

FACULTY SENATE MINUTES #12

April 7, 2015

SENATORS AND MEMBERS PRESENT: K. Lawrence, C. Schubert, J. Hartsock, M. McGuire, R. Spitzer, D. West. E. Lind, B. Wodi, K. Polasek, O. White, S. Shi, J. Rayle, R. Borden, M. Seyfried, A. Dearie, T. Hanford, H. Lindh, R. Powell, Z. Newswanger, N. Kane, A. Fitz-Gibbon, G. Douglas, K. Polasek, T. Phillips, E. Bitterbaum, M. Prus, A. Anderson, W. Miller

SENATORS AND MEMBERS ABSENT: R. Grantham, K. Pristash, N. Chaddock, R. Nauseef, P. Viscome, G. Sharer, J. McNamara, J. Curtis

GUESTS PRESENT: There were no guests present.

I. APPROVAL OF THE MINUTES: The Minutes from March 24 were approved.

II. SENATE ACTIONS:

The nominations for the Committee on Committees were approved. **(Approved)**

The amendment to the Review of Governance Committee Proposed changes to the handbook regarding the Long Range Planning Committee was approved, as follows:

~~**one member representing the ACADEMIC faculty at-large**~~

~~**two one members representing professional faculty**~~

~~**two one student members**~~

(Approved)

The Review of Governance Committee Proposed changes to the handbook regarding the Long Range Planning Committee was approved, as amended. **(Approved)**

The amendment to the Review of Governance Committee Proposed changes to the handbook regarding the Vice Chair was approved, with the insertion, as follows: These three proposals will become in effect during the next election cycle during the Spring semester of 2016. **(Approved)**

There was a vote to postpone the completion of the Review of Governance Committee discussion and vote on vice chair, plenary and committees until the next Faculty Senate meeting on April 21, 2015. **(Approved)**

III. CHAIR'S REPORT - K. Lawrence – The chair opened the meeting reporting on the amount of business to be conducted during the meeting. She mentioned the amount of vacancies from the Committee on Committees.

N. Kane expressed her disapproval as part-time representative and perfectly qualified candidate the fact that she is not allowed to serve on committees. The matter was discussed and it was decided to contact Joanne Barry as Chair on Committee on Committees for clarification.

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

V. TREASURER'S REPORT – C. Schubert – C. Schubert announced that he is glad to continue to accept contributions of ten dollars for the Faculty Senate Memorial Scholarship.

VI. SECRETARY'S REPORT – R. Grantham – K. Lawrence read the Committee on Committees report, in the absence of the Secretary. Names were taken from the floor to fill vacancies and the nominees were approved. *{SEE Appendix 1}*

VII. PRESIDENT'S REPORT:

- NY Jets not returning to Cortland
- Budget
- NCTQ (National Council of Teacher Equality)

VIII. STANDING COMMITTEE REPORTS:

Student Affairs Committee – T. Phillips – No report.

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

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

Educational Policy Committee – K. Polasek – No report.

Professional Affairs Committee – K. Pristash – No Report (absent.)

IX. OTHER COMMITTEE REPORTS:

Committee on Teaching Effectiveness – J. Walkuski – The committee chair is in conversations with the chair of the faculty development committee in order to initiate a campus wide discussion regarding effective teaching.

The chair will be contacting Amy Berg regarding the status of the present teaching evaluation system in relation to the server-based program. This outreach is in response to statement made by the Associate Provost during the 2015 spring semester that the present program used to process the CTEs as part of the Purdue system is outdated. This may necessitate searching for an alternative teaching evaluation system.

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 Proposed changes to the handbook regarding the Long Range Planning Committee was discussed, voted on and approved. The Review of Governance Proposed changes to the handbook regarding the vice chair position was discussed, amended, and postponed, along with the proposals on plenary and committees, until the next Faculty Senate meeting on April 21, 2015.

