

FACULTY SENATE MINUTES #13

April 21, 2015

SENATORS AND MEMBERS PRESENT: K. Lawrence, C. Schubert, W. Miller, R. Spitzer, D. West, E. Lind, B. Wodi, K. Polasek, S. Shi, R. Borden, A. Dearie, H. Lindh, K. Pristash, N. Kane, A. Fitz-Gibbon, K. Pristash, K. Polasek, T. Phillips, E. Bitterbaum, M. Prus, G. Sharer, S. Anderson

SENATORS AND MEMBERS ABSENT: R. Grantham, J. Hartsock, M. McGuire, O. White, J. Rayle, M. Seyfried, T. Hanford, R. Powell, Z. Newswanger, N. Chaddock, R. Nauseef, G. Douglas, P. Viscome, J. McNamara, J. Curtis

GUESTS PRESENT: There were no guests present.

I. APPROVAL OF THE MINUTES: The Minutes from April 7, 2015 were approved.

II. SENATE ACTIONS:

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

The Review of Governance Committee Proposed changes to the handbook regarding postponing indefinitely the discussion and vote on the Vice Chair position was voted on and not approved. **(Not Approved; 5/9)**

The Review of Governance Committee Proposed changes to the handbook regarding the Vice Chair was voted on and not approved **(2/11)**

The Review of Governance Committee Proposed changes to the handbook regarding the plenary was approved. **(Approved; 15/0)**

III. CHAIR'S REPORT - The Chair opened the meeting reporting on Ginny Levine's recent campus e-mail announcement from President Bitterbaum, indicating that the Faculty Senate Chair will now be offered a reduction of 1 course per semester and a \$3,000 stipend, or a combination thereof, to be worked out through Human Resources. She encouraged the president to mention it in his report.

Chair Lawrence read an announcement from Vice President for Human Resources, Dave Duryea, regarding Joanne Barry's impending retirement in November, and the need for the Faculty Senate to participate in the search for a replacement for the position of Assistant Vice President of Human Resources.

Chair Lawrence read an e-mail from Joanne Barry regarding the issue of part-timers participating on committees. R. Borden indicated he will be making a motion next year in an attempt to change this policy.

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

V. TREASURER'S REPORT – C. Schubert – The Treasurer reported that he has been in contact with Tina Aversano, from the College Foundation, and due to the endowment from the late Larry Smith, there is \$150,000 available to fund future Faculty Senate Memorial Scholarships. He indicated that he is working out the details. This would mean five more scholarships, in addition to the one already being awarded.

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: President Bitterbaum reported on the incentive to encourage participation in the Faculty Senate consisting of a stipend and course reduction to future chairs, as reported by K. Lawrence in her report, as a pilot program for the next two years. He also stated that Joanne Barry would work through November 18, 2015.

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 – K. Pristash reported that the Professional Affairs Committee met last Friday to finalize the survey for professionals regarding PDA awards and a recommendation will be going to President's Cabinet as a result.

IX. OTHER COMMITTEE REPORTS:

Committee on Teaching Effectiveness – J. Walkuski – No report.

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 – No report.

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 Vice Chair was discussed and a vote to postpone indefinitely was voted on and not approved. The Review of Governance Committee Proposed changes to the handbook regarding Vice Chair was discussed, voted on and not approved. The Review of Governance Committee Proposed changes to the handbook regarding the plenary was discussed, voted on and approved. The Review of Governance Committee Proposed changes to the handbook regarding committees was postponed, due to a lack of quorum, and will be discussed and approved at

the next Faculty Senate meeting on May 5, 2015. {*SEE Senate Actions; SEE Appendices 2, 3, 4 and 5*}

XV. NEW BUSINESS: The New Business item of the PRGR Proposal from the Educational Policy Committee was introduced and will be an item under Old Business at the next Faculty Senate meeting on May 5, 2015. {*SEE Appendix 6*}

XVI. ANNOUNCEMENTS: There were no announcements.

The required annual open meeting was convened, and immediately closed for lack of discussion.

