

FACULTY SENATE MINUTES #14

May 5, 2015

SENATORS AND MEMBERS PRESENT: K. Lawrence, C. Schubert, W. Miller, M. McGuire, R. Spitzer, E. Lind, K. Polasek, O. White, S. Shi, R. Borden, A. Dearie, T. Hanford, H. Lindh, K. Pristash, A. Fitz-Gibbon, K. Polasek, E. Bitterbaum, M. Prus, G. Sharer, S. Anderson

SENATORS AND MEMBERS ABSENT: R. Grantham, J. Hartsock, D. West, B. Wodi, J. Rayle, M. Seyfried, R. Powell, Z. Newswanger, N. Chaddock, N. Kane, R. Nauseef, G. Douglas, T. Phillips, P. Viscome, J. McNamara, J. Curtis

GUESTS PRESENT: A. Haight

I. APPROVAL OF THE MINUTES: The Minutes from April 21, 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 committees was approved. **(Approved)**

The PRGR Proposal from the Educational Policy Committee was approved. **(Approved)**

III. CHAIR'S REPORT - The chair opened the meeting by thanking the Steering Committee for their work this past year. She then thanked the Senate Secretary, Barbara Kissel, for her contribution and mentioned the flowers given to her as appreciation. The parliamentarian was also commended for his assistance and he received a pen. She thanked the committee chairs and senators, who will be receiving letters of commendation for their participation. She reviewed the many issues that the Senate has brought forward this last year including General Education, parking and other topics of interest. She announced that two Senators have perfect attendance, Ross Borden and Donna West, and also Robert Spitzer, who had one excused absence.

Chair Lawrence announced the two recipients of the Faculty Senate Memorial Scholarship: Welly Koumilong and Kathryn Mryglod.

The Chair distributed a sign-up sheet for the plenary at the opening of the fall semester and thanked the three people who signed up.

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

V. TREASURER'S REPORT – C. Schubert – Faculty Senate Treasurer Report
Academic Year 2014-15:

Faculty Senate Memorial Scholarship Account (Held at First Niagara Bank):

- Starting balance \$577.37
- Total deposits: \$450.00 (\$300.00 Fall, \$150.00 Spring)
- Total withdrawals: \$500.00 (2014-15 Faculty Senate Memorial Scholarship)

- Final balance: \$527.37

While we did not meet our goal this year, contributions are higher than in the previous two years. (\$400 in 2013-14 and \$415 in 2012-13.)

Within the last five years, we only met the \$500 goal once, in 2011-12 (\$535 contributions).

In light of the above and since the Student Affairs Committee has only awarded two scholarships for 2015-16, the Treasurer recommends skipping funding from this account for the 2015-16 scholarship and using only the new funds, see below. We are in the process of determining with the Financial Aid office if this is possible.

New Scholarship Endowment:

- Bequest by estate of Lawrence Smith, in the amount of \$125,000, to endow the Faculty Senate Memorial Scholarship, in the spring of 2014.
- Up to five additional \$1000 scholarships may be awarded using this money, starting for the 2015-16 academic year.
- Final agreement between the Chair of the Faculty Senate and the Cortland College Foundation to be executed before the end of AY 2014-15.

Some details still have to be finalized. While internally this fund will be separate from the original scholarship fund and the Senate will continue to fund one scholarship with contributions, externally the two should be indistinguishable for all intents and purposes.

Respectfully submitted,
Claus Schubert
Treasurer, Faculty Senate

VI. SECRETARY'S REPORT – R. Grantham – K. Lawrence read the Committee on Committees report, in the absence of the Secretary and the nominations were approved. *{SEE Appendix 1}*

VII. PRESIDENT'S REPORT:

- Retention
- Governor's Budget
- Tennis Courts
- Scott Williams

VIII. STANDING COMMITTEE REPORTS:

Student Affairs Committee – T. Phillips – No report (absent)

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

Long-Range Planning Committee – G. Douglas – No report (absent)

Educational Policy Committee – K. Polasek – No report.

