

FACULTY SENATE MINUTES #11

March 24, 2015

SENATORS AND MEMBERS ABSENT: K. Lawrence, R. Grantham, C. Schubert, M. McGuire, D. West, E. Lind, B. Wodi, S. Shi, J. Rayle, R. Borden, M. Seyfried, A. Dearie, H. Lindh, K. Pristash, R. Powell, A. Fitz-Gibbon, G. Douglas, T. Phillips, P. Viscome, E. Bitterbaum, M. Prus, S. Anderson

SENATORS AND MEMBERS ABSENT: J. Hartsock, R. Spitzer, K. Polasek, O. White, T. Hanford, Z. Newswanger, J. Curtis, N. Chaddock, N. Kane, R. Nauseef, G. Sharer, J. McNamra, J. Curtis

GUESTS PRESENT: F. Pierce

I. APPROVAL OF THE MINUTES: The Minutes from February 17 and March 3 were approved.

II. SENATE ACTIONS: There were no Senate actions.

III. CHAIR'S REPORT - K. Lawrence –

The Chair opened the meeting reporting that two people are interested in the position of Vice Chair. Two Senators have also resigned but she stated that she was not sure if their seats could be filled before the end of the semester.

The Review of Governance Committee is going strong with four proposals being undertaken as new business at the meeting, with more possibly coming. There are three meetings left until the end of the semester so there is very little time left to get a lot accomplished.

She encouraged everyone if they know of anybody who might be interested in serving on the Senate to self-nominate, and also reminded senators if their terms are up to make sure they sign up again to keep their membership active on the Senate. She stated that it is much better to have a strong slate of candidates.

She reported that Ginny Levine has spoken with President Bitterbaum and the Faculty Senate will have a small portion of time, about

one half hour, during the President's Opening Breakfast meeting in August, where the Senate Chair and others will have the opportunity to speak about the Senate and familiarize themselves with new faculty, making them aware of the Senate, its important role on campus, and the opportunities to get involved.

Finally, the Open Meeting will be on April 7, where the rules will be suspended, to discuss current topics, so everyone is invited and encouraged to attend.

IV. VICE CHAIR'S REPORT - No Vice Chair.

V. TREASURER'S REPORT – C. Schubert – No report

VI. SECRETARY'S REPORT – R. Grantham – The Secretary read the Committee on Committees report. There were no actions undertaken. *{SEE Appendix 1}*

VII. PRESIDENT'S REPORT:

- Student Life Center
- Tree Removal at Park Center Tennis Courts
- NY Jets – Cortland, NY or Florham Park, NJ
- Renovation on the front of Moffett
- Electrical infrastructure
- Rational Tuition Plan
- Admissions
- 24 Faculty Searches

- “The Big Event”
- Physics
- Sports SEC

VIII. STANDING COMMITTEE REPORTS:

Student Affairs Committee – T. Phillips – T. Phillips announced that the committee is going to be looking at the candidates for the Faculty Senate Memorial Scholarship where they will be choosing the winner and announcing it later in the Spring.

Academic Faculty Affairs Committee – A. Fitz-Gibbon – No report

Long-Range Planning Committee – G. Douglas – No report.

Educational Policy Committee – K. Polasek – No report (absent).

Professional Affairs Committee – K. Pristash – K. Pristash reported on the Survey for Professionals regarding DSI which received a good response. The results will be analyzed and the committee will proceed from there.

IX. OTHER COMMITTEE REPORTS:

Committee on Teaching Effectiveness – J. Walkuski – No report (absent)

College Research Committee – B. Hodges – No report (absent)

General Education Committee – J. McNamara – No report (absent)

Graduate Faculty Executive Committee J. Curtis - No report (absent)

Review of Governance Committee – J. Walkuski – The Review of Governance Committee Proposed changes to the handbook, regarding the Long Range Planning Committee, Vice Chair, Plenary and Committees, were introduced under New Business and will be discussed, voted on and approved at the next meeting on April 7 under Old Business.

X. AREA SENATOR: There were no Area Senator reports.

XI. SUNY SENATOR: N. Chaddock –. No report (absent).

XII. STUDENT SENATORS' REPORT – P. Viscome - The process for Student Government Elections is underway. Students are collecting signatures to be put on the ballot. Campaigning officially begins March 30th and elections will be in April.