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

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

XII. STUDENT SENATORS' REPORT – P. Viscome – No report (absent.)

XIII. Committee on Committees – J. Barry, Chair –K. Lawrence read the report for the Committee on Committees in the absence of the Secretary. There was a call for names from the floor and all of the vacancies were approved. {*SEE Appendix 1*}

XIV. OLD BUSINESS: - The Review of Governance Committee Proposed changes to the handbook regarding the Long Range Planning Committee was discussed, amended, and approved, as amended. The Review of Governance Committee Proposed changes to the handbook regarding Vice Chair was discussed and amended, and postponed, along with the proposals regarding plenary and committees, until the next meeting on April 21, 2015. {*SEE Appendices 2, 3, 4 and 5*}

XV. NEW BUSINESS: There was no new business.

XVI. ANNOUNCEMENTS: Chair Lawrence announced that the Faculty Senate Open Meeting will take place at the next meeting on April 21, where the rules will be suspended, and people can talk about current issues on campus. The announcement will be on the next agenda and everyone is invited to attend.

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
April 21, 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. **Additional nominations should be accepted from the floor** of the Faculty Senate at today's meeting.

1. At Large (any member of voting academic faculty or professional staff unless otherwise noted):

Seat (outgoing member)	Term	Elected/Appointed	Notes
Chair (Lawrence)	2015-16		
Vice Chair (vacant)	2015-16	Elected	
Secretary (Grantham)	2015-16	Elected	No more than 2 successive terms - Grantham
Treasurer (Schubert)	2015-16	Elected	No more than 2 successive terms
Faculty Representatives to the Student Senate (Utter; 1 partial term)	2015-16	Elected	No more than 2 successive terms
SUNY Senator - Alternate (Phillips)	2015-18	Elected	

Auxiliary Services Corporation (Patrick)	2015-18	Elected	Lenhart, Patrick, Yacavone
Committee on Teaching Effectiveness - (Pittman)	2015-18	Appointed	No consecutive terms
Facilities Master Plan Oversight Committee (Sternfeld)	2013-16	Appointed	Complete unexpired term
General Education Committee (Kelley)	2015-17	Appointed	

2. School of Arts & Sciences (seats are appointed unless otherwise noted):

Seat (outgoing member)	Representing	Term	Notes
Academic Faculty Affairs Committee (FitzGibbon)	Fine Arts/Hum.	2015-17	
Academic Faculty Affairs Committee (Haines)	Soc/Beh Sci.	2015-17	
Academic Grievance Tribunal (McGuire)	Arts & Sciences	2015-18	
College Curriculum Review Committee (vacant)	Math/Science	2014-16	Complete unexpired term No more than 2 successive terms
College Curriculum Review Committee (Swartwood; 2 terms)	Soc/Beh Sci.	2015-17	No more than 2 successive terms Peck
College Research Committee (Conklin)	Math/Sci.	2015-18	Qualifications: should have received grant from external funding or reviewed grants from outside agency - Conklin
Committee on Committees (Hartsock)	Fine Arts/Hum.	2015-17	Elected
Committee on Committees (Worrell)	Soc/Beh Sci.	2015-17	Elected

Committee on Teaching Awards (vacant)	Arts & Sciences	1/1/15-12/13/17	Complete unexpired term Qualifications: minimum of 5 years of teaching at SUNY Cortland
Committee on Teaching Awards (Lawrence)	Arts & Sciences	1/1/16-12/31/18	Qualifications: minimum of 5 years of teaching at SUNY Cortland
Educational Policy Committee (Dantas)	Arts & Sciences	2015-17	
Long Range Planning Committee (Halpin)	Fine Arts/Hum.	2015-18	
Student Affairs Committee (vacant)	Fine Arts/Hum.	2014-16	Complete unexpired term
Student Affairs Committee (vacant)	Math/Sci.	2104-16	Complete unexpired term
Student Affairs Committee (Phillips)	Soc/Beh Sci.	2015-17	

3. School of Education – At Large (seats are appointed unless otherwise noted):

Seat (outgoing member)	Term	Notes
Academic Grievance Tribunal (Mosher)	2015-18	
College Curriculum Review Committee (Benton; 1 term)	2015-17	No more than 2 successive terms Galbraith
Committee on Teaching Awards (Mosher)	1/1/16-12/31/18	Qualifications: minimum of 5 years of teaching at SUNY Cortland
Committee on Teaching Effectiveness (Shi)	2015-18	No consecutive terms
Educational Policy Committee – 2 seats (Widdall, Morse)	2015-17	Morse, Widdall
Student Affairs Committee (White)	2015-17	Wilson

