UNIVERSITY REVIEW COMMITTEE
Thursday, October 10, 2013
11 a.m., Hovey 401D

MINUTES


Members present:  Angela Bonnell, Phil Chidester, Domingo Joaquin, Sheryl Jenkins, Bill O'Donnell, David Rubin, and Sam Catanzaro (ex officio)

Members not attending: Temba Bassoppo-Mayo, Doris Houston

Others present: Bruce Stoffel (recorder)

Sam Catanzaro, ex-officio member representing the Office of the Provost, called the meeting to order at 11:05 a.m. Catanzaro explained that he would preside until the committee elected its officers for the academic year.

I.      Welcome and introductions

        Catanzaro welcomed new and returning members. Members introduced themselves.

II.     Orientation/overview of committee responsibilities

        Catanzaro described the composition and role of the committee. He explained that the committee is charged with reviewing ASPT policies on a broad level. The committee does not adjudicate ASPT-related cases involving individual faculty members; other ASPT committees are charged with doing that. Catanzaro explained that the committee is to be faculty-driven. He is available to provide assistance and guidance as requested by the committee.

III.    Election of officers

        Catanzaro opened nominations for the office of chairperson for the 2013-2014 academic year.

        Domingo Joaquin moved nomination of David Rubin for the office of chairperson. Sheryl Jenkins seconded the motion. Rubin indicated his acceptance of the nomination and his willingness to serve if elected. Hearing no further nominations, Catanzaro closed nominations and called the question. The motion carried unanimously via voice vote.

        Catanzaro passed leadership of the meeting to new chairperson David Rubin.

        Rubin opened nominations for the office of vice chairperson for the 2013-2014 academic year.

        Rubin moved nomination of Domingo Joaquin for the office of vice chairperson. Bill O'Donnell seconded the motion.  Joaquin indicated his acceptance of the nomination and his willingness to serve if elected. Hearing no further nominations, Rubin closed nominations and called the question. The motion carried unanimously via voice vote.

        Rubin opened nominations for the office of secretary for the 2013-2014 academic year. Joaquin explained that the secretary is assisted in secretarial duties by the recorder.

Angela Bonnell offered her name in nomination. Joaquin seconded the motion. Hearing no further nominations, Rubin closed nominations and called the question. The motion carried unanimously via voice vote.

IV.     Approval of minutes from the May 3, 2013 meeting

Phil Chidester moved, Joaquin seconded approval of minutes from the May 3, 2013 meeting.

O'Donnell asked about an issue described in the minutes: digital storage of confidential ASPT data and use of third-party vendors to compile and archive ASPT-related personnel information. Catanzaro summarized the issue, explaining that it involved one department. Asked to populate digital storage software with personnel information, student workers in that department were wrongly given access to confidential information. The memorandum sent by the University Review Committee to Academic Senate Chairperson Dan Holland and Academic Senator Susan Kalter stressed the importance of confidentiality in the faculty portfolio submission and review process. Rubin noted that this should not be a recurring issue, because all faculty personnel data has since been entered into online system.

V.      Information item: Five-year review of College of Education (ASPT) Standards

Catanzaro explained that ASPT policies provide for review by the University Review Committee of college standards at least every five years. In addition, colleges revising their ASPT standards between reviews are asked to submit the changes to the University Review Committee for its approval prior to implementing the changes. College standards are reviewed on a schedule adopted by the committee. This academic year, ASPT standards of the College of Education are scheduled for review. Current standards from that college were disseminated with the agenda for this meeting. Bruce Stoffel reported that he had contacted the college dean's office to confirm that the copy included with the agenda is the current version.

Rubin asked if there are guidelines for URC review of college standards. Catanzaro responded that there are no standards or rubrics for doing so. The URC charge is to review college standards against ASPT policies.

O'Donnell and Bonnell noted that the need for substantial changes to the College of Education standards is unlikely, because the standards were written using the current ASPT policies book.

Rubin asked that review of the College of Education standards be deferred until the next committee meeting, since two committee members were not in attendance. Rubin asked committee members to review the standards and come prepared to discuss them at the next meeting.

VI.     Other business

Catanzaro described how he triages policy questions for referral to the University Review Committee. He explained that he brings to the committee chairperson questions related to issues not yet discussed and resolved by the committee and questions over which there is intellectual disagreement. Catanzaro explained that the committee makes recommendations to the Academic Senate. The committee chairperson represents the committee before the Academic Senate when issues warrant it.

Bonnell asked if there is a schedule for reviewing and modifying the ASPT policies book. Catanzaro responded that ASPT policies are reviewed every five years. The next review will occur five years from 2011-2012.

Committee members present indicated their ability to attend committee meetings held on Thursdays from 11 a.m. until noon.  They agreed that October 24 would be convenient for the next committee meeting. Rubin indicated that he would consult with the two absent committee members and will then disseminate a schedule of committee meetings for the remainder of the fall semester.

VII.    Adjournment

Rubin adjourned the meeting at 11:40 a.m.


Respectfully submitted,
Angela Bonnell, Secretary
Bruce Stoffel, Recorder

Attachments:  none