

**Faculty Senate Annual Report
2018 – 2019 Academic Year
L. MacDonald, Chair**

I. Executive Summary

This was a productive year for Faculty Senate (FS) in terms of successful passage of numerous committee proposals and University Faculty Senate (UFS) resolutions. Much of the activity of the FS originates in the work of its standing committees, which include the Academic Faculty Affairs Committee (AFAC), College Curriculum Review Committee (CCRC), Committee on Committees (COC), College Research Committee (CRC), Committee on Teaching Effectiveness (CTE), Educational Policy Committee (EPC), General Education Committee (GEC), Graduate Faculty Executive Committee (GFEC), Professional Affairs Committee (PAC), and Student Affairs Committee (SAC). As can be seen in Table 1, the FS approved a range of new policies, revisions to policies, and substantial changes to Chapters 150 and 220 of the College Handbook.

In addition to the work done by the standing committees, the FS considered proposals from the Review of Governance Committee (ROGC). The ROGC was an ad-hoc committee appointed to conduct a review of the governance structure, in accordance with Article XIII, Chapter 150 of the College Handbook. The ROGC proposed updating the language of Chapter 150 as well as some substantive changes to the officer roles and SAC. The ROGC proposals were approved by the FS and by referendum at the end of the academic year. The FS also approved the establishment of the Ad-Hoc Committee on Transgender and Gender Non-Conforming Initiatives. This committee was appointed in the spring semester, with membership solicited from across all segments of the campus. The work of this committee is just getting underway and will continue in the next year. Additionally, the FS endorsed the use of written procedures for the selection of the Chancellor's Awards for Excellence and the Distinguished Professor Ranks.

The administrative assistant to FS, which is a part-time position, was made permanent this year. The FS office, which was located in the basement level of Moffett, was relocated because of construction in the building. The new location is in Cornish Van Hoesen B219-4. Documents that were stored in the Moffett office were reviewed by the college archivist, who collected pertinent files and materials for the archives. These documents will be used to fill existing gaps in the archival records of the FS. They will also be catalogued so they can be used more easily for research. More recent activity of the FS can be located on its web page.

As we move into the next academic year, the FS will need to ensure that the offices of secretary and treasurer (currently vacant) are filled, along with other open FS seats, and that a smooth transition takes place where governance structures have been changed. The COC will be dissolved, with the secretary and administrative assistant picking up the responsibilities of that committee that are still needed. The SAC will become the Joint Committee on Student Interests and will require some changes in membership and responsibilities. The office of past-presiding chair will be added to the Steering Committee to assist with continuity. The AFAC is expected to bring forward recommendations for service expectations for continuing appointment and promotion and the CTE should complete their recommendations for the delivery system for course teaching evaluations early in the fall semester.

Shared governance cannot be successful without the collaborative efforts of the senior administration and the contributions of individual senators, committee chairs, and committee members. Thank you to all for your good work on behalf of the college this year. A special note of appreciation goes to Amy DeChellis, administrative assistant to the FS, for all she does to facilitate the FS activities.

II. Membership

Almost all the seats on the FS were filled this year (except for a seat from MATH/SCIENCE) as were the committee seats (except for a representative to the GFEC from BIO/CHEM/GEOL/MATH/ PHYSICS). Most seats, however, were not contested and filling all of them required repeated calls for nominations. This is not the best use of valuable FS meeting time. Of note, women continue to be overrepresented in committee memberships and as committee chairs.

III. Major Activities/Accomplishments/Significant Changes

The major activities and accomplishments are outlined in Table 1. More detailed information can be found in each committee's annual report, at the end of this document, and from reviewing FS meeting minutes and reports which are posted at: <http://www2.cortland.edu/faculty-staff/faculty-senate/minutes.dot>. Below are some highlights:

Standing Committee Actions/Activities

A. AFAC

1. Conducted their triennial review of Chapter 220 and 230, resulting in substantial revisions and codification of the three peer-reviewed publications for continuing appointment (previously an unwritten guideline). The content was also reorganized and now appears in 220.06 and 220.07.
2. Continued its review of department personnel policies.
3. Began its work on the charge to develop guidelines for service by reviewing the policies of other SUNY colleges in our sector as well as campus department personnel policies that have guidance for service.

B. CCRC

1. Reviewed proposals with a special focus on measurable student learning outcomes (SLO) for new courses.
2. Updated CCRC website with a "help" document for SLOs.

C. COC

1. Worked with IT to develop a committee membership tracking application for the FS and the President's Office.
2. Worked with the ROGC to propose updates and re-distribution of COC responsibilities to be reflect current practice and be more efficient.