ASC is offering an opportunity for students to participate in Bistro Live-Tuesday Throw down. The competition will resemble Food Network's chopped competition where contestants are given several food items in a basket and must incorporate all the various ingredients into their dish. It will then be evaluated by a panel of judges. Prizes will include 250 cash, a Chef Coat, and Hat. Contestants must be available on Tuesday from 9-11. Competitions will begin in April.

Contact John.Donovan@Cortland.Edu for further information.

XIII. Committee on Committees – J. Barry, Chair – R. Grantham read the report for the Committee on Committees. There were no actions undertaken. {*SEE Appendix 1*}

XIV. OLD BUSINESS: - There was no Old Business.

XV. NEW BUSINESS: The Review of Governance Committee Proposed changes to the handbook regarding the Long Range Planning Committee, Vice Chair, Plenary and Committees were introduced under New Business and will be discussed, voted on and approved at the next meeting on April 7 under Old Business. {*SEE Appendices 2, 3, 4 and 5*}

XVI. ANNOUNCEMENTS: There were no announcements.

Respectfully Submitted,

Barbara Kissel
Recording Secretary

The following reports are appended to the minutes in the order that they are distributed:

- (1) Committee on Committees Report, submitted by J. Barry, Chair
- (2) Review of Governance Committee Proposed Changes to the Handbook regarding LRPC Committee.
- (3) Review of Governance Committee Proposed Changes to the Handbook regarding Vice Chair
- (4) Review of Governance Committee Proposed Changes to the Handbook regarding Plenary
- (5) Review of Governance Committee Proposed Changes to the Handbook regarding Committees

APPENDIX 1
submitted by J. Barry, Chair

Committee on Committees – Report to the Faculty Senate
March 24, 2015

Item #1

The Committee on Committees issued a call for nominations for officers and committee seats that will be open beginning with the Fall 2015 semester. The deadline for nominations is Monday, March 30, 2015, 4:00 p.m. The slate of nominations will be announced via email on March 31, 2015, and additional nominations will be accepted from the floor of the Faculty Senate at its April 7, 2015 meeting.

Item #2

A call for nominations was issued for Senators whose terms are expiring this year. The deadline for nominations is April 1, 2015, 4:00 p.m. The slate of nominations will be announced via email by April 2, 2015, and additional nominations will be accepted from the floor of the Faculty Senate at its April 7, 2015 meeting.

Item #3

The Committee on Committees issued a call for representatives to the Consultative Search Committee for the Director of Student and College Financial Services. In accordance with Section 240.03 of the College Handbook, nominations close on Thursday, March 26, 2015, 4:00 p.m.

Respectfully submitted,

Joanne Barry, Chair

APPENDIX 2

**Review of Governance Long Range Planning
Committee Proposed Changes to Handbook
submitted by J. Walkuski, Chair**

Review of Governance Ad hoc Committee

Proposed Changes to the SUNY Cortland College Handbook

Current Wording	Proposed Wording in <i>Italics</i>
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150.03 SUNY CORTLAND FACULTY BYLAWS

ARTICLE VII: COMMITTEES

Section C. Policy Committees

3. Duties:

d. ~~Long-Range~~ Planning Committee:

1. To consider and recommend to the Senate matters related to current academic plans, ~~long-range~~ planning, and other such matters designated to it by the Senate.
2. To determine the procedure whereby faculty and student input is obtained regarding long-range plans. The procedure developed shall be subject to approval by the Senate, and to mandatory review every ~~two~~ years.
3. ~~Procedures to be Used by the LRPC~~
 - a. ~~Ask all academic units and departments to either (i) prioritize and submit to the LRPC aspects of their academic unit long-range or strategic plans or statements, or (ii) if no formal plan or statements exist, to submit a statement of prioritized strategic values or issues agreed upon by the academic unit. This will be accomplished through a Web-based survey and will be reflective of the new SUNY Cortland Mission Statement. This could include the use of an online forum (e.g., a "wiki") or other methods of input such as open forums and/or surveys.~~
 - b. ~~LRPC will present its findings and recommendations to the Faculty Senate, the Strategic Planning Steering Committee and the campus community in the spring of 2009.~~