Professional Affairs Committee – K. Pristash – 5/11/2015 12:04 PM.*

K. Pristash reported on that the Professional Affairs Committee had submitted its recommendation regarding PDA distribution. Based on the survey and the two open forums the committee, held as well as hearing from many professionals via email, the PAC recommended that PDAs for this year and next be distributed equally among all eligible professionals. The details can be found in the attachments to the minutes for their last meeting but the committee has been told that the President's Cabinet agreed with their recommendation for this year, but it is likely that next year it will be a merit-based application process. {*SEE Appendix 2*}

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 – No report (absent)

X. AREA SENATOR:

Orvil White gave this report: The C/ECE Department hosted three 5th grade classes from C. Grant Grimshaw Elementary School on the 1st of May for a day of science. Activities included a trip to the planetarium, and engineering design for towers, bridges and windmills. There were 5 teachers and 45 students on campus. Four students volunteered to assist with program.

Shufang Shi Strause gave the following report:

Faculty Senate Meeting, May 5, 2015, Area Report

As the world has become more connected and interdependent, the American public including college students are increasingly interested in China, its economy and society, culture and ethos, including Confucianism, the heart and soul of traditional Chinese culture. In this large context, a new partnership with Qufu Normal University has been in development, with a memorandum of understanding signed by both institutions in May 2013; a presidential delegation from Qufu Normal University visiting SUNY Cortland in May, 2014; and a formal New Exchange Partnership Proposal being submitted by Associate Professor Dr. Shufang Strause from Childhood/Early Childhood Education Department. Shufang's Department and School have approved the proposal. The proposal is presently awaiting review by the Study Abroad and Exchange Program Review Committee.

The city of Qufu, where Qufu Normal University (QNU) is located, is the birthplace of Confucius and cradle of Confucianism. Its rich cultural heritage and historical importance have always drawn the attention of the world and in 1994 Qufu gained recognition as a UNESCO World Heritage Site. The proposed program with QNU will provide a new and unique exchange program apart from the existing partnership with Capital Normal University in Beijing, and offer invaluable opportunities for students and faculty to study or conduct research in a city that flourishes in historical traditions that remain distinct from the cosmopolitan center of Beijing.

Qufu Normal University is Shufang's alma mater. Shufang will lead the partnership with support and guidance from an Advisory Council comprised of Childhood/Early Childhood Education Department faculty Dr. Beth Klein, Professor of Science and Dr. Lin Lin, Associate Professor of Social Science Education; and cooperating

senior Chinese Faculty with experience leading similar efforts: Dr. Luo Xu, Professor of History from History Department and Dr. Tiantian Zheng, Professor of Anthropology from Anthropology Department.

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. The nominations were approved. {*SEE Appendix 1*}

XIV. OLD BUSINESS: - The Review of Governance Committee Proposed changes to the handbook regarding committees was discussed, voted on and approved. The PRGR Proposal from the Educational Policy Committee was discussed, voted on and approved. {*SEE Appendices 3,4*}

XV. NEW BUSINESS: There was no new business.

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) Report from the Professional Affairs Committee regarding PDA's, submitted by Kevin Pristash.
- (3) Review of Governance Committee Proposed Changes to the Handbook regarding committees.
- (4) PRGR Policy Proposal, submitted by K. Polasek, EPC Committee

APPENDIX 1
submitted by J. Barry, Chair
Committee on Committees – Report to the Faculty Senate
May 5, 2015

Item #1

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 below.

Senator, Professional Studies, 2015-17 – **Deborah VanLangen**
SUNY Senator (Alternate), 2015-18 – **Tim Phillips**

Item #2

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

Academic Faculty Affairs Committee, Professional Studies, 2015-17 – **Kate Polasek**
Academic Grievance Tribunal, Professional Studies, 2015-18- **Erik Lind**
College Curriculum Review Committee, Professional Studies, 2015-17- **Maggie DeVita**
Committee on Teaching Effectiveness, Education, 2015-18 – **Shufang Shi Strause**

Item #3

Election resulted in the following:

Faculty Senate Secretary (2015-16) – **Regina Grantham**
Representative to Auxiliary Services Corporation (2015-18) - **Julie Lenhart**

Item #4

The Committee on Committees issued a call for representatives to the Consultative Search Committee for the Assistant Vice President for Human Resources. The following nominations were received:

- Four members elected by and from the faculty/professional staff – **Kathleen Burke, Ralph Carrasquillo, Noelle Chaddock, Mark DePaull, Dan Harms, Andrea Lachance, Nasrin Parvizi, Mark Yacavone** – Ballots have been issued and are due back May 8, 2015.
- One member elected by and from the classified staff reporting within the area – **Michelle Congdon**
- One student member – to be appointed by SGA
- Special consideration members: **Dawn Norcross, Sarah VanLiew** (recommended by Vice President Duryea) – **Requires confirmation of the Senate**

Item #5

The following vacancies remain. A call for nominations will be issued at the start of the Fall semester.