D. CRC continued to evaluate proposals for funding and distribute available funds.

E. CTE

1. Presented proposed items for the new course teaching evaluation and revised them based on feedback.
2. Continued to work with various constituencies on recommendations for a delivery system. Recommendations are expected early fall 2019.

F. EPC approved proposals:

1. Syllabus requirements
2. Program and major GPA definitions
3. Course reset policy
4. A.A.S. degree added to A.A. and A.S degrees in the transfer credit policy
5. Revised disability statement
6. Rescind vote (April 2017) to change E to F in grading system

G. GEC

1. Revised GE 11 description, which was approved by the FS.
2. Assessment of GEs 2, 6, 7, and 12.
3. Created rubrics for Writing Intensive and Information Management.
4. Memo providing campus feedback to SUNY UFS on GE green paper.

H. GFEC

1. Outreach to department chairs to encourage faculty applications for graduate status.
2. Edited graduate research and travel grant applications and awarded several grants.

I. PAC

1. Developed long-term goals for the committee.
2. Worked with Human Resources to improve forms and documents for staff evaluations and performance programs.

J. **SAC** worked with ROGC to revise the structure of the committee and clarify its role.

Ad-Hoc Committee – ROGC – all changes approved by the FS and campus referendum.

- A. Updated language in Chapter 150 of the College Handbook.
- B. Added a responsibility to the PAC.
- C. Updated/added responsibilities to FS chair.
- D. Revised the duties of the FS secretary.
- E. Dissolved the COC, whose responsibilities were re-distributed.
- F. Added Past-Presiding Chair as an officer on the Steering Committee.
- G. Revised the responsibilities of SAC and renamed it, now the Joint Committee on Student Interests.

Senate Chair and Steering Committee Actions

- A. Charged AFAC with developing guidelines for service for continuing appointment and promotion.
- B. Appointed and charged the ROGC to review the governance structure.
- C. Worked with the chair for the Ad-Hoc Committee on Transgender and Gender Non-Conforming Initiatives to invite interested individuals to join the committee.
- D. Worked with Human Resources to make the part-time position of administrative assistant to the FS a permanent one.
- E. Facilitated open meeting to discuss progress on CTEs.
- F. Worked with the President's and Provost's Office to develop written procedures for selection of Chancellor's Awards and Distinguished Faculty Ranks.
- G. Worked with President's Office to appoint committee members and chairs for the selection committees for Chancellor's Awards and Distinguished Faculty Ranks.
- H. Worked with the college archivist and president to review and move relevant FS files to the archives.
- I. Worked with Human Resources to find a new office for the FS administrative assistant.

IV. Areas of Difficulty/Resistance

The FS functioned well this year in terms of thoughtful discussion about action items, productivity, and civility. There are, however, areas where we could improve, such as recruitment for the FS/standing committees, and educating the campus about shared governance.

A. Recruitment, or how do we get more faculty and staff to participate in shared governance? This is not a new issue by any means, but it is still an important one. While we had good participation in the FS this year, most seats were not contested and a couple went unfilled. It's not clear why there isn't more widespread participation, but it's possible that for faculty, there's a perception that these types of activities are not as highly valued as teaching or scholarship. The overrepresentation of women in committee leadership and membership is not unique to Cortland, but it is something worthy of further examination.

If the AFAC is successful in developing recommendations for service expectations for continuing appointment and promotion, more people may feel compelled to serve in governance activities. Promoting the benefits of service for professional growth in conjunction with greater recognition for these activities may also be helpful. The luncheon held for standing committee chairs and FS officers this

year was a good start in acknowledging leadership roles. Fortunately, this is an area of interest for IPAC and it is hoped that additional ideas will be generated by this group. Finding and implementing strategies that promote more widespread participation in service will have the benefit of bringing different perspectives to discussions as well as spreading the work of shared governance more fairly.

- B. Educating others about shared governance, or how do we help people understand and value it?** As the previous chair (J. Ouellette) noted in the 2017 - 2018 annual report, not all faculty and staff have a good understanding of the FS role in shared governance or how the FS responsibilities intersect with the roles of the administration and/or the union. This leads to confusion about where to direct individual concerns as well as misunderstandings about whether the faculty have opportunities for input on important issues.

It might be useful to have some sort of primer or presentation for new faculty and staff at the end of their first year. Orientation can be overwhelming and the timing of it is probably too soon for most people to think about this information. Another time to reach faculty might be when they are promoted to associate professor, as they then have a good working knowledge of the campus and are ready to take on greater leadership responsibilities.

