Boston University Faculty Council
Minutes of the Meeting
May 6, 2014

The ninth regular meeting of the Boston University Faculty Council for the 2013-2014
Session was held on May 6, 2014, at 3:30 p.m. in the Photonics Colloquium Room, 8 St.
Mary's Street. Kathe Darr, Chair of the Faculty Council, presided over the meeting. The
following members attended:

Representatives and Alternates

Deborah Burton (CFA), R.
Ted de Winter (ENG), R.
Moshe Hagigi (SMG), Alt.
Gisela Hoecherl-Alden (CAS), R.
Allyn Hubbard (ENG), R.
Eleni Kanasi (GSDM), R.
Sam Kauffmann (COM), R.
Shiela Kibbe (CFA), R.
Cataldo Leone (GSDM), R.
Luz Lopez (SSW), R.
Nancy Lowenstein (SAR), R.
Elizabeth Mehren (COM), R.
Gwynneth Offner (MED), R.
David Ozonoff (SPH), R.
Hee-Young Park (MED), R.
Marnie Reed (SED), R.
Rady Roldan-Figueroa (STH), R.
Enrique Silva (MET), Alt.
Kristine Strand (SAR), R.
Barry Unger (MET), R.
Lauren Wise (SPH), R.
William Zahner (SED), R.

Committee Chairs

Stanley Buchin, Student Life
John Carroll, Planning
Yvette Cozier, E&I
Janelle Heineke, Academic Freedom
Celeste Kong, Compensation
D. Lynn O'Brien Hallstein, TLIR
Erinn Tucker, CAPS
Robert Volk, Communication

Officers

Steve Brady, Vice-Chair
Kathe Darr, Chair
J. Robb Dixon, Secretary-Treasurer

Members without a vote

Margot Downey, Alt. CELOP
Irene Maksymyuk, R. CELOP

I.   Secretary's Report, Approval of the April 1, 2014 and April 22, 2014 minutes.

There being a quorum, the minutes of the April 1, 2014 meeting and the April 22, 2014 meeting were approved.

Secretary-treasurer Dixon recognized Vice-Chair Brady. Vice-Chair Brady informed the Council that this meeting marks the end of Katheryn Pfisterer Darr's service as Chair of the Faculty Council. Next year, she will serve as Past-Chair. Vice-Chair Brady thanked her for her good work and steady leadership of the Faculty Council and presented her with a Boston University Captain's Chair in gratitude for her service.

II.   Chair's Report

Chair Darr reminded the Council that the John S. Perkins Award Ceremony and reception will begin immediately after the meeting in the Metcalf Trustee Ballroom.

Chair Darr informed the Council that she met with University Provost Morrison. They discussed orientation for international students. Chair Darr stated that orientation needs to include more than language comprehension; international students need support to adapt culturally to the academic environment.

Last month, the Board of Trustees approved the diversity statement that was drafted by the ad hoc group led by Chair Darr and Associate Provost Julie Sandell. Chair Darr has recommended to Provost that a Diversity Committee should be established as a Standing Committee of the University Council with a charge to implement the diversity statement in University policy.

Chair Darr told the Council that the Executive Committee of the University Council met on April 24, 2014 to approve six degree programs. The programs had to be approved in April to allow the schools and colleges to market the programs.

Chair Darr informed the Council that she communicated to Timothy Barbari, Associate Provost for Graduate Education, that the Ph.D. Childbirth/Childcare Policy was endorsed by the Faculty Council at the April 22 meeting, but that the discussion was contentious and revealed iniquities of childcare leave policies between the Charles River Campus and the Medical Campus.

Last week the Department of Education published a list of institutions that are under investigation for Title IX violations. Boston University was one of the named institutions. Chair Darr told the Council that she has asked the Office of the General Counsel for information about the investigation.

Two votes: committee chairs and Open Access Opt Out proposal.

III.   VOTE: Open Access Policy

The Faculty Council heard a presentation from University Librarian Robert Hudson and Vika Zaffrin at the April 1, 2014 meeting about a proposed change to the Open Access policy. In summary, Boston University has an "opt in" policy and the University Librarian advocated to establish an "opt out" policy to encourage more faculty participation in the digital archive.

There being a quorum, the Faculty Council voted to endorse the policy. Three members of the Council abstained from the vote.

IV.   VOTE: Committee Chairs

The Nominating Committee of the Faculty Assembly put forth candidates for Faculty Council Committee Chairs:

Administrative Policies	Gwynneth Offner (MED)
Awards	Shiela Kibbe (CFA)
Compensation and Benefits	Celeste Kong (GSDM)
Credentials and By-laws	Robert Volk (LAW)
Equity and Inclusion	Kathe Darr (STH)
Faculty Policies	Janelle Heineke (SMG)
Graduate Programs	Hee-Young Park (MED)
Media/Communication	John Carroll (COM)
Student Policies	Joyce Walsh (COM)

The Nominating Committee put forth four candidates for the Undergraduate Academic Program Committee. Bruce Schulman (CAS) was elected with fifteen (15) votes.

Sarah Frederick (CAS) received fourteen (14) votes, Michael Oshins (SHA) received five (5) votes, and Nathan Phillips (CAS) received five (5) votes.

V.   Guest - Jeffrey von Munkwitz-Smith, University Registrar

Jeffrey von-Munkwitz Smith, the University Registrar, joined the meeting. Chair Darr reminded the Council that the University Registrar was scheduled to come a meeting earlier this year, but due to inclement weather, the meeting was cancelled.

