

FACULTY SENATE MINUTES #2

September 22, 2015

SENATORS AND MEMBERS PRESENT: K. Lawrence, J. Hartsock, W. Miller, B. Spitzer, N. Karkov, D. West, D. VanLangen, L. Brady, J. Kobritz, O. White, R. Borden, M. Seyfried, A. Dearie, K. Pristash, R. Powell, N. Chaddock, P. Schroeder, A. Fitz-Gibbon, M. Braun, E. Bitterbaum, G. Sharer, D. Duryea, S. Anderson, P. Gipson

SENATORS AND MEMBERS ABSENT: S. Shi, T. Hanford, Z. Newsanger, N. Kane, C. Widdall, T. Phillips, S. Buta, M. Curaj, M. Prus, M. McGuire

GUESTS PRESENT: J. Wilson

I. APPROVAL OF THE MINUTES: The Minutes from September 8, 2015 were approved.

II. SENATE ACTIONS:

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

III. CHAIR'S REPORT -

The chair opened the meeting by welcoming the new Senators. She reported on the e-mail that was sent around on campus encouraging faculty and staff to participate in the Faculty Senate and committees. She mentioned a problem she had observed at Chair's Council, that some people do not serve on the Senate because of the misconception that because it takes place on Tuesdays at 1:15 PM, and that they can't participate due to a conflict in teaching schedules. She explained that this should not prevent faculty/staff from serving on committees. She extended this to committees outside of the Faculty Senate, as well. She reported that there are faculty/staff on campus that have been here for 5-10 years who have never served on the Senate, or any committees, and encouraged everyone to get involved in faculty governance and service.

Chair Lawrence then announced that Gary Evans is the new chair of Committee on Committees. Lawrence reported on the wonderful job Joanne Barry has done over the years as the former chair.

Chair Lawrence then stressed the existing need for a Vice Chair and Secretary and that Mary McGuire has been elected as the

Treasurer.

She mentioned an e-mail that was sent out to committee chairs asking them for their meeting dates and times, which has been appended to the minutes, and the committee list was distributed for informational purposes. {*SEE APPENDIX 1*}

Lawrence next reported that President Bitterbaum received an e-mail, which Chair Lawrence and SUNY Senator Chaddock were copied on, congratulating SUNY Cortland for being chosen to host an upcoming Plenary on our campus next year, October 20-22, 2016 . She mentioned that the last one was approximately seven years ago. Chair Lawrence is hoping to have a Vice Chair in place to serve as the Chair of SUNY Cortland Faculty Senate as a campus governance leader during next year's plenary hosted at SUNY Cortland.

She mentioned that the UFS Campus Governance Leaders Association sends out Newsclips regarding SUNY campuses and business. She encouraged everyone to go online and check the links out. She also mentioned a memo from the UFS Senate President and distributed a folder with those items in it, along with other items of interest, including the committee reporting schedule.

Steve Anderson gave a short parliamentary Robert's Rules refresher course {*SEE APPENDIX 2*}

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

V. TREASURER'S REPORT – M. McGuire – K. Lawrence reported that there is \$527.37 in the Faculty Senate Memorial Scholarship account and that M. McGuire will be taking over that responsibility shortly and will be putting out a call for dues. She also announced that there have been some new positive developments involving the treasury and the Faculty Senate being able to award more scholarships due to efforts by Institutional Advancement and a bequest from a faculty member.

VI. SECRETARY'S REPORT – No Secretary.

VII. PRESIDENT'S REPORT:

- Attendance at Chancellor's meeting this week along with Associate Provost – budget strategies – Rational Tuition Policy - How to get new dollars

- Capital Budget
- Developing Partnerships – Faculty Research – Send e-mail to President Bitterbaum if interested
- Performance Implementation Plan – how to improve efficiency - additional resources - send e-mail to David Duryea with ideas and suggestions
- NY Jets – Letter sent to Rex Ryan, Coach, Buffalo Bills; Todd Bowles, Head Coach of NY Jets also contacted
- The President thanked Kathy Lawrence for providing candy at the Senate meetings.