V. Issues/Concerns/Items for Next Academic Year

- Complete the charge (given by Ouellette, 17-18) to the CTE to review/revise the course teacher evaluation, recommend a delivery system, and update the manual for administration.
- Monitor progress on the charge to AFAC regarding developing guidelines for service expectations for continuing appointment and promotion.
- Monitor the progress of the Ad-Hoc Committee on Transgender and Gender Non-Conforming Initiatives.
- Implement the changes to the governing structure that were approved by referendum. These include changes to the secretary position, SAC (now Joint Committee on Student Interests), dissolution of the COC, and the addition of Past-Presiding Chair to the Steering Committee.

Table 1. Faculty Senate Record of Resolutions, Actions, and Activities for 2018 – 2019 Academic Year

Committee/Unit	Item	Action	Date	Notes
<i>Academic Faculty Affairs</i>	Completed triennial review of Chapter 220	FS approved revisions, as amended, to 220.06 and 230 (now 220.07)	12/4/18	Approved by E. Bitterbaum, President, 6/10/19
	Develop guidelines for service expectations for continuing appointment and promotion	Charge given by L. MacDonald, Senate Chair, 3/5/19	In progress with expected completion by the end of the fall semester, 2019.	H. Haines, AFAC chair
	Edits to Chapter 220.06 (K) – language related to librarians.	FS approved	4/9/19	Approved by E. Bitterbaum, 6/10/19
<i>Committee on Committees</i>	<i>See ROGC below</i>			
<i>Committee on Teaching Effectiveness</i>	Course teaching evaluation revisions (charged by J. Ouellette, FS chair 2017-2018)	Completed list of potential evaluation items and presented them at an open meeting (3/26/19). Revisions made and sent to Senate Chair (May 2019).	FS to take up discussion of items at the start of fall semester 2019.	Recommendations on delivery method (online vs. paper) expected early fall semester. CTE manual cannot be updated until decisions on items and delivery are finalized.
<i>Educational Policy Committee</i>	Academic Forgiveness Policy for returning students.	FS approved with amendment to title (Course Reset Policy). Recommended working on policy to extend this option to other students	11/6/19	Approved by E. Bitterbaum, 6/10/19
	Expand transfer credit policy to include A.A.S. degrees (currently applies to A.A. and A.S. degrees)	FS approved	3/5/19	Approved by E. Bitterbaum, 6/10/19
	Revised Disability Statement	FS approved	4/9/19	Approved by E. Bitterbaum, 6/10/19
	Definitions of Major and Program GPAs	FS approved	4/23/19	Approved by E. Bitterbaum, 6/10/19
	Rescind action of April	FS approved	5/7/19	Approved by E.

	2017 to change E grades to F grades.			Bitterbaum, 6/10/19
	Revised syllabus requirements	FS approved as amended	5/7/19	Approved by E. Bitterbaum, 6/10/19
<i>General Education Committee</i>	Revised description of GE 11	FS approved	4/23/19	Approved by E. Bitterbaum, 6/10/19
<i>Professional Affairs Committee</i>	See ROGC below			
<i>Student Affairs Committee</i>	See ROGC below			
<i>Senate Chair & Steering Committee</i>	Establish ROGC to review governance structure in accordance with Chapter 150, Article XIII	Charge given by L. MacDonald, Senate Chair	11/13/19	M. DiVita, ROGC chair
	Part-time administrative assistant to Senate	Worked with G. Evans, Human Resources, to write job description and seek approval for the position to be permanent	Fall 2018	Approved by President's Cabinet, effective January 2019
	SUNY Chancellor's Awards for Excellence and Distinguished Faculty Ranks procedures	FS endorsed the use of written procedures	2/5/19	Procedures provided to V. Levine (President's Office), M. Prus (Provost), A. DeChellis (FS administrative assistant), and selection committees
	Preparation for open meeting	CTE (K. Bonafide) presented draft of course teaching evaluation items for faculty feedback	3/26/19	Revised version sent to Senate chair, May 2019
<i>General</i>	Resolution to form Ad-Hoc Committee on Transgender and Gender Non-Conforming Initiatives	FS endorsed	12/4/19	Committee formed in the spring semester
	Gender Policy Initiatives Committee report	Request for FS to provide feedback on initiatives	12/14/19 deadline for FS	Feedback sent to K. Burke, GPIC chair
	Draft of Consensual Relations Policy	Request for FS to provide feedback on draft	12/14/19 deadline for FS	Feedback sent to G. Evans, Human Resources

