

## **FACULTY SENATE MINUTES #7**

**December 2, 2014**

The seventh meeting of the Faculty Senate 2014-2015 was called to order by Chair Kathy Lawrence on Tuesday, December 2, 2014 at 1:15 PM in in Brockway Hall, Jacobus Lounge.

**SENATORS AND MEMBERS PRESENT:** K. Lawrence, C. Schubert, R. Grantham, J. Hartsock, D. Miller, R. Spitzer, D. West, E. Lind, K. Polasek, H. Lindh, S. Shi, R. Borden, A. Dearie, T. Hanford, K. Pristash, Z. Newsanger, A. Fitzgibbon, K. Pristash, G. Douglas, S. Wood, K. Lowenhar, M. Prus, E. Bitterbaum, S. Anderson, S. Shi, R. Powell

**SENATORS AND MEMBERS ABSENT:** M. McGuire, B. Wodi, O. White, J. Rayle, M. Seyfried, N. C. Paley, N. Kane, R. Nauseef, M. Connell, M. Doris

**GUESTS PRESENT:** F. Pierce

**I. APPROVAL OF THE MINUTES:** The minutes from November 18, 2014 were approved.

### **II. SENATE ACTIONS:**

The Online Finals Policy from the Educational Policy Committee was discussed, voted on and approved. **(Approved)**

The Transfer Credit for Cambridge International A Level and AS Exams was discussed, voted on and approved. **(Approved)**

### **III. CHAIR'S REPORT**

The chair opened the meeting reviewing the General Education Proposal, which was approved on November 18, as amended. She reviewed the procedure for a referendum, reporting that she has been in contact with Joanne Barry to ensure that the wording is correct for the referendum and constituency of voting faculty. She stated that she is hoping the new General Education proposal is instituted in January.

Chair Lawrence reminded everyone the next Faculty Senate meeting will be on February 3, 2015 in the Park Center, Hall of Fame Room. There is still a vacancy for Vice Chair.

She thanked everyone for their contribution to the Faculty Senate: President Bitterbaum, Provost Prus, Joanne Barry, Barbara Kissel, Steve Anderson, the Senators, Steering Committee and Committee Chairs.

She thanked the members of the General Education Committee for their hard work on the General Education Proposal: Jenn McNamara, Stephen Chemsak, Brice Smith, Bruce Mattingly, Susan Stratton, David Smukler, Carol VanDerKarr, Lisa Czirr, Emily Quinlan, Gigi Peterson, Sam Kelley. A special thanks was given to Pam Schroeder for her work and contribution as well.

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

**V. TREASURER'S REPORT** – C. Schubert – No report.

**VI. SECRETARY'S REPORT** – R. Grantham – No report.

## **VII. PRESIDENT’S REPORT:**

- Student Life Center
- Admissions – lower enrollments
- Cortaca
- State budget – tuition dollars, negotiated salaries, capital budget

## **IX. STANDING COMMITTEE REPORTS:**

**Student Affairs Committee** – M. Connell – No report (absent.)

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

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

**Educational Policy Committee** – K. Polasek – No report. The Online Finals Policy from the Educational Policy Committee and the Transfer Credit for Cambridge International A Level and AS Exams were discussed, voted on and approved.

**Professional Affairs Committee** – K. Pristash – On 11/24, Members of the PFAC met with representatives from HR to discuss and develop a way to implement the President’s Discretionary Awards which are included in the UUP contract.

The PFAC is considering how to proceed but more input from professionals is needed. We are in the process of scheduling two open meetings for professionals to offer input into the process, and this will be followed up by a survey as well.

Dates and times for the above shall be forthcoming and will be announced ASAP.

## **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** No Chair elected yet.

**Review of Governance Committee** – J. Walkuski – The committee is in the final stages of reshaping the LRPC committee’s duties and intent. The document will be shared with the current LRPC for feedback as well as the members of the steering committee. In addition, several proposals will be put forth at the first steering committee meeting of the Spring semester.