At Large:

Faculty Senate Vice Chair
Faculty Senate Treasurer
Faculty Representatives to the Student Senate
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
Senator, at large (Skipper withdrew)

School of Education:

Academic Grievance Tribunal

College Curriculum Review Committee (Galbraith withdrew)
Committee on Teaching Awards
Senator

School of Professional Studies:
College Curriculum Review Committee
Committee on Teaching Awards
Long Range Planning Committee
Senators (2 seats)

Library:
Committee on Committees
Long Range Planning Committee

Professional Staff:
Senator

Respectfully submitted,

Joanne Barry
Chair

MEMORANDUM



From: Kevin Pristash

Date: April 28, 2015

To: Gary Evans

Subject: Professional Affairs Committee Recommendation on PDAs

The Professional Affairs Committee, after holding two open forums as well as surveying the members of the professional faculty, analyzing the results generated, and after much discussion has decided to recommend to you that PDAs for this year and next be distributed to all professionals evenly with an equal dollar amount for all.

In these contract years where salary increases are small, where health insurance premiums have increased and furloughs and "deficit reduction" losses and deferments have resulted in lower pay for ALL professionals, we believe that PDAs awarded not on base are best served if all professionals can benefit from them equally.

Attached to this recommendation you will find the survey results in graph and pie chart form, as well as a letter we received which had quite an effect when it was shared at our open forums. Please let me know if we can be of further service.

Thank you.

Hi Kevin,

I wanted to thank you again for the work put forward on soliciting and providing feedback on the UUP PDA awards for our professional employees. Cabinet met today and discussed the recommendation for both this year's implementation and for next (i.e. 2016).

It was decided that this year's PDA will be a straight dollar amount across the board to all UUP professionals determined to be eligible for an award this year; which does take into account some limiting factors that we have historically considered.

With this process, we will still be expecting all professional employees to complete an Individual Annual Report (IAR) as a means to highlight their contributions and successes over the year and as a means to have as much input into the College Annual Report Process as possible. The supervisors supplemental review, however, will not be required.

I will be working on an announcement regarding this and hope to get it out this week.

Looking Forward:

After discussion, we did decide that the PDA for 2016 will be more of a meritorious award similar to the faculty process. The specific details of this will be worked through this summer and a formal announcement distributed early in the fall semester so that all can prepare.

Thank you again for your feedback.

Gary

Professional Faculty Affairs PDA Survey

Respondents: 112 displayed, 112 total

Status: Open

Launched Date: 03/12/2015

Closed Date: N/A

1. Which Division are you part of?

	Response Total	Response Percent	Points	Avg
Academic Affairs	51	46%	n/a	n/a
Finance and Management	13	12%	n/a	n/a
Institutional Advancement	15	13%	n/a	n/a
Student Affairs	33	29%	n/a	n/a
President's Office	0	0%	n/a	n/a
Total Respondents	112	100%		

2. Are you a supervisor of other UUP professionals? (optional)

	Response Total	Response Percent	Points	Avg
Yes	36	33%	n/a	n/a
No	72	67%	n/a	n/a
Total Respondents	108			
(skipped this question)	4			

3. Some methods for awarding the PDA are as follows. Please provide your preference(s). Select all that apply.

	Response Total	Response Percent	Points	Avg
Nominated PDA that is merit-based and would result in fewer, larger awards	45	40%	n/a	n/a
PDA with no application and all money is distributed equally among professionals	67	60%	n/a	n/a
Other, please specify view	112	100%	n/a	n/a
Total Respondents	112			

4. If the awards were merit based, please rank the following options according to your preference. 5 being your preferred option and 1 being least preferred.

