

ACADEMIC ASSEMBLY MEETING MINUTES

April 18, 2019

12:00 PM – 1:00 PM

Classroom A, HEC

CHAIR: Joshua Cameron

VICE CHAIR: Malika Kachani

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
1. Call to Order		
2. Approval of minutes of previous meeting 11-27-18		
3. Announcements	<ul style="list-style-type: none"> • AAUP Summer Institute – The deadline for this award has been extended until May 1. It will be held July 25 – 28th at Roosevelt University in Chicago. • Faculty Awards – Nominations for Faculty Awards are due on May 1. Information and criteria for the awards are on the Academic Senate webpage. The awards should be able to be done anonymously and not require CV's. The three awards are; <ul style="list-style-type: none"> ○ Harriet K. and Philip Pumerantz Award for Leadership and Service ○ Provost's Distinguished Scholar Award ○ Western University Distinguished Teacher Award • Elections – A reminder that elections are coming up for University Committees. Dr. Kachani will be sending out emails soliciting for nominations for the open positions. 	
4. Follow-Up	<ul style="list-style-type: none"> • Posthumous degrees – The university did not have a posthumous policy, and after the passing of a student, the committee was asked by Dr. Guidry to explore what posthumous policies could be considered at WesternU. There was a literature search and a faculty survey sent out. An initial policy has been constructed and sent to the Senate and the President then sent back with comments from the Provost. It is in the near final stages. They are stuck on how much of the degree should be completed before they are awarded the posthumous award. Instead of creating a piece of paper, their student debts should be forgiven. • Grievance committee handbook change - • Leave of absence handbook change – in process 	
5. Reports	<ul style="list-style-type: none"> • Academic Standards and Policy – This academic year, the committee has reviewed and completed program reviews for the College of Optometry, MSMS and MSBS program. To gain more insight, committee invited Dr. John Tegzes from IPE, Dr. Elizabeth Andrews, Chair of the Assessment and Program Review Committee, and Jonathan Daitch, Director of Online Learning. In addition the University Curriculum Committee has been developed and has met twice. Currently, they are working on developing the Charter. When the committee met with Dr. Andrews, it was suggested, and voted upon that the Assessment and Program Review Committee will change their name to the University Assessment Committee. 	

- **Academic Support Services and Planning** – the committee provides oversight for support services on campus, and last year, they modified the charter for the committee to include soliciting faculty input. With that, committee put together a questionnaire and collected a lot of information. Members from the committee also attend the operations council bi weekly.
- **University Faculty Affairs Committee** – the committee has continued to work on the faculty handbook, as it is a constant work in progress. The faculty handbook is the parent handbook and each college has their own guidelines that are meant to be a supplement of the handbook. With that, the grievance policy has been revised, submitted to the Senate where it was voted on and approved, then forwarded on to administration for further consideration. The committee has reviewed multiple college guideline documents and some have been sent back for refinement at the college level. With one library, there are currently eight different forms on library access for preceptors. Rather than UFAC working on this, it was taken to Deans Council for their recommendation to standardize. After being approached, they have initiated the support for a staff council.
- **Evaluation Task Force** – Dr. Kachani is Chair of the Evaluation Task Force, that was created over a year ago. It is a mix of faculty and administration. They are working on how to standardize the evaluation process between all of the nine colleges. A brief survey was conducted in 2016 with the senators and there was a wide variation of answers. They are working on conducting a survey involving all WesternU faculty.
- **Assessment and Program Review** – Now known as the University Assessment Committee. The name was changed after the confusion that WASC had about doing program reviews, which they don't do. Continued to revise the proposed Program Assessment review guideline handbook after feedback from provost to be deployed by AY 2019/20. They have updated their SharePoint site and utilized the space with references and previous reports in order to create a transparent process for committee sustainability. They have developed a process and guidelines for all eight ILO's to be looked at and reviewed by each program and submitted for evaluation. ILO report process has been adjusted and reports are summarized in the A&PR Summary reports and provided to both the Provost and the Academic Standards and Policy Committee. These were included in the WASC Self Study. Utilization of program assessment tagging data will be considered for next cycle. Recommend that the university revisit the ILOs to establish their value and relevance to programs. Proposed an adhoc committee to look at the ILOs. Language may need to be reframed to be more inclusive. Request to exempt some programs from ILOs that are not pertinent to degree outcomes
- **Research** – Dr. Deoghare is Chair of the University Research Committee. They are charged to guide the research enterprise on campus and represent the faculty research interest to the administrators. They also oversee the intramural grant proposals and funding process. In the 2017-2018 cycle, there was \$88,450 funded faculty intramural grants. They updated eligibility criteria in the 2018-2019 cycle, and there was \$145,000 funded faculty intramural grants. There has been a lot of success with the student research applications, last year they had 57 and this year there was more than 80. The committee was also involved in the research conclave earlier this year. Also, there is an upcoming research symposium.
- **IACUC**– IACUC the number of protocols have been down significantly this year, there are usually 50-60 each year, there was only about 25 last year and this year so far, they have ten. They are trying to figure out how to get rid of unwanted or expired controlled substances. They have put a number of