**XI. AREA SENATOR:** There were no Area Senators reports.

**XII. SUNY SENATOR:** N. C. Paley – No report (absent)

**XIII. STUDENT SENATORS' REPORT** – S. Wood – The SGA will be hosting its annual holiday party this Sunday, December 7th, at 2pm in the function room. With help from all of the clubs on campus, they are able to give back to the families of the ASC staff/faculty who wish to have their children participate in our event. They provide the children with a gift, which we give to them during the party. Anyone is welcome to stop by. There will be music, food, and fun activities. They hope to see you there! And lastly, we appreciated the support from the faculty and staff before, during, and after their Cortaca concert.

Chair Lawrence commended Student Government on their excellent work on planning and clean-up during Cortaca.

**XIV. Committee on Committees** – J. Barry, Chair – There was no report from the Committee on Committees.

**XV. OLD BUSINESS:** - The Old Business items from EPC regarding the Online Finals Policy and the Transfer Credit for Cambridge International A Level and AS Exams were discussed, voted on and approved. {*SEE Senate Actions; SEE Appendices 1 and 2*}

**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) Online Finals Policy, submitted by K. Polasek, Chair, EPC Committee
- (2) Transfer Credit for Cambridge International A Level and AS Exams, submitted by K. Polasek, Chair, EPC Committee

#### **APPENDIX 1**

##### **Online Finals Policy, EPC Committee, submitted by K. Polasek, Chair**

#### **415.03 EXAMINATION POLICIES**

Final examinations are required. An instructor may request exception to this policy from the department chair. The chair may grant such request if: (1) the nature of the course makes such action desirable; or (2) an adequate series of other evaluation procedures is substituted. An instructor may have a policy of exempting students who meet specified criteria from final examinations: the policy and criteria shall be stated and placed on file with the department chair.

Final examinations or last examinations of the course are given during final examination week (except for examinations in quarter courses, which end in the middle of the semester.) No examinations, quizzes, or tests of any type should be given during the last week of classes prior to the published final examination week.

Online and hybrid courses will be assigned a final exam day and time to ensure students have adequate opportunity to take the exam in alignment with the final exam policy. Hybrid courses must use the assigned final exam period which is determined by their in-class meeting day/time. Instructors of fully online courses: 1) must make the exam available during the course's assigned final exam time period; and 2) may make the exam available before and after the assigned time for any length of time within the final exam standard schedule (i.e., 8 am on the first day of finals to 4 pm on the last day of finals).

Any deviation from this policy must be approved in advance by the appropriate department chair and school dean.

(Approved by the Faculty Senate, Feb. 11, 1977; subsequently approved by Vice President Corey)

A copy of all final examinations shall be kept on file in the department chair's office for a period of three years. After three years the examinations shall be returned to the appropriate staff members.

Each instructor, after receiving approval of his/her examination policy from his/her chair, shall inform each class of the course requirements and grading procedures by the end of the first full week of classes. Persons in the class shall be informed of policies on:

1. examinations and other evaluation procedures
2. exemption from examinations
3. make-up of examinations

All such policies shall reflect current college policy.

A student may request an adjustment in his/her final examination schedule if

- there is a conflict in his/her examination schedule
- the student is scheduled for more than two examinations in any one day
- the student has a verified illness or other emergency.

Requests for adjustment shall follow procedures established and published by the Registrar. No make-ups for final exams shall be given except for students who are officially excused or who have been verifiably excused by a physician.

The student shall have the right to appeal decisions resulting from these policies to the chair of the department, the associate dean of the school or the provost.

(Approved by the Executive Council, April 11, 1972)

## **APPENDIX 2**

Transfer Credit for Cambridge International A Level and AS Exams

submitted by K. Polasek, Chair, EPC Committee

## **MEMORANDUM**

TO: Chair, Educational Policy Committee

FROM: Carol Costell Corbin  
Assistant Director for Transfer Credit Services, Advisement and Transition  
Chair, Transfer Advisory Committee

DATE: October 1, 2014

RE: Transfer Credit for Cambridge International A Level and AS Exams

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By request of Admissions, the Transfer Advisory Committee met in the spring 2014 semester to explore the Cambridge International Advanced-Level (A Level) and Advanced Subsidiary (AS) exams as a possible new source of transfer credit for international students. The Transfer Advisory Committee, comprised of the Associate Deans, Associate Provost for Academic Affairs, and representatives from Admissions, the Registrar's Office, Advisement and Transition, and faculty, have endorsed this request and are seeking a policy change to include Cambridge International exams as an official source of acceptable transfer credit.