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 Vice Chair
- (3) Review of Governance Committee Proposed Changes to the Handbook regarding Plenary
- (4) Review of Governance Committee Proposed Changes to the Handbook regarding Committees
- (5) PRGR Policy Proposal, submitted by K. Polasek, EPC Committee

APPENDIX 1
submitted by J. Barry, Chair

Committee on Committees – Report to the Faculty Senate
April 21, 2015

Item #1

A call for nominations was issued for Senators. Nominations received are noted below:

Senators – Terms Expiring	Representing	Term	Nominations
(vacant)	Social/Behavioral Sci.	2015-17	Wendy Miller
D. Miller	School of A&S	2015-17	Bill Skipper
M. McGuire	School of A&S	2015-17	Nikolay Karkov
S. Shi	School of Education	2015-17	Shufang Shi
O. White	School of Education	2015-17	Orvil White
E. Lind	School of Professional Studies	2015-17	Larry Brady
A. Dearie	Professional Staff	2015-17	Alyson Dearie
R. Borden	FTL – Arts & Sciences	2015-17	Ross Borden
M. Seyfried	FTL – Education & Prof. Studies	2015-17	Matt Seyfried
R. Nauseef	Classified Staff	2015-17	Pam Schroeder

Since the number of candidates is equal to the number of seats, the Faculty Senate Secretary can be asked to cast a single ballot for the nominations above.

Item #2

A call for nominations was issued for committee vacancies on elected committees. Nominations received are noted below:

Committee	Term	Nominations
Committee on Committees (Fine Arts/Humanities)	2015-17	John Hartsock
Committee on Committees (M/C)	2015-17	Gary Evans

Since the number of candidates is equal to the number of seats, the Faculty Senate Secretary can be asked to cast a single ballot for the nominations above.

Item #3

The Committee on Committees recommends the following appointments. These require confirmation of the Faculty Senate:

Academic Faculty Affairs Committee:

Fine Arts/Humanities, 2015-17 – **Andy FitzGibbon**

Library, 2015-17 – **Daniel Harms**

Social/Behavioral Sciences, 2015-17 – **Herb Haines**

Academic Grievance Tribunal:

Arts & Sciences, 2015-18 – **Mary McGuire**

College Curriculum Review Committee:

Library, 2015-17 – **Lisa Czirr**

Education, 2015-17 – **Jeanne Galbraith**

Social/Behavioral Sciences, 2015-17 – **Joshua Peck**

College Research Committee:

Math/Science, 2015-18 – **Patricia Conklin**

Professional Studies, 2015-18 – **Bonni Hodges**

Educational Policy Committee:

Education, 2015-17 – **Chris Widdall**

Education, 2015-17 – **Mary-Jo Morse**

Professional Studies, 2015-17 – **Deborah VanLangen**

Facilities Master Plan and Oversight Committee:

At large, 2013-16 (complete unexpired term) – **Tim Phillips**

General Education Committee:

Library, 2015-17 – Lisa Czirr
Professional Studies, 2015-17 – Andy Young
Professionals, 2015-17 – Abby Thomas

Professional Affairs Committee:

At large, 2015-18 – Jody Maroney
At large, 2015-18 – Jill Mirabito
Institutional Advancement/President's Office, 2015-18 – Ingrid Jordak
Student Affairs, 2015-18 – Jeremy Zhe-Heimerman

Student Affairs Committee:

Education, 2015-17 – Nance Wilson
Social/Behavioral Sciences, 2015-17 – Tim Phillips

Item #4

An election is currently being held for the following:

Faculty Senate Secretary – Regina Grantham

Representative to Auxiliary Services Corporation - Julie Lenhart, Ben Patrick, Mark Yacavone

Voting deadline is Monday, April 27, 2015, 4:00 p.m.