	<p>policies in place to standardize the acquisition, use, etc., pertaining to controlled substances. Working on a reverse distributor for the controlled substances. Also, developing an electronic form for the application template that is compatible with IRBNet</p> <ul style="list-style-type: none"> • Radiation Safety – They have developed a formal written policy on the acquisition of Radioactive Material that has been approved at the University level and it is posted on Sharepoint. The license renewal was submitted over a year ago and we have yet to receive it. • DURC – Dual Use Research of Concern Committee is a federal requirement. Dr. Venketaraman is the Chair of the committee. The government has provided a list of 15 agents and toxins that they require oversight by a committee of this nature. There are also seven categories of experiments • SCRO – Stem Cell Research Oversight Committee is a California requirement. Dr. Saviola is Chair and a meeting is being planned for the near future. • IBC – in 2018, they reviewed ten protocols and so far in 2019 there have been seven. • IRB – last year, the goal was transparency and to enhance the forms and submission process to be more user friendly. Submission process is all IRBNet and are all CITI required. All research outside of the US must be a full board review. In 2018 there were 113 submissions, 110 were approved, 2 denied, and 1 withdrawn. This year to date, they are at 32 submissions, 23 approvals, and 9 in review. In 2018, there were 46 request for determinations and 75 renewals and amendments. So far in 2019, there are 32 request for determinations and 36 renewals and amendments, they are seeing an increase in submissions. • Financial Aid – there were 5 awards that were considered and recipients decided. There was a proposed change to this committee, as there was overlap between this committee and the University Awards Committee, to explore the possibilities of merging the two into a single entity. • Library – what has consumed their time this year, and the reason for an emergency meeting in July is the library redesign. The redesign was initiated by an adhoc committee. The committee has been giving their feedback but none of it has been taken into consideration. Some of the major changes include a gym on the 2nd floor, which is next to a multipurpose classroom, showers, yoga studio, food service. Bookstore will be moving to the 1st floor as well as a coffee bar . The book collection will be moving to the basement and 4th floor. The journal collection will be moving to Anderson Tower, which is closed on the weekends. Library staff will be moved to the 3rd and 4th floors. Major concerns have been raised by both students and faculty on the library committee such as the gym being next to a classroom, practical issues that include plumbing, electrical capacity, and bathrooms, a lack of a feasibility study raises concerns. Funds should be better spent updating the current library design. • Grievance – The committee has provided changes to the handbook and they are moving forward. They are hoping that the changes will be implemented before the end of the year. Also, there are multiple cases under review as of today. 	
6. Other Business	Please remember to use the Academic Senate page for feedback.	
Next Meeting	Next meeting date: November 19, 2019	
Adjournment	The meeting was adjourned at 1ppm	