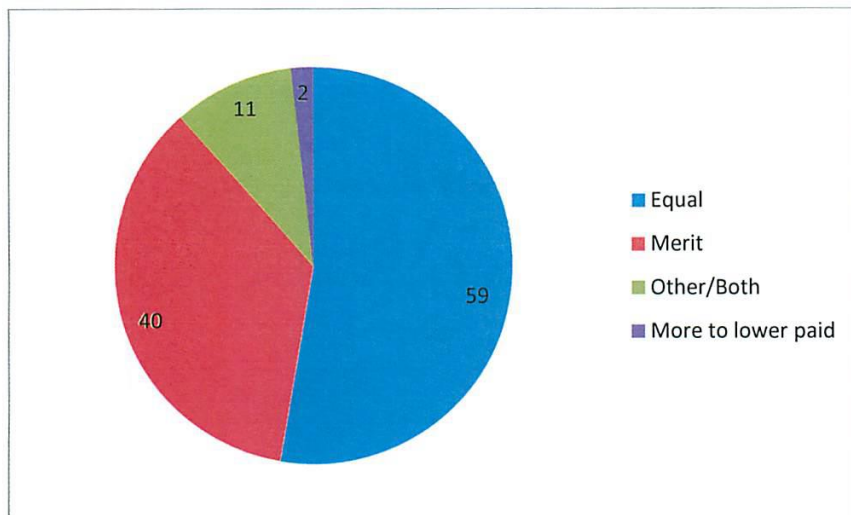
	1	2	3	4	5	Response Total	Response Average
Continue with existing process, evaluations and supervisory evaluation	13.73% (14)	6.86% (7)	15.69% (16)	28.43% (29)	35.29% (36)	102	3.65
Self-nomination bulleted application form only (Page and length limited). Completely separate from	23% (23)	11% (11)	10% (10)	25% (25)	31% (31)	100	3.3

4/24/2015

Survey Results

your evaluation									
Open-ended self-nomination process	38.78% (38)	28.57% (28)	17.35% (17)	11.22% (11)	4.08% (4)	98	2.13		
Nomination process by your peers. Peers make recommendations using a nomination form with justification.	49% (49)	14% (14)	16% (16)	9% (9)	12% (12)	100	2.21		
Other (Please elaborate below)	60.78% (31)	0% (0)	3.92% (2)	3.92% (2)	31.37% (16)	51	2.45		
						Total Respondents	105		
						(skipped this question)	7		
5. Other box reserved for Question 4. (optional)									
						View responses to this question	view		
						Total Respondents	22		
						(skipped this question)	90		
6. If the awards are across the board, which would you prefer?									
						Response Total	Response Percent	Points	Avg
Equal percentage across the board (e.g. each person gets x% of their salary)						38	35%	n/a	n/a
Equal Dollar amount regardless of salary						70	64%	n/a	n/a
No opinion.						1	1%	n/a	n/a
						Total Respondents	109	100%	
						(skipped this question)	3		
7. Do you have any other comments, questions, or concerns? If you have a question, please leave an email address.									
						View responses to this question	view		
						Total Respondents	33		
						(skipped this question)	79		

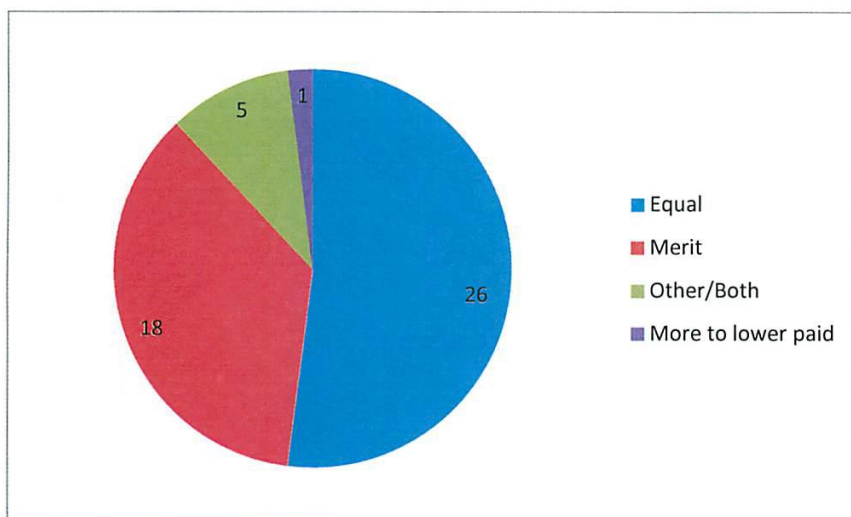
How should PDA be distributed?



