)
　c) The ORSSP will be located in the University Services Building, in the old controller's
　　　office.

5) ASSU Sustainability, McKenzie Weber & Merlin Goodman

    a) Merlin Goodman joined Academic Assembly with a presentation on sustainability.
    b) Students are concerned with paper use on campus, and looking at coming up with an idea that both faculty and students can work with.
    c) The goal is to reduce paper use on campus through technology, the use of an Angel drop-box.
    d) Continuing the commitment to sustainability.

6) EthicsPoint

    a) E-mail to campus community Wednesday October 28th from the President.
    b) EthicsPoint is an anonymous reporting site for ethics violations. An effort to become in line with other Jesuit universities in the ethics reporting structure.
    c) EthicsPoint allows a member of the faculty/staff to make a report without divulging their identity.
    d) There are questions that still need to be answered:
        i) What are the policies and procedure of the structure of this reporting site?
        ii) How does this mesh with the existing structures?

Action Item: Academic Assembly will invite legal counsel to a meeting later in the quarter.

7) Oversight of Curricular Matters

    a) As SU expands, how far does the Assembly want to go? What do we want oversight of?
    b) Program Review Committee, only to review new degree programs? Expansion into minors & certificates, revision of majors?
        i) Currently in the revision process of the Program Review Guidelines. Goal for departments to put forth comprehensive proposals, pushing the development requirements, and to provide sufficient data when proposing a new degree.
        ii) Process of review: Program Review Committee → Academic Assembly → Provost → Board of Trustees. Along the way there are meetings with the Dean of the School/College and Chairs of the department for discussion.
    c) Curricula is the province of the faculty.
    d) What are best practices at peer institutions.

Next Meeting: *November 16th, 2009 1:30 - 3:30pm in Student Center 210*