4. School of Professional Studies – At Large (seats are appointed unless otherwise noted):

Seat (outgoing member)	Term	Notes
Academic Faculty Affairs Committee (Grantham)	2015-17	
Academic Grievance Tribunal (Shellman)	2015-18	
College Curriculum Review Committee (DeVita; 1 partial term)	2015-17	No more than 2 successive terms
College Research Committee (Hodges)	2015-18	Qualifications: should have received grant from external funding or reviewed grants from outside agency
Committee on Teaching Awards (Craft)	1/1/16-12/31/18	Qualifications: minimum of 5 years of teaching at SUNY Cortland
Educational Policy Committee (Polasek)	2015-17	VanLangen
General Education Committee (Young)	2015-17	
Long Range Planning Committee (vacant)	2014-17	Complete unexpired term

5. Library – At Large (seats are appointed unless otherwise noted):

Seat (outgoing member)	Term	Notes
Academic Faculty Affairs Committee (Harms)	2015-17	Harms
College Curriculum Review Committee (Czirr; 1 term)	2015-17	No more than 2 successive terms
Committee on Committees (Kronenbitter)	2015-17	Elected
General Education Committee (Czirr)	2015-17	
Long Range Planning Committee (Douglas)	2015-18	

6. Professional Staff – (seats are appointed unless otherwise noted):

Seat (outgoing member)	Representing	Term	Notes
General Education Committee (Quinlan)	Professionals	2015-17	Thomas
Professional Affairs Committee (Jordak)	Institutional Advancement & President's Office	2015-18	Jordak
Professional Affairs Committee (Zhe-Heimerman)	Student Affairs	2015-18	Zhe-Heimerman
Professional Affairs Committee – 2 seats (Maroney, Scognamiglio)	At Large	2015-18	Maroney, Mirabito

7. Management/Confidential

Committee on Committees (Barry)	2015-17	Elected - Evans
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Item #2

The Committee on Committees recommends the following two appointments, which **require confirmation** by the Faculty Senate.

- Senator, Arts & Sciences (replacing D. Miller) – complete unexpired term, 2013-15 – **W. Miller**
- Senator, Social & Behavior Sciences (vacant) – complete unexpired term, 2013-15 – **A. Haight**

Item #3

A call for nominations was issued for Senators whose terms are expiring this year. **Additional nominations should be accepted from the floor** of the Faculty Senate at it today's meeting.

SENATORS – Terms Expiring	REPRESENTING (for term 2015-2017)
(vacant)	Soc/Beh Sciences – W. Miller
(vacant)	Math/Science
David Miller	School of A&S - Skipper
Mary McGuire	School of A&S - Karkov

Shufang Shi	School of Education - Shi
Orvil White	School of Education - White
Joseph Rayle	School of Education
Erik Lind	School of Professional Studies - Brady
Ben Wodi	School of Professional Studies
Kate Polasek	School of Professional Studies
(vacant)	School of Professional Studies
Ross Borden	FTL – Arts & Sciences - Borden
Matt Seyfried	FTL – Education & Professional Studies - Seyfried
Alyson Dearie	Professional Staff
Howard Lindh	Professional Staff
Richard Nauseef	Classified Staff - Schroeder

Item #4

The Committee on Committees issued a call for representatives to the Consultative Search Committee for the Director of Student and College Financial Services. The following nominations were received:

- Four members elected by and from the faculty/professional staff – **Karen Gallagher, Josh Peluso, Michael Sgro – Requires Secretary of the Senate to case a single ballot**
In addition, **Jose Feliciano** is being appointed in accordance with Section 240.03.
- One member elected by and from the classified staff reporting within the area – **Nadia Snell**
- One student member – **Stefania Buta**

Item #5

The Committee on Committees issued a call for representatives to the Consultative Search Committee for the Director of Facilities Planning. The following nominations were received:

- Four members elected by and from the faculty/professional staff – **Lisa Kahle, Chris Kurelich, Katie Ingraham, Brice Smith, John Sternfeld, Joe Westbrook, Mark Yacavone** – Ballots have been issued and are due back April 10, 2015.
- One member elected by and from the classified staff reporting within the area – **Lynda Shute**
- One student member – to be appointed by SGA
- Special consideration members: **Matt Brubaker, Juanita Larrabee** (recommended by Vice President Duryea) – **Requires confirmation of the Senate**

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 ACADEMIC 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

