

**UNIVERSITY OF MASSACHUSETTS AMHERST  
FACULTY SENATE RULES COMMITTEE  
MINUTES**

**Friday, OCTOBER 19, 2018**

**Present:** Bruce Baird, David Hoagland, Frank Hugus, MJ Peterson, Rebecca Spencer, Marinos Vouvakis and Wilmore Webley

**1. MINUTES**

- Minutes of the September 14<sup>th</sup>, 2018 Rules Committee meeting were unanimously approved as revised or/and amended.

**2. FACULTY SENATE AGENDA ITEMS (For November 15<sup>th</sup>, 2018)**

Draft agenda for 781<sup>st</sup> Regular Meeting of the Faculty Senate was approved after discussions on the following items:

- A. Freshman seminar proposal should be added to agenda since it was postponed from the last senate meeting. It will be under old business on the new agenda.
- B. Discussion of English 545 and 546 with the word "workshop" in it. The question raised was should the modality be a part of the course name? It was recommended that we ask the English Department to clarify the usage in the faculty senate meeting. Secretary Peterson will notify the English Department representative of this query.
- C. Clarify with Public Health that they want **PUBHLTH 340 LBGTQ Health** instead of LGBTQ.
- D. For annual reports the chairs will be asked to make a short presentation followed by Q & A.
- E. Discussion on honors college thesis requirement highlighted that some departments do not have the ability to provide lab research opportunities for all honors students. Does that mean these students will not have the ability to pursue an honors thesis option?
- F. A discussion of meeting decorum was initiated and it was suggested that the Presiding Officer make an announcement to members and attendees at the start of the meeting that people refrain from answering phones during the meeting. Secretary Peterson will also support this through a summary in the Secretary's Notes.

**3. DISCUSSION ITEMS**

**A. Policies regarding approval of online versions of courses**

- a. Is there a separate approval process for online courses? If a face-to-face course is being extended to online it doesn't need approval but there should be a mechanism to ensure that the approved content is being presented in order to maintain consistency. Undergraduate Education and Academic Matters Councils have been asked to ensure that there is consistency across in-classroom courses on campus.
- b. It appears that there will be two phases for requesting online courses.

- i. The first phase will request and fund one new from each college. These will be due on November 15 to John Well's office. They would then need to be approved by February 1<sup>st</sup>, 2019, so that they can be offered fall semester of 2019.
  - ii. The second phase will be an RFP for existing courses that can be converted to online or CPE courses. These will come later. The total number of these courses is not known.
- c. If we are to live up to the vision of online courses, there should be oversight in the creation and conversion of courses to ensure that the quality is maintained.
  - d. If approval is strictly through the Provost's Office, this will side-step a part of direct faculty oversight and responsibility for instructional content.
  - e. It was suggested that we make this issue an agenda item for another meeting, so that we can have thorough discussions and propose next steps.
  - f. The RC was informed that CPE has a robust content rubric for new online course approvals.

**B. Appointment and Review of Associate Deans**

- a. The issue of how associate deans are appointed and reviewed has again surfaced.
- b. MSP approached Secretary Peterson about this since the process appears to be arbitrary from one college to the next and some of these associate deans are in positions where they are responsible for reviewing faculty AFRs and writing recommendations.
- c. Secretary Peterson plans to approach the deans about this issue, since there is a faculty senate document on appointment and review of administration from department head up, but nothing specific for associate deans.
- d. This will require adding an Associate Dean tier to the senate document to account for this very common administrative position at UMass. This will clearly require ongoing discussions.