VIII. STANDING COMMITTEE REPORTS:

Student Affairs Committee – T. Phillips – No report. K. Lawrence explained that with the new committee reporting schedule T. Phillips has been contacted and they have nothing to report. They anticipate having a report in the Spring when they determine the winners of the Faculty Senate Memorial Scholarship. T. Phillips has a teaching conflict and is unable to attend meetings this semester.

Academic Faculty Affairs Committee – A. Fitz-Gibbons – A. Fitz-Gibbon gave some background information on four things that his committee is working on this year: 1) There are approximately 30 departments and the Academic Faculty Affairs committee is continuing reviewing personnel policies at the rate of 10/year. Presently the committee is working on personnel procedures for Communications, Library, Foundations and Social Advocacy and Mathematics.; 2) The committee also reviews personnel complaints and due process, involving an investigation, and when the committee makes a determination their findings are reported to Joanne Barry; 3) Every three years the committee also conducts a review of the handbook regarding personnel policies, since the campus is constantly changing; 4) The committee also undertakes charges from the Faculty Senate.

Chair Fitz-Gibbons explained that, since the issue of scholarship and appointment came up at the last Faculty Senate meeting on September 8, they are sending out a clarifying memorandum to all chairs regarding this issue, which the committee has been working on since last year.

He also reported that they will be reviewing the handbook chapter 220.6 and 230.6 and making any necessary revisions.

J. Hartsock asked A. Fitz-Gibbon when he expected the memorandum clarifying scholarship and appointment to go out. A. Fitz-Gibbon responded that the memorandum is in its second draft to be completed by next Tuesday and will go out to all ten departments. He further explained that since J. Hartsock had asked the question he would also be receiving an individual e-mail.

W. Miller asked if there were any openings on the Academic Faculty Affairs Committee for the Spring. A. Fitz-Gibbon responded that presently there were not.

The Chair then gave his report {*SEE APPENDIX 3*}

Planning Committee – Chair not elected yet. See committee reporting schedule. {*APPENDIX 1*}

Educational Policy Committee – C. Widdall – See committee reporting schedule {*APPENDIX 1*}

Professional Affairs Committee – K. Pristash – See committee reporting schedule {*APPENDIX 1*}

IX. OTHER COMMITTEE REPORTS:

Committee on Teaching Effectiveness – Chair not elected yet – See committee reporting schedule {*APPENDIX 1*}

College Research Committee – B. Hodges – See committee reporting schedule. {*APPENDIX 1*}

General Education Committee – J. McNamara – See reporting schedule. {*APPENDIX 1*}

Graduate Faculty Executive Committee - J. Curtis – See committee reporting schedule {*APPENDIX 1*}

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

XI. SUNY SENATOR: N. Chaddock – The SUNY Senator reported that the University Faculty Senate is meeting this Thursday and Friday with full committees for our fall planning session in Saratoga Springs. She distributed “SUNY Cortland Highlights” and

“Building Faculty Capacity: Managing Diversity in the Classroom” and invited faculty to join them at the Provost’s Diversity Workshop on September 28 or 29th.
{APPENDIX 4}

XII. STUDENT SENATORS’ REPORT – Report- Faculty Senate September 23rd, 2015:

- Reintroduction
- The executive board members of SGA went (along with 40-50 other SUNY Cortland Students) a Diversity Retreat run by the Multicultural Life and Diversity office. This retreat began collaborations throughout the student body with organizations that the "common eye" would not necessarily see collaborating.
- The student body is thinking of viable, realistic solutions that can better the parking system on campus.

Separate- Homecoming King 2015

Here is the link for the Homecoming "Go-Fund Me account." Would I be able to send this out to the rest of the Faculty Senate? If so, please let me know! Deadline is Friday!

gofundme.com/4z4qqbwk

XIII. Committee on Committees – G. Evans – K. Lawrence read the committee nominations for the Committee on Committees. The nominees for committees were approved.