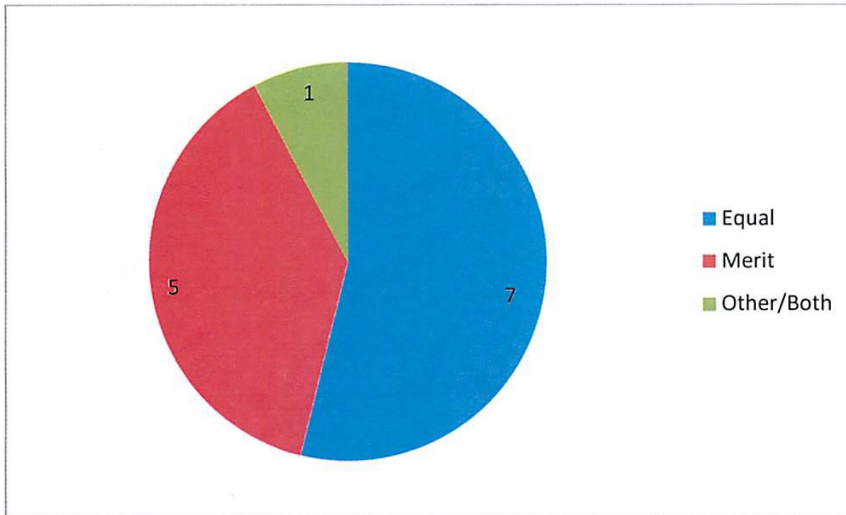
"Other/Both" could mean the respondent wanted a base award and the possibility of merit on top; alternating years of equal and merit; or difficult to interpret the response.

By Division...

