

FACULTY SENATE MINUTES #1

September 8, 2015

SENATORS AND MEMBERS PRESENT: K. Lawrence, J. Hartsock, W. Miller, B. Spitzer, D. West, D. VanLangen, O. White, R. Borden, M. Seyfried, A. Dearie, R. Powell, Z. Newsanger, D. Duryea, N. Chaddock, M. Braum, M. Prus, G. Sharer, S. Anderson, A. Fitz-Gibbon, K. Pristash, P. Schroeder, E. Bitterbaum, S. Shi, N. Kane, S. Buta, M. Curaj, J. Wilson

SENATORS AND MEMBERS ABSENT: N. Karkov, L. Brady

GUESTS PRESENT: There were no guests present.

I. APPROVAL OF THE MINUTES: The Minutes from May 5, 2015 were approved.

II. SENATE ACTIONS:

The Standing Rules were approved. (**Approved**) {*SEE Appendix I*}

III. CHAIR'S REPORT -

The chair opened the meeting by mentioning the new faces and explaining that introductions would take place at the next meeting on September 22. J. Barry, Chair, Committee on Committees, has called for nominations but the most immediate need, Chair Lawrence explained, was for the officer's positions of Vice Chair, Secretary and Treasurer. R. Grantham had to withdraw from serving as Secretary due to extra work responsibilities in her department. Lawrence suggested that constituents extend their welcome to new faculty on campus, and encourage them, and older ones who have not been active on the Senate for a while, to consider Senate service. This week she will be sending out an invitation to new colleagues to encourage their consideration of the Senate.

Lawrence next reported on the newly formulated committee reporting schedule, as an outcome of a motion from the Review of Governance Committee, which was passed last year. The committee chairs, or a designated proxy, will be reporting on a set schedule, which will be published in the Faculty Senate agenda for each meeting. The chairs will be sent reminders prior to the meeting in which they will be reporting and this should facilitate reports being given in a more orderly and consistent manner. The reporting schedule is as follows:

<u>Meeting Date</u>	<u>Committee(s) Reporting</u>
9/22/15	Student Affairs Committee Academic Faculty Affairs Committee
10/6/15	Long Range Planning Committee Educational Policy Committee

10/27/15	Professional Affairs Committee Committee on Teaching Awards
11/10/15	Committee on Teaching Effectiveness College Research Committee
12/01/15	General Education Committee Graduate Faculty Executive Committee

The area senators who may report at any time are: Area Senators, SUNY Senator and Student Senators. If they contact the Senate Secretary, B. Kissel, in advance she can put it on the agenda (@BarbaraK@cortland.edu.)

Lawrence distributed a handout regarding “Committee Tips,” which was submitted by P. Schroeder, to facilitate communication and order in committee service. {*SEE Appendix 2*}

Chair Lawrence reported that J. Dangler, UUP, will be invited to attend the next meeting to address changes that are being made at the Chancellor’s level. Online discussions, she mentioned, have been taking place on this topic.

The Parliamentary Rules Refresher Course by S. Anderson, Parliamentarian, was postponed until the next meeting on September 22, 2015, due to a lack of time.

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

V. TREASURER’S REPORT – No Treasurer.

VI. SECRETARY’S REPORT – No Secretary.

VII. PRESIDENT’S REPORT:

- Ribbon cutting ceremony for Park Center tennis courts 9/15/15
- Input needed – D. Duryea – efficiencies – how to generate more funds
- Input needed – Enrollment and retention – workshop (C. VanderKarr/G. Sharer)
- Chancellor – Performance Improvement Funding – PIP (Performance Implementation Plan)
- China visit – Shufang Strause, Mary Schlarb and Luo Xu

VIII. STANDING COMMITTEE REPORTS:

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

Academic Faculty Affairs Committee – A. Fitz-Gibbons – No Report.

Long-Range Planning Committee – No report.

Educational Policy Committee – No report.

Professional Affairs Committee – No report.

IX. OTHER COMMITTEE REPORTS:

Committee on Teaching Effectiveness – No report.

College Research Committee – No report.

General Education Committee – No report.

Graduate Faculty Executive Committee - No report.

X. AREA SENATOR:

R. Borden reported that: 1) that the 2015 Spring/Summer issue of the SUNY University Faculty Senate *Bulletin* is now available at the SUNY Senate's website (www.suny.edu/facultysenate) and 2) that it includes an article by Noelle Chaddock (SUNY Cortland) and Timothy Gergen (SUNY Morrisville) on inclusiveness, "LGBTQ2AI Matters."

J. Hartsock asked Provost Prus a question regarding peer reviews, regarding a discussion with other faculty, involving the administration requiring a minimum of three peer-reviewed publications for tenure and promotion of junior faculty. Hartsock stated that he regretted being unable to attend the last Faculty Senate meeting in the spring because he wanted to ask then. He asked if it is true that the administration is requiring this, because if it is, he stated that it may pose a problem for his department. He noted that since before he came here the campus has required two peer-reviewed articles, and the personnel policies and procedures in his department were recently approved by FAC with that requirement. He stated that because we have a lot of new junior faculty this clearly is an issue that affects them, and asked for clarification if it is true that the administration requires this.