Dr. von Munkwitz-Smith told the Council about his involvement with faculty committees in previous positions at other universities (Minnesota and Connecticut) and said that the role of the University Registrar is to be agent of the faculty in administering academic policies.

A general discussion followed.

One Council member asked about Blackboard. When students drop the class, they are not deleted from Blackboard. Dr. von Munkwitz-Smith said it is an interface issue that should be resolved this fall. Another Council member asked if the University has a definition of advanced undergraduate students for 500 level classes. Dr. von Munkwitz-Smith said that there is no definition. The 500 level course designation is advisory. The Council member asked if the University Registrar can post a statement to the effect that 500 level courses are for juniors and seniors only. Dr. von Munkwitz-Smith said he will take that matter to University Council.

A Council member said that at present, the registration system does not check prerequisites or prevent students from registering for multiple sections of the same course. Dr. von Munkwitz-Smith noted that there are multiple student information systems. He hopes to develop a single system can be developed to cover all of the schools.

Another Council member said that it is hard to be accountable as an advisor when the system does not update regularly and give information to advisors about what students are actually doing. The Council members asked if the faculty should help to stress the urgency to update the information system with the Administration? Dr. von Munkwitz-Smith replied that the current risk management project has identified this system as a significant risk given that it is written in a 1980s language for which there are no programmers available.

A Council member asked about the Faculty Link. Dr. von Munkwitz-Smith said that the Link is a bit dated, but it is of some use to Registrar's Office. Another Council member said that it is hard to find information about graduated students; this makes it difficult to write letters of recommendation. Dr. von Munkwitz-Smith said that student records can be accessed via the Faculty-Staff Link with a Secure-Id.

The University Registrar was asked if he could set up a a telephone help line for instructors trying to input grades.

A Council member said that high on the wish list for faculty is the ability to submit grade changes online.

Certification requirements call for a signature confirming that a student has taken specific courses. Who has the signing authority?

Coding different situations when a student drops a course. Withdrawal and Withdrawn are significantly different - one being a student-initiated withdrawal and the other a forced/administrative expulsion. The practice seems unique to BU.

VI.   Guest Laurie Pohl - Course Credit Assignment Policy

Laurie Pohl, Vice President of Enrollment and Student Affairs, joined the meeting to present an early draft of the Course Credit Assignment Policy. The project began 20 months ago with a charge from the University Provost to create a policy. Since 1970, the University has assigned 4 credits for 3 hours of contact time. We are now out of synch with most of our peers by following this policy. The past year has been used to test the potential impact on a variety of schools.

VP Pohl informed the Council that there is a draft policy that will circulate this fall and it will go to the University Council this fall.

She stated that the Committee had to draft definitions for the course credit assignment definition.

"Faculty" is defined as "persons hired or appointed by Boston University to deliver or supervise instruction in a credit-bearing course or graduate teaching assistants assigned and supervised by BU faculty."

"Contact" is defined as "one-to-many synchronous or asynchronous, e.g., online, instruction with the expectation for interaction between students and faculty in which new learning occurs. One-on-one supervision or guidance during for-credit externships and internships, clinical practicums, studios, research, or scholarship."

A "scheduled contact hour" is defined as "one weekly, required hour (50 minutes) or equivalent of faculty contact." In many cases, scheduled contact hours are equivalent to classroom seat time; however, other forms of engagement, such as participation in online forums or course-related activities, such as discussion sections or language laboratory sections, may be counted as "scheduled contact" wholly or in combination with classroom-based instruction for the purposes of assigning credit. All such scheduled contact must be specified as "required" in course syllabi and contribute to a student's grade or achievement of course objectives.

The following course types are covered by this policy. The nomenclature established herein aligns with credit assignment guidelines and will be used to monitor adherence with this policy.

- Traditional: Scheduled contact occurs primarily face-to-face
  - o Lecture courses
  - o Seminars
  - o Studios
  - o Laboratory sections/courses
- Blended: Scheduled contact is a defined mixture of face-to-face and distant/online interactions
- Digital: Scheduled contact is mediated entirely online
- Place-based: Scheduled contact occurs in non-classroom settings such as corporations (internships), field placements, or clinical practicums.
- Faculty-directed independent learning: Courses in which students, either alone or in groups, pursue independent studies, independent work for credit, such as

courses designated as independent work for distinction, work on a dissertation and thesis, or a capstone project.

The Committee drafted Course Credit Principles and Guidelines:

> Within a particular course, credit assignment may be based on course-related activities taking place both within and outside a physical classroom or via digital platform. It is expected that non-classroom- and non-lecture-based activities are required and tied to achievement of course objectives. In many cases, this will mean that participation is verified or that resulting student work products, *e.g.*, textual analyses or problem sets, are graded or documented as complete. Furthermore, it is expected that non-participation in credit-bearing activities puts a student at risk for achieving course objectives. That is, it is expected that credit-bearing activities go beyond review of material covered previously, except in cases in which review furthers achievement of a specific learning outcome.

VP Pohl said that compliance will still be up to the curriculum committees in the schools. The course schedule will no longer include the passing time starting in the fall on the Registrar's schedule. The minimum number of credits required for graduation and number of credits allowed before an additional charge is made is not addressed by this policy.

VP Pohl informed the Council that Tanya Zlateva, Acting Dean of Metropolitan College, is working with the committee to develop guidelines on distance learning.

Implications for faculty workload? More will need to be done in a number of instances, but others are already doing it.

Where are the pressure points? Writing program is certainly one.

How prevalent are graduate teaching assistants? Very. They are included to recognize their current contribution.

VII.   New Business and Adjournment

There being no new business, the meeting was adjourned.