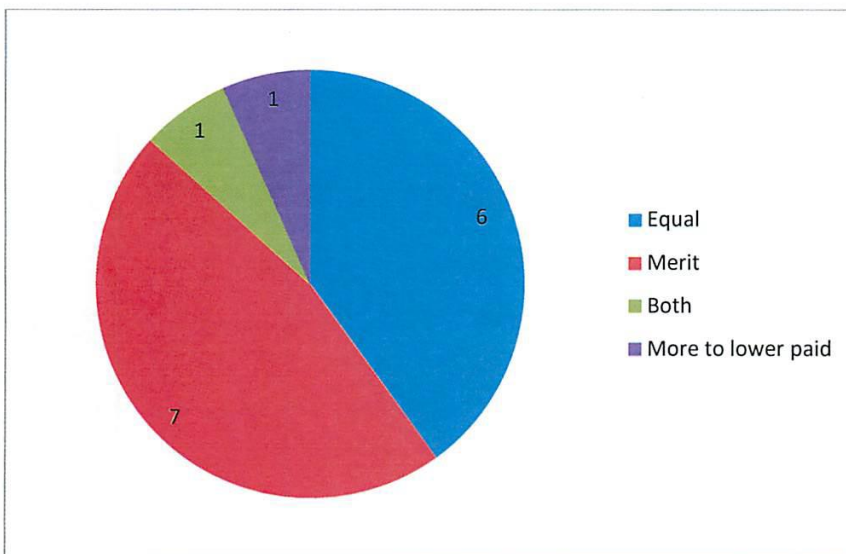
Academic Affairs



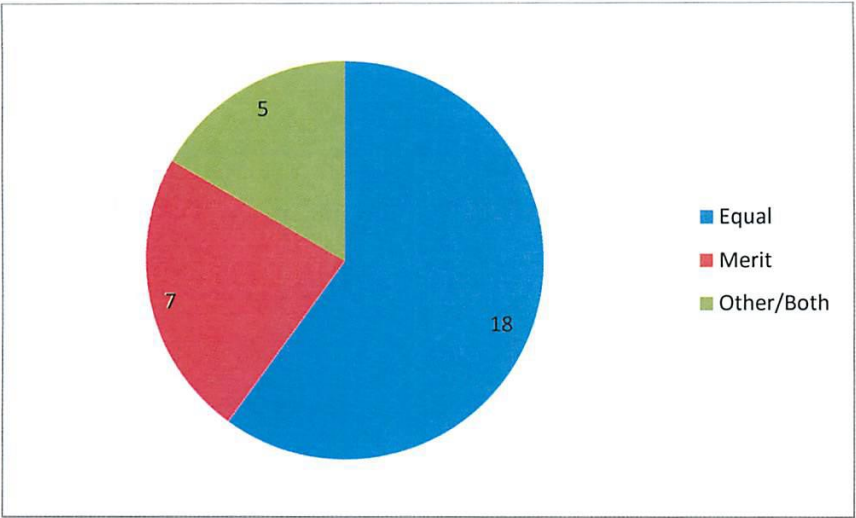
Finance and Management



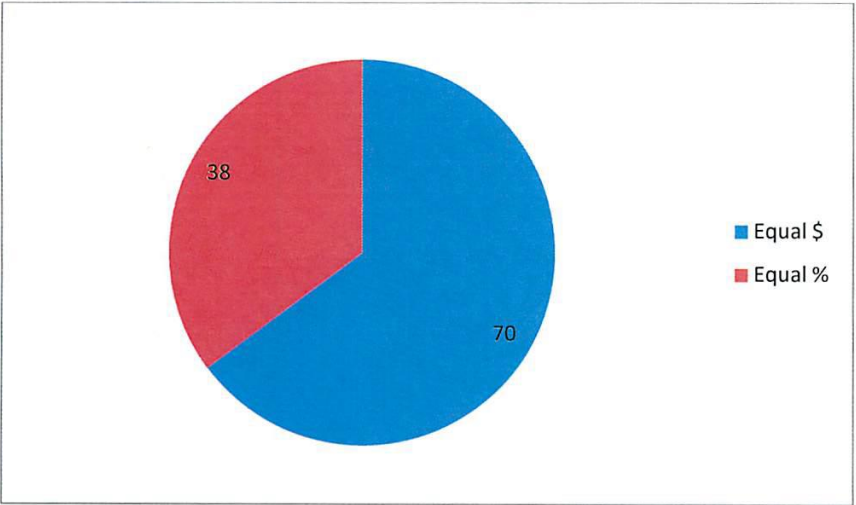
Institutional Advancement



Student Affairs



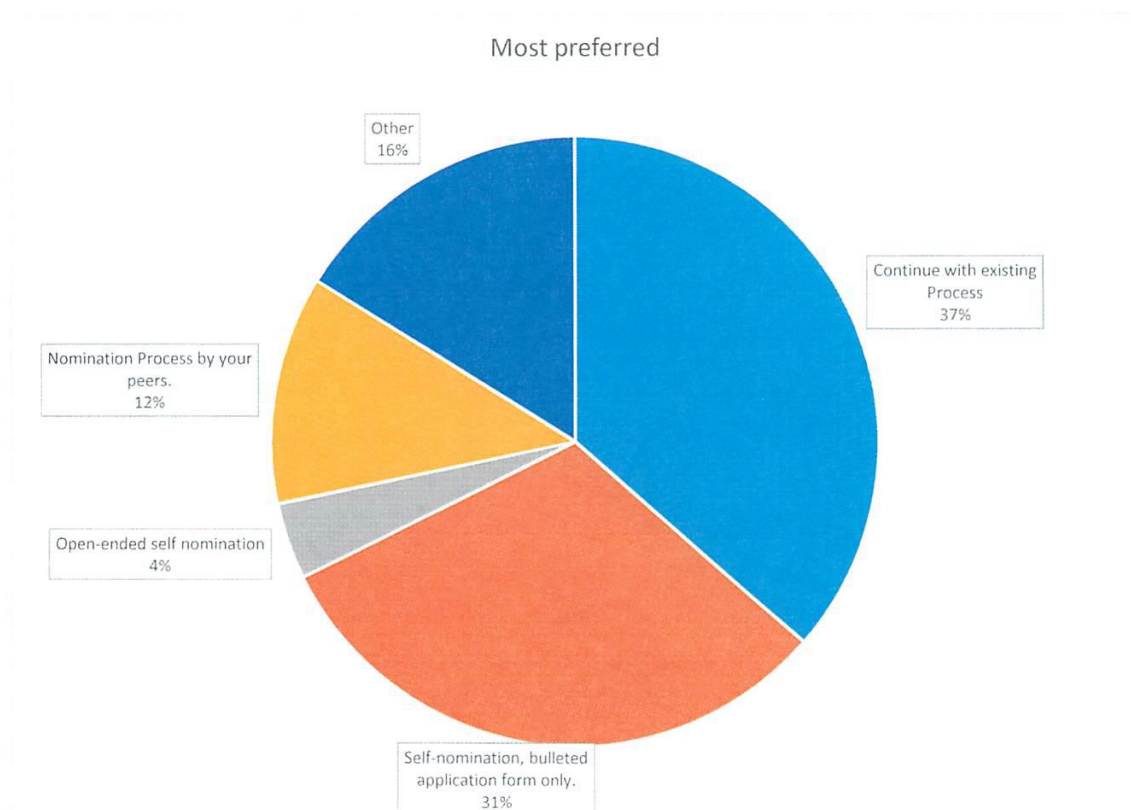
If equal, should it be equal dollar amount or equal percentage of salary?