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

XV. NEW BUSINESS: There was no New Business.

XVI. ANNOUNCEMENTS: There were no announcements.

J. Dangler, Vice President of Academic Affairs for SUNY-wide UUP gave a brief presentation and distributed a handout regarding intellectual property and entertained and answered questions. The link for the handout is:

<http://uupinfo.org/negotiations/pdf/IntellectualPropertySept2015.pdf>

Respectfully Submitted,

Barbara Kissel
Recording Secretary

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

- (1) Committee meeting dates and times, submitted by K. Lawrence, Chair
- (2) Refresher Course on Parliamentary Rules, submitted by S. Anderson, Parliamentarian
- (3) Academic Faculty Affairs Committee Report, submitted by A. Fitz-Gibbon
- (4) Committee on Committees Report, submitted by J. G. Evans, Chair
- (5) “SUNY Cortland Diversity Highlights” and “Building Faculty Capacity: Managing Diversity in the Classroom”
submitted by N. Chaddock, SUNY Senator

APPENDIX 1

COMMITTEE MEETING DATES AND TIMES

submitted by K. Lawrence, Chair

FACULTY SENATE MEETING DATES AND TIMES:

Committee

Date

Time

Student Affairs Committee, T. Phillips, Chair	Spring TBA
Academic Faculty Affairs Committee, A. Fitz-Gibbon Chair	Bi-weekly Tuesdays 9-10
Planning Committee, Chair	
Educational Policy Committee C. Widdall, Chair	Bi-weekly Tuesdays 8:30 8/29 next meeting Miller 405
Professional Affairs Committee, K. Pristash, Chair	TBA
CTE Committee, Chair	
College Research Committee, B. Hodges, Chair	TBA (1 x Fall, 2-4 x Spr)
General Education Committee, J. McNamara Chair	9/24/15 (bi-weekly 8:30-9:30)
Graduate Faculty Executive Affairs Committee, J. Curtis Chair	Bi-weekly Mondays 9:00
Committee on Committees, G. Evans, Chair	

APPENDIX 2

submitted by S. Anderson, Parliamentarian

SUNY CORTLAND FACULTY SENATE PARLIAMENTARY REFRESHER

--Primary governing document is the Faculty Senate Bylaws [College Handbook Chapter 150.03]

--No business without a *quorum*, i.e., more than half the voting members.

--Meeting generally follows the published agenda, which is informative but not binding.

--Senate observes “prior notice” for all but most urgent motions. Any voting member or Senate committee can make motions.

--Motions must be “new” to that session. Failed motions may be renewed at any subsequent session.

--Handling a motion:

“*I move that...*” Be specific—who, what, when, how much.

“*Second*” Not approval, but agreement that the idea is worth discussing.

Chair restates motion, asks for questions [1st] or discussion [2nd].

Amend Must be germane. [Neither “friendly” nor “hostile”]

Postpone Delays further discussion to next meeting.

Refer Sends motion to committee for study and recommendation.

--Each successive subsidiary motions become *the pending motion* and must be debated and disposed of [adopted, rejected, withdrawn or superseded] in reverse order. When only the original main motion remains, it also must be disposed of.

--Debate: address all remarks to the whole assembly, discuss proposal not persons. Each member may speak twice, 3 minutes each time.

--Voting, on the call of the Chair, or the order of the assembly [Previous Question].

Normally by voice, but may require show of hands. Positive and negative always taken.

Routine or consensual items may be disposed of by General Consent.


APPENDIX 3

Academic Faculty Affairs Committee Report
submitted by A. Fitz-Gibbon, Chair

memo



Academic Faculty Affairs Committee

To: Dr. Kathleen Lawrence, Chair Faculty Senate 

From: Dr. Andrew Fitz-Gibbon, Chair Academic Faculty Affairs Committee (AFAC)

CC:

Date: 9/22/2015

Re: **Criteria for Continuing Appointment**

The Academic Faculty Affairs Committee (AFAC) is meeting every other Tuesday, 9:00am- 10:00am, for the fall semester 2015 (commenced September 15).

Agenda for the semester:

- a) Review of personnel policies received from:
 - a. Communication Studies
 - b. Library
 - c. Foundations and Social Advocacy
 - d. Mathematics
 - e. Others when received
- b) Memo to chairs whose policies are due for consideration in the academic year 2015-2016 with regard to scholarship and continuing appointment.
- c) Tri-annual revision of sections 220.6 and 230 of the College Handbook.