150.03 SUNY CORTLAND FACULTY BYLAWS

ARTICLE VII: COMMITTEES

Section C. Policy Committees

3. Duties:

d. *Planning Committee:*

- 1.** To consider and recommend to the Senate matters related to current academic plans, planning, and other such matters designated to it by the Senate, ***the Steering Committee of the Senate, or the Chair of the Senate on behalf of the faculty.***
2. To determine the procedure whereby faculty and student input is obtained regarding ***the review and assessment of strategic plans and indicators of institutional effectiveness.*** The procedure developed shall be subject to approval by the Senate, and to mandatory review every ***three*** years.
- 3. *To provide the Senate with a summary of input from faculty and students regarding strategic plans.***
- 4. *To assist with the alignment of program, department, school, and unit plans with the college strategic plan.***
- 5. *To serve as an advocate for planning across campus.***
- 6. *To serve as a liaison between the administration and the Senate concerning all planning that may affect the campus community.***

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Review of Governance Ad hoc Committee
Proposed Changes to the SUNY Cortland College Handbook

Current Wording	Proposed Wording in Italics
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<p>150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE VII: COMMITTEES Section C. Policy Committees</p> <p>There shall be five standing Policy Committees:</p> <p>d. The Long-Range Planning Committee</p> <p>Membership shall be as follows: one member representing mathematics/sciences— one member representing social/behavioral sciences one member representing fine arts/humanities one member representing professional studies one member representing education one member representing library one member representing professionals two student members</p>	<p>150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE VII: COMMITTEES Section C. Policy Committees</p> <p>There shall be five standing Policy Committees:</p> <p>d. The Planning Committee</p> <p>Membership shall be as follows: one member representing the School of Arts and Sciences one member representing the School of Education one member representing the School of Professional Studies one member representing the faculty at-large one member representing the library two members representing professional faculty two student members</p>
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APPENDIX 3
Review of Governance Committee Proposed Changes
to Handbook Regarding Vice Chair
submitted by J. Walkuski, Chair

Current Wording	Proposed Wording
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<p>150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE V: OFFICERS</p> <p>Section B.</p> <p>2.The vice chair of the Senate shall:</p> <p>a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall act as chair pro-tem for the remainder of the chair's term. This shall not be considered to be a violation of Article X, Sections 5.c. and 8.b.</p> <p>b. Discharge such other duties as shall be assigned by the chair with the advice and consent of the Senate.</p> <p>c. Assume the office of chair of the Senate for the academic year following term of service as vice chair. These duties shall be assumed at the close of the spring semester.</p>	<p>150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE V: OFFICERS</p> <p>Section B.</p> <p>2.The vice chair of the Senate shall:</p> <p>a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall act as chair pro-tem for the remainder of the chair's term. This shall not be considered to be a violation of Article X, Sections 5.c. and 8.b.</p> <p>b. Discharge such other duties as shall be assigned by the chair with the advice and consent of the Senate.</p> <p>(point c. deleted)</p>
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Review of Governance Ad hoc Committee

Proposed Changes to the SUNY Cortland College Handbook

Current Wording	Proposed Wording in Bold
<p>150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE X: ELECTIONS</p> <p>1. Offices of the faculty to be filled by election by the voting faculty:</p> <ul style="list-style-type: none"> a. Vice chair of the Senate and chair designate. b. Secretary c. Treasurer d. Three or four members each year of the Committee on Committees. e. Representative and alternate representative to the State University Senate. f. One faculty representative to the Student Senate. g. Elected representatives of the faculty to other organizations. 	<p>150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE X: ELECTIONS</p> <p>1. Offices of the faculty to be filled by election by the voting faculty:</p> <ul style="list-style-type: none"> a. Chair of the Senate b. Vice chair of the Senate c. Secretary d. Treasurer e. Three or four members each year of the Committee on Committees. f. Representative and alternate representative to the State University Senate. g. One faculty representative to the Student Senate. h. Elected representatives of the faculty to other organizations.

Review of Governance Ad hoc Committee

Proposed Changes to the SUNY Cortland College Handbook

Current Wording	Proposed Wording in Bold
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150.03 SUNY CORTLAND FACULTY BYLAWS
ARTICLE X: ELECTIONS

4. Terms of Office:

- ~~a. At the regular election each year, a candidate shall be elected to the office of vice chair. The candidate shall serve as vice chair for one year and as chair for the following year. The terms of office of the secretary and of the treasurer shall be for one year.~~
- b. The Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately following the last day of examinations in the spring semester.
- c. The terms of office for the three elected representatives of the Schools of Arts and Sciences, Professional Studies and Education, the professional staff, library, and management/confidential shall be two years.
- d. At each regular election, one or two Senators shall be elected from each of these areas as needed to ensure a full representation for each area. The term of office for representatives to the Student Senate shall be one year.

