

**UNIVERSITY POLICY AND PLANNING COUNCIL
2016-17 CHAIR -CYNTHIA FOX**

**February 08, 2017
MEETING MINUTES**

Present: S. Birge, M. Chen, S. Chittur, J. Collins, C. Fox, S. Goel, M. Jerison, M. Leventhal, C. Parker, B. Polanco (SA), K. Rethemeyer, J. Van Voorst, D. Wharram (GSA), D. Wheeler

Guests: Kim Boyer, Dean of the College of Engineering and Applied Sciences
Harvey Charles, Dean and Vice Provost for International Education
Mary Ellen Mallia, Director of the Office of Environmental Sustainability
Randy Moulic, Acting Chair of the Department of Computer Engineering
Ann Marie Murray, Associate Provost for Program Development
Veronica Rowe, Administrative Manager, Electrical and Computer Engineering
Sandra Starke, Vice Provost and Associate Vice President for Enrollment Management
Kevin Williams, Vice Provost and Dean of Graduate Education

Approval of the Minutes from December 7, 2016

Minutes of the December 7th meeting were approved. Seven votes in favor and two abstentions.

Interim Provost's Report

Interim Provost Wheeler thanked participators and those who encouraged others to participate in the Strategic Planning Process. Interim Provost Wheeler updated the committee on the ongoing faculty searches. The school of Business and School of Public Health Dean searches are continuing to progress and the new dean for College of Emergency Preparedness, Homeland Security and Cybersecurity will be joining the University some time before July. An exact start date for Dean Robert Griffin has not been determined.

Interim Provost Wheeler expressed his intent to hold meetings with the Deans and the Office of Financial Management and Budget prior to the end of the academic year to discuss the colleges and schools fiscal year 2017-18 budgets.

Interim Provost Wheeler brought up his wish to discuss with the Senate Executive Committee, the Dean's Council and UPPC what it means to be a Great Dane and what a Great Dane looks like. Interim Provost Wheeler hopes to gain understanding of what the transformational experience at UAlbany is and how the decentralized programs within the individual colleges and schools can align their goals.

James Collins asked who puts up posters around campus that say things like, "And then I learned..." Interim Provost Wheeler responded that the Office of Communications and Marketing posts these in conjunction with Student Affairs. Professor Collins asked if the content of these posters has to do with the branding project that Vice President for Communications and Marketing, Joseph Brennan is working on. Interim Provost Wheeler responded that the data the Vice President Brennan is gathering is helping us understand how we are perceived as a university. The branding information is not driving the mission.

Vice President for Finance and Administration Report

James Van Voorst, Vice President for Finance and Administration thanked those on the committee who spoke with the consultant, Larry Goldstein. Participants in the process received a draft. Our division was given a B to B+

rating. Mr. Goldstein pointed out a number of things that we already knew and some things that were new. Chair Fox asked if the report could be shared. Vice President Van Voorst stated that the draft sent out to participants is not finalized and the Mr. Goldstein is still making changes to it. Professor Collins asked what the share-ability of the final document was. Vice President Van Voorst responded that the final document will be fine to share.

Vice President Van Voorst spoke about the pause on the fiscal year 2018-19 compact process. The wording in the Compact Process procedure document has been updated to include UPPC or Faculty Senate during the presentation stage of the process. UPPC or the Faculty Senate will have the ability to share their vision about what types of things the Compact Team should be considering in their decision making process.

Vice President Van Voorst updated the committee on the Executive Budget. This stage of the process is a starting point and at this point, SUNY and other agencies hold hearings. At the State University of New York Business Officers Association meeting (SUBOA), people thought there would be a 60-70% chance of some kind of tuition increase. Brian Polanco asked what the impact of a \$300 tuition increase would be. Vice President Van Voorst stated that this would increase revenue by a projected \$1.2 million, but that it has not been budgeted out yet as this is still early in the process. Vice President Van Voorst continued, explaining the executive budget called for an increase to the capital plan from \$200M to \$550M. There is a formula to determine the amount that will go to each campus. The \$200M will be distributed as it had been in previous years and the increase will be distributed by need. Professor Collins asked if these funds are for building or maintenance. Vice President Van Voorst responded that this is for minor critical maintenance, keeping the buildings you have functioning and running well and not for new buildings. Chair Fox asked if it could be used toward the Schuyler Building project. Vice President Van Voorst responded that the Schuyler building could fall under this. Brian Polanco asked if any of this funding could go toward swipe card readers on individual dorm rooms due to recent crimes on campus. Vice President Van Voorst responded that this particular funding is not able to go toward dorm maintenance as there is a separate dorm fund where residence hall projects are funded from.