APPENDIX 4

Committee on Committees – Report to the Faculty Senate
 September 22, 2015
 Submitted by G. Evans, Chair

Item #1

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

Seat	Representing	Term	Nomination
GE Committee	At Large	2014-16 (complete unexpired term)	Kim Stone
GE Committee	At Large	Fall 2015 (Sab. Repl.)	Mecke Nagel
Committee on Teaching Awards	A&S	1/1/16-12/31/18	Tricia Conklin
Educational Policy Committee	A&S	2015-17	Elena Grossman
Student Affairs Committee	Math/Sci	2014-16 (complete unexpired term)	Doug Armstead
Academic Grievance Tribunal	Education	2015-18	Lin Lin

Planning Committee	Prof. Studies	2014-17	Maggie DeVita
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Item #2

Seat	Representing	Term	Nomination
Treasurer	At Large	2015-16	Mary McGuire
Faculty Rep to Student Senate	At Large	2015-16	Brian Tobin
Committee on Committees	Soc/Beh Sci.	2015-17	Mark Worrell
Committee on Committees	Library	2015-17	Lauren Stern
Senator	Math/Sci.	2015-17	Philip Gipson
Senator	Arts & Sciences	2015-17	Dave Kilpatrick
Senator	Professional Studies	2015-17	Alexis Blavos
Senator	Professional Studies	2015-17	Jordan Kobritz

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

An electronic ballot has been issued for the following contested seat with a voting deadline of 4:00 p.m., Friday, October 2, 2015:

Seat	Representing	Term	Nomination
Senator	Professional Staff	2015-17	Howard Lindh Gemma Rinefierd

Item #4

Another call for nominations has been issued for the following remaining vacancies with a deadline of 4:00 p.m., Friday, October 2, 2015:

Faculty Senate Vice-Chair, at large, 2015-16
Faculty Senate Secretary, at large, 2015-16
College Curriculum Review Committee, Education, 2015-17
College Curriculum Review Committee, Math/Science, 2014-16
Committee on Teaching Effectiveness, Academic Faculty at large, 2015-18
GE Committee, Social/Behavioral Sciences, Fall 2015 sabbatical replacement
Planning Committee, Library, 2015-18
Student Affairs Committee – Fine Arts/Humanities, 2014-16
Senator, School of Education, 2015-17

Respectfully submitted,

Gary Evans
Chair

APPENDIX 5 AND 5A

“SUNY Cortland Diversity Highlights”
and
“Building Faculty Capacity: Managing Diversity in the Classroom”
submitted by N. Chaddock, SUNY Senator

SUNY CORTLAND DIVERSITY HIGHLIGHTS

- Office of Multicultural Life and Diversity
- Chief Diversity Officer
- Bias Related Incident Online Reporting Form
- President's Diversity Conversations
- Provost's Faculty Diversity Workshops
- Diversity Equity Inclusion Council
- Alumni Association Board Standing Diversity Committee
- Center for Gender and Intercultural Studies
- Student Conference on Diversity Equity Inclusion and Social Justice
- Annual Diversity Retreat
- Educational Opportunity Program
- VOICE Office
- COR 101 Diversity Presentations
- Peer Diversity Training
- SafeZone for Community, Faculty, Staff, Students and Alumni
- Kente
- Law Enforcement Diversity Training

Building Faculty Capacity: Managing Diversity and Inclusion in the Classroom

Two Opportunities for Faculty:

September 28, 2015: 2-5pm in the Caleion Room, Corey Union

September 29, 2015: 9-12pm in the Caleion Room, Corey
Union

The Provost's Office is pleased to invite Faculty to participate in one of two workshops designed to build their capacity for managing diversity and inclusion in the classroom



We are excited to welcome Dr. Kristie Ford Associate Professor of Sociology, Director of Academic Diversity Initiatives (DADI), and Director of the Intergroup Relations Program (IGR) at Skidmore College. She received her B.A. in sociology from Amherst College and her M.A. and Ph.D. in sociology from the University of Michigan, Ann Arbor. Her research and teaching interests include: race and ethnicity, gender and sexuality, and social justice education. Dr. Ford will be working with faculty to build capacity for diversity and inclusion in the classroom in the face of new and changing student demographics. A full biography for Dr. Ford is available upon request.