150.03 SUNY CORTLAND FACULTY BYLAWS
ARTICLE X: ELECTIONS

4. Terms of Office:

- a. On the year the current chair's term expires, during the regular election cycle, a candidate shall be elected to the office of chair. The terms of office of the chair shall be for two years.**
- b. At the regular election each year, a candidate shall be elected to the office of vice-chair. **The candidate shall serve as vice-chair for one year.** The terms of office of the secretary and of the treasurer shall be for one year.
- c. The Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately following the last day of examinations in the spring semester.
- d. The terms of office for the three elected representatives of the Schools of Arts and Sciences, Professional Studies and Education, the professional staff, library, and management/confidential shall be two years.
- e. At each regular election, one or two Senators shall be elected from each of these areas as needed to ensure a full representation for each area. The term of office for representatives to the Student Senate shall be one year.

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APPENDIX 4

**Review of Governance Ad hoc Committee Proposed Changes to
the SUNY Cortland College Handbook Spring 2015
submitted by J. Walkuski, Chair**

Current Wording	Proposed Wording in <i>Italics</i>
<p>50.3 SUNY CORTLAND FACULTY BYLAWS ARTICLE IX: MEETINGS OF THE FACULTY</p> <p>Section A. Calling Meetings</p> <ol style="list-style-type: none"> 1. Meetings of the SUNY Cortland faculty shall be called and presided over by the chair of the Senate. 2. Meetings of the faculty may also be called as provided in the Policies of the Board of Trustees of the State University of New York. 3. Upon formal request of at least 15 percent of the faculty, a meeting of the faculty shall be called and presided over by the chair of the Senate. Such formal request shall include a statement of the business to be considered at the meeting. 4. There shall be at least one faculty meeting each academic year 	<p>150.3 SUNY CORTLAND FACULTY BYLAWS ARTICLE IX: MEETINGS OF THE FACULTY</p> <p>Section A. Calling Meetings</p> <ol style="list-style-type: none"> 1. Meetings of the SUNY Cortland faculty shall be called and presided over by the chair of the Senate. 2. Meetings of the faculty may also be called as provided in the Policies of the Board of Trustees of the State University of New York. 3. Upon formal request of at least 15 percent of the faculty, a meeting of the faculty shall be called and presided over by the chair of the Senate. Such formal request shall include a statement of the business to be considered at the meeting. 4. <i>There shall be one plenary session of the faculty each academic year to be held during the afternoon of the President's opening address at the beginning of the fall semester or at another time designated by the chair of Senate that will accommodate the largest possible group of faculty. The purpose of this plenary of the faculty shall be to communicate concerns, issues or other business to the steering committee of the Senate to consider for the</i>

APPENDIX 5
Review of Governance Proposed Changes to the Handbook regarding Committee
submitted by J. Walkuski, Chair

Review of Governance Ad hoc Committee
Proposed Changes to the SUNY Cortland College Handbook

Proposed wording changes in *italics*

Current Wording
<i>150.03 SUNY CORTLAND FACULTY BYLAWS</i> ARTICLE VII: COMMITTEES

Proposed Wording

150.03 SUNY CORTLAND FACULTY BYLAWS ARTICLE VII: COMMITTEES

Section A. Duties of Committees

1. The general duties of every committee of the faculty, and especially of each committee chair, shall be:

- a. To apportion its work efficiently and fairly among its regular members, functioning as a whole or in subcommittees as seems appropriate.
- b. To enlist the participation or advice of the teaching faculty, administrative and professional staff, and students, to improve the committee's judgment or expedite its recommendations.
- c. To keep minutes or other records of proceedings that will be adequate for use of the chair's successor.
- d. To submit a written annual report to the Faculty Senate at the end of the academic year.

1. The general duties of every committee of the faculty, and especially of each committee chair, shall be:

- a. To apportion its work efficiently and fairly among its regular members, functioning as a whole or in subcommittees as seems appropriate.
- b. To enlist the participation or advice of the teaching faculty, administrative and professional staff, and students, to improve the committee's judgment or expedite its recommendations.
- c. To keep minutes or other records of proceedings that will be adequate for use of the chair's successor.
- d. *To explore such issues as the Faculty Senate may delegate to it.*
- e. *To report to the Faculty Senate according to the schedule which is established at the first regular meeting of the Faculty Senate at the beginning of the academic year.*
- f. To submit a written annual report to the Faculty Senate at the end of the academic year