	Senate office location	Moved from Moffett to CVH B219-4	January 2019	
	Senate office files	Selected files moved to college archives	January 2019	Reviewed by J. Pekarek, archivist
	E. Morris nominated to chair Ad-Hoc Committee on Transgender & Gender Non-Conforming Initiatives	FS approved	3/5/19	
	Academic Calendar for 2020-2021, 2021-2022, 2022-2023	FS endorsed	4/23/19	Requested by V. Levine
<i>Review of Governance Committee</i>	Editorial changes to Chapter 150	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
	Added responsibilities to the PAC (Article III.C3c)	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
	Updated responsibilities to the Senate Chair description (Article V. Section B1)	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
	Additional duty for standing committees (Article VII. Section A)	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
	Addition of Past-Presiding Chair to Steering Committee (Article V. Section A)	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
	Alteration of duties of Secretary and dissolving the COC (Articles V, VII, X)	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
	Revisions to SAC and title change to Joint Committee on Student Interests (Article III. Section C1c)	FS approved	4/9/19	Referendum passed 5/24/19 and approved by E. Bitterbaum, 6/10/19
<i>University Faculty Senate</i>	Resolution to use gender neutral language in all SUNY correspondence	FS endorsed	2/19/19	Reported to UFS, 2/22/19
	Resolution to provide support for lactating persons and lactating spaces on all SUNY campuses	FS endorsed	2/19/19	Reported to UFS, 2/22/19

	Resolution to reinstitute the Graduate Fellow Incentive program	FS endorsed	2/19/19	Reported to UFS, 2/22/19
	Resolution to encourage SUNY to become the first test-optional system of higher education in the nation	FS did not endorse	3/5/19	Reported to UFS, 3/7/19
	Resolution to standardize the length of service requirement for Distinguished Professorships	FS endorsed	3/5/19	Reported to UFS, 3/7/19
	Resolution to support a New Deal for SUNY and CUNY	FS endorsed	3/5/19	Reported to UFS, 3/7/19
	Referendum on changes to UFS Vice President position	Campus approved	3/7/19	Reported to UFS, 3/15/19

**Academic Faculty Affairs Committee
Herb Haines, Chair
Faculty Senate Annual Report
2018-2019 Academic Year**

Major Activities/Accomplishments

I. Handbook Revisions

The main order of business for the Academic Faculty Affairs Committee during a very busy fall semester was the preparation of recommended revisions to chapters 220.06 and 230 of the College Handbook. AFAC prepared extensively revised versions of both, revisions which reorganized both sections for simplicity and renumbered Chapter 230 as Chapter 220.07. The revisions were presented to the Faculty Senate and subsequently passed in November 2018.

Perhaps the most significant Handbook change proposed by AFAC and passed by the Senate is §220.07.H.2, which codifies the previously *de facto* standard of three peer-reviewed works of scholarship or creative activity as the minimum standard for continued appointment.

AFAC was also tasked with making a recommendation regarding the relationship between continuing appointment and promotion to the rank of Associate Professor, especially whether they should be simultaneous or whether one should occur before the other. The committee determined that there is considerable variation between departments on this matter and that there should be extensive campus-wide discussion before any Handbook changes are proposed. Such discussion should take place during the 2019-2020 academic year.

II. Department Personnel Policy Reviews

Scheduled reviews of the personnel policies and procedures of several departments were conducted, including the Departments of Biological Sciences, Chemistry, Modern Languages, Physical Education, Political Science, and Psychology. Policy documents from Political Science and Physical Education were approved following further suggested revisions. Suggested/required changes were transmitted to the remaining departments, which will resubmit their documents for final AFAC approval next year. The committee is still awaiting revised policies from Sports Management. Sociology-Anthropology will have its final document submitted for approval at the start of 2019-2020.

III. Senate Charge regarding Standardized Service Expectations

In the fall semester AFAC was charged with making recommendations about whether the Handbook's language on college and community service expectations should be made more standard and explicit. During the spring of 2019 the members of the committee examined service criteria in the Handbooks for all the other SUNY comprehensive colleges in order to identify possible examples for guidance. They also examined the current policy documents for all departments on our campus. Given the flexibility of the deadline for completion of this work, it will resume in the fall of 2019. AFAC anticipates that suggested changes, if any, will be ready for presentation to the Faculty Senate during the fall semester.