Sridar Chittur asked if the survey that was done last summer for facilities could be shared. Vice President Van Voorst responded that this can be discussed in the Facilities subcommittee.

Chair's Report

Chair Fox did not have anything to report.

New Business

Consideration of a proposal to rename the Department of Computer Engineering as the Department of Electrical and Computer Engineering

Kim Boyer, Dean of the College of Engineering and Applied Sciences (CEAS) explained that the purpose of this proposal is to put a label on the department that will reflect everything that is associated with this department and not risk hiding the Electrical Engineering piece from view. Chair Fox pointed out that a name change seems simple but that there are many pieces behind the scenes that need to take place. Chair Fox then asked if CEAS sees additional name changes in the future. Dean Boyer responded that they intend to stand each department up with the name that they will keep for a very long time. This name change is an artifact of getting the first program up and running.

Professor Goel asked what the current enrollment in the Computer Engineering major is. Dean Boyer responded that there are 33 students enrolled in the major. Not all of these students are freshman, as some were Computer Science majors that transferred to Computer Engineering when it became available. Brian Polanco asked what percent are transfer students from other universities. Veronica Rowe, Administrative Manager for the department of Computer Engineering responded that about 30% are transfer students. Chair Fox asked how many students changed majors to Computer Engineering. Dean Boyer and Ms. Rowe responded that that number is hard to determine as some students pursued other majors with the intent on transferring when the Computer Engineering major became available. Professor Collins stated that this process moves slower than one would think and that it

is roughly a year-long cycle to get all of the pieces changed. Catherine Parker, Associate Director of Career Services asked if CEAS would be changing the course prefixes. Dean Boyer responded that they do not intend to change the course prefixes.

The Computer Engineering guests left the room while the committee deliberated. Mei Chen, Associate Professor of Computer Engineering also absented herself from the deliberation and vote.

Professor Collins stated that the committee can vote but that the process is still unclear as to how these types of changes unfold and on what schedule. Interim Provost Wheeler stated that we should determine a timeframe together and come up with a plan and hard deadlines. There should not be differences between the course catalog and what is in the units. Interim Provost Wheeler continued, stating that when this happens it is hard to make an argument to students that they are getting what they think they're getting. There has to be a consequence when units do not comply or these guidelines will be continuously violated. Interim Provost Wheeler suggested that we talk to the Registrar's office and other units to decide appropriate schedules. Associate Director Parker stated that the printing of the undergraduate bulletin may drive the deadlines.

Michael Jerison stated that he had not previously heard of Mechanical Engineering as a potential major. Professor Jerison hoped that UPPC or the RAPC subcommittee would hear about a potentially very expensive new investment while it is being discussed and not after commitments are made. Professor Goel added that at some point the Computer Engineering faculty members were hired without UPPC consideration. Vice President Van Voorst responded that those faculty members were hired through the Compact Planning process. Associate Director Parker stated that now UPPC or the Faculty Senate will be at the table in the Compact Planning process. Vice President Van Voorst clarified that UPPC or the Faculty Senate will be able to share their concerns with the compact team. Professor Goel added but not in a decision-making role. Interim Provost Wheeler added, that UPPC or the Faculty Senate will not be in a position to say yes or no, as the Compact Team is another body that makes the decisions.

The proposal to rename the Department of Computer Engineering as the Department of Electrical and Computer Engineering was approved with 9 votes in favor and two abstentions.

Report on Sustainability

Mary Ellen Mallia, the Director of the Office of Environmental Sustainability explained that her office was created through a UPPC resolution resulting from an Environmental Sustainability task force started by then-President Kermit Hall. Director Mallia gave the committee an update on what the Office of Environmental Sustainability does and what projects she is currently working on. Director Mallia explained integrating sustainability into the CORE values, curriculum, operations, research, and engagement. Director Mallia explained that the University at Albany belongs to the Association for the Advancement of Sustainability in Higher Education (AASHE) which gives us access to an assessment tool called the Sustainability Tracking, Assessment and Rating System (STARS) which connects into the Princeton Review rating system. Director Mallia uses the STARS tool to conduct an assessment every three years. Director Mallia reports out to the Student Association, the Graduate Student Association and the president but does not have a formal reporting mechanism to the faculty senate. Director Mallia asked if this is something that the faculty senate would find important for her to do. In addition, Director Mallia has some faculty advising her but nothing formal. She is interested in the committee's thoughts on how she should interact with and relate to faculty.

Professor Goel asked if the sustainability efforts are saving the campus money. Director Mallia stated that there is no formal mechanism or formal revolving fund but we do save money. Professor Goel asked if the government subsidizes the university based on sustainability performance. Director Mallia replied that they do not.