XI. SUNY SENATOR: N. Chaddock – No report.

XII. STUDENT SENATORS' REPORT – M. Braun -

- Introduction
- First Senate Meeting was at 7pm on Tuesday
- New eboard consists of ambitious and diverse individuals

XIII. COMMITTEE ON COMMITTEES – J. Barry – No report.

XIV. UNFINISHED BUSINESS: - There was no Unfinished Business.

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) Standing Rules for the Faculty Senate, submitted by K. Lawrence, Chair
- (2) Committee Tips, submitted by P. Schroeder

APPENDIX 1
Standing Rules for the Faculty Senate
submitted by K. Lawrence, Chair

STANDING RULES FOR THE FACULTY SENATE

A. MEETINGS OF THE SENATE AND THE SENATE STEERING COMMITTEE

- (1) Regular fall meetings of the Faculty Senate shall be held on the alternating Tuesdays according to the attached schedule, unless insufficient business warrants cancellation as determined by the Steering Committee or otherwise announced in advance by the Chair. Time of the meetings shall be 1:15 - 2:30 p.m. **Be on time.**
- (2) Special meetings may be called by the Senate, or in cases of an emergency nature, by the Chair. Whenever possible, special meetings shall be 1:15 - 2:30 p.m., when the Senate does not meet, provided classes are in session. Any member of the faculty may

attend these meetings.

B. COMMITTEE REPORTS

- (1) Committee Reports shall be presented to the Faculty Senate during the "reports" portion of each meeting and electronically to the Faculty Senate Secretary.
- (2) Committee Reports shall include a rationale supporting the committee's recommendations, if any.
- (3) Resolutions and motions contained within or incidental to committee reports shall be presented, for information only, during the "reports" portion of each meeting. Limited questioning on the content of committee reports may be permitted by the Chair at the time that the report is presented.

C. AGENDA ITEMS

- (1) The Steering Committee shall determine the order of agenda items to be considered at each meeting of the Senate which shall be published one week in advance.
- (2) Except for matters of an emergency nature, which will be decided by a 3/4 vote, the appropriate committee or person shall publish the exact wording of all resolutions, main motions, and committee recommendations to all members of the Senate two weeks in advance of the meeting at which they will be considered.

D. SENATE DEBATE AND VOTING PROCEDURES

- (1) Debate shall not be in order unless a motion is pending.
- (2) All remarks shall be addressed to the Chair.
- (3) The Chair is empowered to enforce a time limit of three minutes per speech.
- (4) The motion "to reconsider and enter on the minutes" shall be out of order.
- (5) Senators are encouraged to yield the floor to guests in attendance who

wish to speak.

- (6) Official liaisons shall be allowed to speak when recognized by the Chair. However, they shall not be allowed to offer motions or vote.
- (7) A roll call vote may be ordered on any motion by the request of five voting members of the Senate, or by the Chair.
- (8) Straw votes shall be illegal.

E. **DATES OF SUCCESSION FOR OFFICERS, STANDING COMMITTEES,
AND CHAIRS OF STANDING COMMITTEES**

- (1) Newly elected officers shall assume office immediately following the last day of examinations in the spring semester.
- (2) Newly elected members of committees shall become active immediately following the last day of examinations in the spring semester.
- (3) Chairs of standing committees shall retain their chairmanship until the chairmanship election at the first committee meeting of the fall semester.

APPENDIX 2
Tips for Committees,
submitted by P. Schroeder



Tips for Committees

- At the start of the semester, poll participants and set a standard meeting time for entire semester.
- Send agenda and materials in advance or notify members of cancelled meetings in advance.

First Meeting

- Review the purpose and responsibilities of the committee including College Handbook and Curriculum Change Guide if relevant.
- Review the areas each member represents during introductions (e.g., Social Sciences)
- Set a minute taking rotation
- Identify goals for the year

Agendas

- Each meeting should have an intended outcome(s)
- Participants contribute items; chair sends out in advance

Participation

- Share the work with Committee members (Chairs don't do it all). Use subcommittees and delegate work.
- Encourage participation from all members
- Realize when discussion is saturated and the committee can move on
- Stay on topic and put divergent topics on minutes/agenda for future discussion
- Members will communicate with their representative areas and should gather feedback when relevant (e.g., policy discussions)
- When more information or perspective is needed, invite guests



WrapUp

- Summarize follow-up action items
- Set agenda items for next meeting (e.g., items that weren't covered yet)
- Remind committee about next meeting time

Minutes

- Establish a system for minute taking (e.g., rotate among members and set schedule)
- Minutes are a concise summary of the meeting, not a transcript
- Include: what was discussed, major points, decisions, action items and person responsible for action item
- Action items may include getting answers to questions, communications, and tasks to be accomplished
- Minutes should be posted and accessible to campus in a timely manner
- Use the Committee Minute Template available on the [Curriculum](#) site