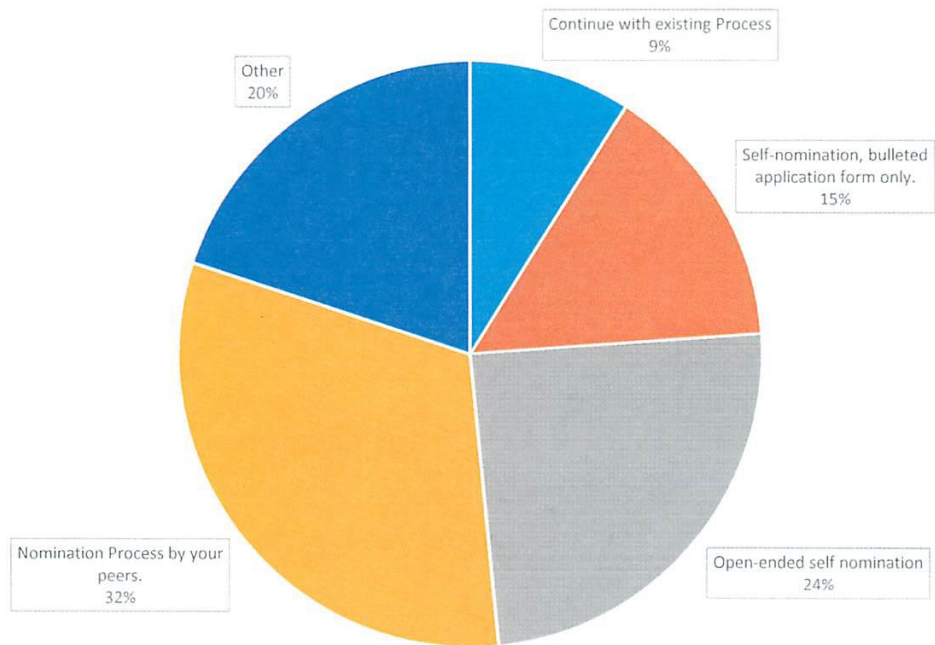
Total responses don't add up to the same amount because not every respondent answered every question.

If awards are merit based, please rank the following options according to your preference.

Continue with existing Process	36	14
Self-nomination, bulleted application form only.	31	23
Open-ended self nomination	4	38
Nomination Process by your peers.	12	49
Other	16	31



Least Preferred



APPENDIX 3
Review of Governance Proposed Changes to the Handbook regarding Committee
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:

- 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

APPENDIX 4
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 data-bbox="214 279 470 303">Pre-graduate Status</p> <p data-bbox="214 344 814 563">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 data-bbox="214 604 819 823">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 data-bbox="852 279 1108 303">Pre-graduate Status</p> <p data-bbox="852 344 1453 563">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 data-bbox="852 604 1457 823">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 data-bbox="852 863 1457 1083">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>