IV. Personnel Grievances

No faculty grievances regarding personnel actions were received during 2018-2019. AFAC did receive one inquiry about a possible irregularity in a department's revision of its policies and procedures, but determined that the matter fell outside AFAC's jurisdiction.

Membership

Chairs: Andrew Fitz-Gibbon (fall 2018); Herbert Haines (spring 2019)

Members: Genevieve Birren, Christa Chatfield (full year sabbatical replacement for Moataz Emam), Kathleen Lawrence (spring 2019 sabbatical replacement for Andrew Fitz-Gibbon), Daniel Harms, Joseph Rayle.

Issues for Next Year

- I. Review of departmental personnel policies and procedures as they relate to Chapters 220.06 and 220.07 of the College Handbook and the Policies of the SUNY Board of Trustees, including those policy documents that will carry over from this year;
- II. Investigations of faculty grievances regarding possible Handbook violations during personnel actions;
- III. Initiation of campus discussion regarding the appropriate relationship between consideration for continuing appointment and for promotion to the rank of associate professor.
- IV. Completion of the Senate charge to consider suggested Handbook changes regarding college and community service standards. Recommendations, if any, will be presented to the Faculty Senate by the end of the calendar year.

College Curriculum Review Committee
Maggie DiVita, Chair
Faculty Senate Annual Report
2018-2019 Academic Year

I. Executive Summary

- Much is the same from last year: in general it was a good year with much curriculum passed. However, we do still struggle to find a student member and continue to work on ways to make the curriculum process more user friendly and transparent for all faculty. Additionally, with the new requirement of Student Learning Outcomes (SLOs) for all new courses, there were a lot of delays in passing curriculum because the SLOs were not measureable. It is important that the School level curriculum committees are reading SLOs and sending back curriculum that has non-measureable outcomes. Those issues should be “fixed” before getting to college level. This should be a priority for AY 2019-2020.

II. Major Activities/Accomplishments/Significant Changes

- SLO Requirements
- Updates to the committees’ website with additional help documents, such as the SLO help document added.

III. Areas of Difficulty/Resistance

- We continue to have trouble filling the required student seat.
- Many times the curriculum that gets to the CCRC level has passed with issues that should have been caught earlier in the process. We are still working towards making the curriculum process clearer for all curriculum committees, as well as faculty entering curriculum into curriculog.

IV. Membership

- Outside of not being able to find a student, all members participated as expected.

V. Issues/Concerns For The Next Academic Year

- Continue to work towards streamlining the process and getting a student member each semester.

Committee on Committees
Gary Evans, Chair
Faculty Senate Annual Report
2018-2019 Academic Year

I. Executive Summary – N/A

II. Major Activities/Accomplishments/Significant Changes

- Began work with IT to develop a committee membership tracking application for use by the Senate and the President's Office
- Worked with the Review of Governance Committee to develop a proposal to update/address the responsibilities of the COC that are now being done through technology and the administrative assistant to the Senate.

III. Areas of Difficulty/Resistance – N/A

IV. Membership

V. Issues/Concerns for the Next Academic Year

- Since the COC will be dissolved under the approved ROG referendum, the only concern is ensuring that the transition to the senate secretary and administrative assistant goes smoothly

**College Research Committee
Ryan Vooris, Chair
Faculty Senate Annual Report
2018-19 Academic Year**

The College Research Committee (CRC) first met on Tuesday, November 20th, 2018. At that meeting, I was chosen as the committee's chair. Thomas Frank of the Research and Sponsored Program Office (RSPO) explained that the primary role of the committee was to oversee the Faculty Research Program (FRP). We were told that there was an increase in funding slots for 2019: 30 grants of up to \$3,000 could be given. The committee discussed how to divide these grants by discipline and the evaluation criteria that would be used to rank and review the proposals.

In early January the call for proposals went out. The deadline for submission was February 22, 2019. Thomas Frank informed me in April, that there were fewer than 30 submissions and that this meant all requests could be funded if the proposals meet the submission criteria. We asked each member of the committee to review the 18 grant requests to see if they meet the requirements for funding. Members of the committee were to email their votes to the chair by mid-May. I received reviews from three members of the committee. With one exception, the reviewers found the requests as acceptable for funding. I communicated this finding to Thomas Frank of the RSPO.

The 2018-19 committee consisted of Andrea Davalas, Andrea Harbin, Daniel Harms, Mary Schlarb, Kevin Sheets, Elizabeth Speziale, Shufang Strause, and Ryan Vooris (Chair).

The FRP guidelines for 2018-2019 can be found at http://www2.cortland.edu/offices/rspo/internal-grants.dot#Faculty_Research_Program.