Item #5

The following vacancies received no nominations:

At Large:

Faculty Senate Vice Chair

Faculty Senate Treasurer

Faculty Representatives to the Student Senate

SUNY Senator (Alternate)

Committee on Teaching Effectiveness

General Education Committee

School Arts & Sciences:

College Curriculum Review Committee (Math/Science)
Committee on Committees (Social/Behavioral Sciences)
Committee on Teaching Awards (Arts & Sciences)
Educational Policy Committee (A&S, at large)
Long Range Planning Committee (Fine Arts/Humanities)
Student Affairs Committee:
 (Fine Arts/Humanities)
 (Math/Science)
Senator, Math/Science

School of Education:

Academic Grievance Tribunal
Committee on Teaching Awards
Committee on Teaching Effectiveness
Senator

School of Professional Studies:

Academic Faculty Affairs Committee
Academic Grievance Tribunal
College Curriculum Review Committee
 Committee on Teaching Awards
 Long Range Planning Committee
 Senators (3 seats)

Library:

Committee on Committees
Long Range Planning Committee

Professional Staff:

Senator

Respectfully submitted,

Joanne Barry
Chair

APPENDIX 2
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.

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.

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 upcoming academic year.</i>

APPENDIX 3

**Review of Governance Ad hoc Committee Proposed Changes to
the SUNY Cortland College Handbook Spring 2015**

submitted by J. Walkuski, Chair

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

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:

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- 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

APPENDIX 6
PRGR Proposed Policy
submitted by K. Polasek, Chair EPC Committee

February 4, 2014

From: Dr. Jerome O'Callaghan, Associate Dean To: Chair, Educational
Policy Committee

Over the last year GFEC and the Graduate Coordinators group have discussed the issue of students falling under the label PRGR. These are potential graduate students who are not yet matriculated into a program because they lack some admission requirements. Typically such students complete a mix of some UG credit and GR credit, and then matriculate into their graduate program. They then complete the bulk of the GR requirements in their program. Some however have completed over 20 GR credits while still in PRGR status. They have in effect completed the bulk of their GR degree without matriculating into a program. While under the PRGR label they are not counted as graduate students by SUNY.

In order to remedy this, we have proposed that a cap be placed on how many GR credits a student may complete while in PRGR status (15). At the point of completing 15 GR credits a student would have to comply with all admissions requirements before he/she could matriculate and take more GR credits. This has two benefits: bringing students into the fold of true graduate status earlier, and making it clear that a student cannot complete the bulk of his/her degree while still missing admission requirements.

Existing	Proposed Version
<p>Pre-graduate Status</p> <p>Applicants with deficiencies in their undergraduate preparation may be admitted as pre-graduate students. These pre-graduate students must complete specific undergraduate courses to make up for these deficiencies. Pre-graduate students pay the undergraduate tuition rate for these undergraduate courses.</p> <p>Pre-graduate students become matriculated graduate students when the their advisor notifies the Graduate Admissions Office that they have successfully completed the specified undergraduate courses. The Financial Aid Office should be consulted for information on financial aid and student loans.</p>	<p>Pre-graduate Status</p> <p>Applicants with deficiencies in their undergraduate preparation may be admitted as pre-graduate students. These pre-graduate students must complete specific undergraduate courses to make up for these deficiencies. Pre-graduate students pay the undergraduate tuition rate for these undergraduate courses.</p> <p>Pre-graduate students become matriculated graduate students when their advisor notifies the Graduate Admissions Office that they have successfully completed the specified undergraduate courses. The Financial Aid Office should be consulted for information on financial aid and student loans.</p> <p>Students with pre-graduate status may choose to also enroll in graduate courses as they attempt to complete the required undergraduate courses for admission to their program. The graduate tuition rate is charged for graduate courses. Pre-graduate status students may complete up to a maximum of 15 graduate credits hours.</p>