The exams can be viewed as equivalent to Advanced Placement (AP) exams that U.S. students take as part of a rigorous high school curriculum. Successful completion of the exams earns a student advanced standing at college. Cambridge International Exams are recognized as a source of credit at over 450 U.S. colleges and universities, including Cornell University, New York University, Harvard, and Stanford University. Colleges within the SUNY system who award credit include Binghamton University, SUNY Geneseo, SUNY ESF, and Stony Brook.

The exams are not regularly administered within the U.S.; therefore, this would be a source of credit specifically for international students. There are 55 discipline exams, and they are scored with a grade of A through E without pluses or minuses. The exams would not conform to our typical minimum grade of C- or better for transfer, so we would require students to earn a C or better to receive credit. Since few students will transfer with this source of credit, an online transfer equivalency chart will not be created. Each exam has a corresponding syllabus, and syllabi will be sent to department chairs for review as needed for specific course equivalents.

Advanced Subsidiary (AS) exams typically represent a one-year course and Advanced Levels (A level) typically a two-year course. The committee reviewed the appropriate number of credits to award per exam and supported awarding 3 credit hours for each successfully completed AS level and up to 6 credits for each A level.

More information about the exams can be found at the Cambridge International website:  
<http://www.cie.org.uk/programmes-and-qualifications/cambridge-advanced/cambridge-international-as-and-A-Levels/recognition/>

Attached please find the proposed College Catalog and Handbook language and areas that would need to be modified. Thank you for your consideration of this proposal. Feel free to contact me for more information or with questions or concerns.

## **College Catalog**

### **1. Academic Policies > Transfer Credit Evaluation > Sources of Credit**

*New Text (after American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI))*

### ***Cambridge International A Level and AS Exams***

Academic credit is granted with satisfactory Advanced (A Level) and Advanced Subsidiary (AS) exam

results of C or better. Students can earn 3 credit hours for each AS Level exam and up to 6 credit hours for each A Level exam.

## 2. Academic Policies > Transfer Credit Evaluation > Transfer Credit Limits and Residency

New text inserted in italics

Under State University of New York policy, credit will be granted for published examinations from the following test series, provided that the specified minimum Cortland performance levels are met and that the examinations are in areas that normally receive transfer credit at Cortland. SUNY Cortland will accept a maximum of 30 credit hours earned through such sources as Advanced Placement, College Level Examination Program, *Cambridge International A and AS level exams*, or College Proficiency and/or the International Baccalaureate. This maximum applies to all of these courses combined, not individually.

Cortland students are not eligible to receive credit by equivalency examinations when they are enrolled in or have completed a higher-level course within the same discipline.

Students may receive up to 64 credit hours of transfer credit from two-year colleges. This maximum credit-hour total includes any 100- or 200-level courses, Advanced Placement, College Level Examination Program, ACTFL Oral Proficiency Interviews, *Cambridge International A and AS level exams*, College Proficiency or International Baccalaureate credits. Transfer students from four-year colleges or universities may receive additional credit hours toward degree requirements at Cortland. The maximum number of credit hours accepted ranges from 75-83, depending on the number required for graduation in the chosen program.

### **College Handbook**

#### **410.04 ADVANCED PLACEMENT AND CREDIT FOR EQUIVALENCY EXAMINATIONS**

*New Text (after Advanced Placement Program)*

##### ***Cambridge International A Level and AS Exams***

Academic credit is granted with satisfactory Advanced (A Level) and Advanced Subsidiary (AS) exam results of C or better. Students can earn 3 credit hours for each AS Level exam and up to 6 credit hours for each A Level exam.

If an examination will receive a grade of E for that course unless they obtain excuses for their absence from their school deans. It is the student's responsibility to arrange with the instructor for a make-up examination. Such a make-up examination must be taken after the regularly scheduled examination and will be given at the convenience of the instructor.