Committee on Teaching Effectiveness
Benjamin J. Lovett, Ph.D., Chair
Faculty Senate Annual Report
2018-2019 Academic Year

A. Executive Summary (*optional*)

The committee considered both the content and delivery of course teacher evaluations at Cortland, and formally proposed a new set of items that would be on all Cortland CTE forms.

II. Major Activities/Accomplishments/Significant Changes

- Review of data from survey of faculty regarding course teacher evaluation forms
 - i. Identification of dimensions of instructor/course quality rated as especially important by faculty
 - ii. Review of qualitative comments from faculty (mainly regarding use of CTE data)
 - iii. Construction of proposed items for Cortland CTEs in the future
- Continued review of literature on bias in CTEs
- Meetings with relevant campus administrators as well as off-campus vendors regarding technology and other means for delivering CTEs
- Formal proposal to Senate regarding proposed items that would be required for all CTEs at Cortland.

III. Areas of Difficulty/Resistance

- Nothing significant. We anticipate some difficulties in being able to provide recommendations regarding technology for delivering CTEs, due to a lack of information provided to us regarding availability of funds to pay for such technology. Our plan would be, then, to instead simply present the costs and potential advantages of each option.

IV. Membership

V. Issues/Concerns For The Next Academic Year

- Review (and if necessary, construction) of CTE items for lab courses
- Further work investigating the advantages and disadvantages of different technology (and other) methods for collecting CTE data

**Education Policy Committee
Chris Widdall EPC Chair
Faculty Senate Annual Report
2018-2019 Academic Year**

I. Executive Summary

The EPC committee started the academic year with an action list that was a little hefty. As is noted in the major activities items, we worked hard to move the items forward. We were able to clear the started items but currently have six items set for the next academic year that we either received in the last year or before.

For the fall, we had seven meetings over the semester (9/7, 9/21, 10/5, 10/19, 11/2, 11/16, and 11/30, with 12/7 as a make-up if we needed an additional final meeting. Meeting on 12/7 was not needed and cancelled. We had six meetings scheduled for spring (2/8, 2/22, 3/8, 4/5, 4/19, and 5/3). We had to call one additional meeting in the spring on 4/12, to ensure action items were moved in time for faculty senate review for end of 2019 spring school term.

Our meetings were held on Friday's with every other Friday set-up, but we did work to look at school days off or vacation times that could interfere with this format, and we adjusted some Friday's. The committee is aware of meeting dates prior to the term. Meeting time is set at 9am and we usually meet in Miller 405 for the fall 2019/spring 2020 term.

Committee votes on a new chair at the beginning of the fall semester, with an expectation the chair will continue through the spring. Secretarial duties for notetaking are shared by all committee members with the use of a template that is stored on the EPC share drive.

EPC Chair represents this standing committee in both faculty steering committee and faculty senate as a voting member. When the chair cannot make these obligations, the committee supports replacement representation by a volunteer process. This worked well this year. When chair needs to miss a regular committee meeting, the same volunteer support is used.

Pam Schroeder continues to be our administrative support for vetting processes, booking our meeting room, reviewing items as needed, etc.

II. Major Activities/Accomplishments/Significant Changes

- a. The EPC committee continues to use a share drive for committee work. Pam Schroeder supports the committee by adding and deleting members as needed.
- b. **Syllabus Requirements** – This work started in Spring 2017 and was completed Spring 2019. Faculty Senate approved final document (spring 2019) with vetted changes to Handbook Section 220.02. *EPC was also charged by FS to look at the possibility of a syllabus cover that could be required that might include all the statement items.*
- c. **GPA Definition Work** – This was brought to EPC end of Spring 2016 and was vetted in 2018, reviewed further fall 2018, and finalized in spring 2019. Faculty senate approved a GPA definition in spring 2019 meetings.

- d. **Undergraduate Academic Course Reset Policy** (Academic Forgiveness) – In the spring of 2017, was vetted in spring 2018 and brought to faculty senate in fall 2018. Passed in fall 2018 faculty senate meetings. *EPC was also charged at that time to research and bring to faculty senate an academic forgiveness policy that could be used for students who never leave the campus. This will be on the fall 2019 tasks.*
- e. **Rescinding E to a F** - EPC had to put forth a vote for rescinding the E to an F for the grading system at SUNY Cortland. This was approved during the spring 2019 faculty senate meetings.
- f. **New Disability Statement** - EPC was asked to work with the Disability office in putting forward a new Disability Statement for the campus. This was started in fall 2018 and completed with faculty approval of a new statement in spring 2019.
- g. **AAS Transfer Credit** – This was sent to EPC in fall 2018 and was completed for review at faculty senate in spring 2019. Was passed and approved spring 2019.
- h. **EPC Bylaws** – As part of the Faculty Senate Review of Governance EPC reviewed their own bylaws and these recommendations were voted on to be sent forward- Clearly indicate that ex officio is a non-voting member and the one member of the graduate faculty committee no longer be ex-officio. **These will be voted on by the referendum but have been approved at faculty senate.**

Tasks for next year that have already been received:

- Request to review how minors can be earned. Review of Minors in the catalog. This was received fall 2018, but we have not had a chance to begin this review. Fall 2019 priority.
- Request to review a Mental Health Syllabus Statement, received by EPC Spring 2019. Fall 2019 priority.
- Review the testing statement to allow for labs exams to be given prior to the testing week. This was spring 2019, but with other items already on the docket did not get started. Fall 2019 priority.
- EPC was charged by FS to look at the possibility of a syllabus cover that could be required that might include all the statement items. A 2019-2020 task.
- EPC was charged in Fall 2018 to research and bring to faculty senate an academic forgiveness policy that could be used for students who never leave the campus. A 2019-2020 task.
- Review handbook that indicated final examinations be retained in the department office. “Statement of final examination in handbook and catalog: “A copy of all final examinations shall be kept on file in the department chair's office for a period of three years. After three years, the examinations shall be returned to the appropriate staff members.” This is a very old request that has been put off due to other more demanding needs. A 2019-2020 task.

III. **Areas of Difficulty/Resistance** – I don’t think we have any real concerns beyond limited time to get all the work done that we have requests for within the year.

IV. **Membership**

Members were given the meeting schedule in advance and were able to identify dates that other academic responsibilities might interfere with the meeting time. This was useful in that we were able to have enough voting members when it was needed. We had no student members in the fall but then received two in the spring. We hope to have two students again this next year.

We have already begun conversation with the new 2019-2020 committee and will be ready to start our work in the fall. Fall meeting dates, time, and place have been set.

As the chair, I will say the duties to this committee seem at times extensive, with the steering committee duties and faculty senate duties, but I will say the members support me well and I have been grateful.

V. Issues/Concerns for The Next Academic Year –

As noted we have a few items that will be ready for the committee to get busy first thing fall. Committee has already agreed upon a meeting time, Friday's 9am, Miller 405 or alternative room when necessary. Meeting dates are: Sept. 6, Sept. 20, Oct. 4, Oct. 18, Nov. 1, Nov. 15, and Dec. 6. We hope to have two student representatives as they are an important part of our committee. We also have the spring dates set, Feb. 7, Feb. 21, March 6, April 3, April 17, May 1, and May 8 (if needed).

Completed May 10, 2019 by Dr. Chris Widdall, EPC Committee Chair 18/19 term.

General Education Committee
Jenn McNamara, Chair
Faculty Senate Annual Report
2018-2019 Academic Year

I. Executive Summary (*optional*)

II. Major Activities/Accomplishments/Significant Changes

- a. Revision of GE 11 description and SLOs passed
- b. Assessment of GE 2, 6, 7, & 12
- c. Memo to EPC regarding a revision to the Course Proposal Guidelines
- d. Rubric created for Writing Intensive and Information Management
- e. Memo to SUNY regarding campus feedback to GE Green Paper
- f. Assessment Schedule Created
- g. Rubrics for GE 2, 6, 7, and 12

III. Areas of Difficulty/Resistance

- None

IV. Membership

V. Issues/Concerns For The Next Academic Year

- GE 12 SLO Revision

Graduate Faculty Executive Committee
Jena Nicols Curtis and Nance A. Wilson, Co-Chairs
Faculty Senate Annual Report
2018-2019 Academic Year

I. Executive Summary

In addition to reviewing curriculum changes put before the committee, GFEC made bylaw changes (which were approved by Faculty Senate) to change the terms of GFEC appointments to 3 two-year terms.

II. Major Activities/Accomplishments/Significant Changes

- a. The committee edited the graduate research and travel grant applications to more explicitly state the expectations, review criteria, and the expectation that faculty mentors would work with graduate students on their applications.
- b. The co-chairs conducted outreach to department chairs to increase the number of faculty applying for graduate faculty status. This resulted in several additional faculty members being designated as having graduate faculty status. These include:
 - Christopher Badurek
 - Helena Baert
 - Lexi Blavos Health
 - Randi Storch, History
 - Tadayuki Suzuki, Literacy
- c. Awarded grants to graduate students including:
 - Karli DeGraw, Community Health awarded \$244.80 for the study "Assessing Potential Causes of Burnout Among Human Services Workers"
 - Theresa Mendez, English awarded \$1036.92 to attend and present at the SciFi Research Association Conference. Diedre Pierson, Sport Management awarded \$1200 for the study "Perceptions of the Efficacy of Diversity and Inclusion Hiring"
 - Sarah Rothstein, Exercise Science awarded \$500 for the study "Efficacy of a Gait Retraining Program"
 - Emily Young, Community Health awarded \$200 for the study "Exploring the Barriers of African Americans in Onondaga County to Colon Cancer Screening"

III. Areas of Difficulty/Resistance- none

IV. Membership- no issues to report

V. Issues/Concerns For The Next Academic Year- none

**Professional Affairs Committee
Casey Hickey, Chair
Faculty Senate Annual Report
2018-2019 Academic Year**

I. Executive Summary

This was a term for listening and learning for the PAC. The previous chair completed the agenda for their term, and there were few issues/concerns to revisit or continue.

II. Major Activities/Accomplishments/Significant Changes

- a. Recommended an additional item to the PAC duties in Chapter 150, which was implemented by the ROG committee
- b. Worked with Human Resources to improve their forms/documents for evaluations, performance programs, etc.
- c. Identified long-term goals, including moving some paper-evaluation processes into a digital environment.

III. Areas of Difficulty/Resistance

Some of the more challenging questions brought to the attention of the PAC during this term fell under the responsibility of UUP. As a result, the committee had to distance itself from those concerns.

Some of the PAC conversations required input and information from groups who are occupied elsewhere with other priorities. Working on demonstrating mutual purpose might help better engage those groups.

IV. Membership

*Two committee members resigned from their SUNY Cortland positions in Spring 2019.

Young, Mason	2017-19	Student Affairs and VP of Student Affairs
Schlicht, Lori	2018-20	Academic Affairs
Chaffee, Brenda	2018-20	Finance & Management
Hickey, Casey	2018-20	Institutional Advancement & President's Office
Lewis, Mackenzie*	2018-20	Student Affairs and VP of Student Affairs
Sackett, Kevin*	2018-20	At Large from Professional Staff
Hines, Cheryl	2017-19	At Large from Professional Staff
Daman, Stuart	2017-19	Academic Affairs
Bersani, Mike	2017-19	Enrollment Management
Cubells, Chris	2017-19	Information Resources
Drake, Jen	Ex-Officio	(Non-voting) UUP VP for Professionals or Designee

V. Issues/Concerns for the Next Academic Year

- Continue to encourage and offer assistance to Human Resources to update processes like secondary source evaluations. All parties have acknowledged the desire to move that process into a digital environment, but it would be a significant change and would require software that could handle the task *and* ensure confidentiality. Casey Hickey will communicate with SAWS this summer to determine if there is already a clear option to begin evaluating.
- Continue communication with HR on improvements to documentation, such as creating an example schedule combining the path for evaluations and permanent appointment.
- Continue to monitor fair practices for promotions and DSI. Human Resources made significant efforts to improve communication/outreach this year, and the professional faculty DSI schedule was updated to better match academics (e.g. an appeal process was added).

Student Affairs Committee
Genevieve F.E. Birren, Chair
Faculty Senate Annual Report
2018-2019 Academic Year

I. Executive Summary

- None.

II. Major Activities/Accomplishments/Significant Changes

- Worked with the Review of Governance Committee to work on developing a new structure and updated responsibilities for this committee.

III. Areas of Difficulty/Resistance

- Not really knowing what we're doing. People having a hard time meeting. Low involvement and enthusiasm, probably due to this committee having done very little for many years. It is not yet clear if the changes made to the committee will address these persistent problems adequately.
- We were unable to award the Faculty Senate and Faculty Senate Memorial Scholarships because we were never given access to the applications. Repeated emails various people determined that the position that granted that access was currently vacant and follow ups with others were unsuccessful.

IV. Membership

- Faculty and Staff: Genevieve Birren, Brandon Manning, Jolie Roat, Jennifer Moore, Evan Faulkenbury, Tim Phillips.
- Students: None

V. Issues/Concerns For The Next Academic Year

- Determine who will remain on the committee, if anyone, given the new structure and membership guidelines for the committee.
- Address the scholarship access issue to that the scholarships can be awarded again.