Professor Collins asked if anything came out of the forum held on sustainability last year that the university senate was involved in. Director Mallia responded that she is in the process of taking some of the ideas that came out of that forum and creating another forum. Director Mallia explained that her report to UPPC today is one of the outcomes of that forum.

Professor Collins asked if there was any specific sustainability curriculum or if it was spread out in different departments. Director Mallia responded that there are several disciplines that have courses that are sustainability-focused and there is a Sustainability minor under the department of Geography and Planning.

Professor Chittur asked how the Office of Environmental Sustainability deals with things like how on any given day, there are open windows on the podium. Director Mallia responded that there is a struggle with distribution of heat on this campus because of older buildings. In addition, a correction to this issue involves behavioral changes to individuals. Often, the Office of Environmental Sustainability is relying on choices made by individuals. Director Mallia added that at the end of the day if windows are found open, janitors are instructed to close them. Vice President Van Voorst added that given that issue has to do with the age of the building, with renovations this type of thing is taken into account.

Report on Enrollment

Sandra Starke, Vice Provost and Associate Vice President for Enrollment Management spoke first regarding domestic undergraduate enrollment. Vice Provost Starke explained that the University receives 23,000 applications and 6-7,000 transfer applications. The university is looking to focus on and campaign to bring in the most academically talented but also diverse group of applicants possible.

Chair Fox asked about a reader comment she read in the Times Union that noted there is an equal division between male and female undergraduate students and suggested that this was somehow not normal. Chair Fox asked how this wound up happening, given you may expect more female students than males given that more applicants are women and women's academic profiles tend to be higher. Vice Provost Starke replied that this could be because traditionally business and engineering are male-dominated fields and having a D1 athletics program typically attracts males. Vice Provost Starke continued stating that when accepting students, gender is not a factor although that does not mean that efforts are not focused on attracting women to STEM fields.

Brian Polanco asked what percent of transfer student and percent of increased enrollment are business students and if there was any boom due to the Massry Center for Business opening. Vice Provost Starke replied that of all the majors on campus, the Biology major makes up the largest proportion of applicants. The five big majors are Biology, Criminal Justice, Psychology, Business and undeclared. Once the students are accepted and arrive on campus they explore their interest. Business is a smaller school and cannot accommodate as many students as Psychology or Biology.

Brian Polanco asked how many applicants are EOP students and if there has been an increase in EOP applications. Vice Provost Starke responded that about 2,000 applicants are to the EOP program and that she would need to look up whether or not that was an increase.

Professor Chen asked if we accept transfer students at all levels. Vice Provost Starke responded that the university has a requirement that a certain number of courses must be taken at the University at Albany in order to receive a University at Albany degree. The estimates on percent of transfer students at each level are 25% freshman or rising sophomore, 50% sophomore going into junior year and 25% juniors. Professor Chen asked what is looked at in determining if a transfer student is accepted or not. Vice Provost Starke responded that overall GPA is considered. If a student is on the borderline of acceptable GPA, then the student's core curriculum and general education requirements are considered. Professor Chen asked if there are programs to assist students that transfer here. Vice Provost Starke responded that the University at Albany has great programs in assisting students and that the advising programs are some of the best she has seen. Professor Chen stated that she taught a 300 level class and the preparation from the lower level classes amongst the students was very diverse. Vice Provost Starke responded that this is an important to look at as we develop feeder programs with community colleges. Professor Collins asked who leads that effort here. Vice Provost Starke responded that Undergraduate Education leads, but that each department must also be involved. Professor Jerison stated that you really need to look through exams and homework to get an idea of what the transfer course entailed. Typically looking at the course descriptions isn't enough. Professor Jerison continued that it may be useful to see what the graduation rate

and timing is for transfer students is, particularly those who come in as juniors. Vice Provost Starke responded that she does not know the answer to that but it is important to look at the success of other students from the sending college and how other students from those sending colleges do here.

Harvey Charles, Dean and Vice Provost for International Education spoke next regarding international enrollment. Vice Provost Charles stated that there are currently 788 international undergraduate students and 694 graduate international students. This is 10% of the total enrollment at the university. There are 87 countries represented, the five countries with the most students enrolled at University at Albany are China, India, Korea, Japan and Taiwan. Vice Provost Charles continued explaining dual degree agreements like the one we have heard about with Chong Ching University where students take three years in Chong Ching and we send faculty members to teach some of the courses. In the fourth and final year of the program, the students come to the University at Albany and enroll here. There are 90 students annually anticipated once we reach the fourth year for the first time. Vice Provost Charles explained this as a wholesale approach to recruiting versus a retail approach.

Professor Chen asked if international students typically pay their own tuition. Vice Provost Charles responded that international students typically do pay their own tuition and the rate is higher than the tuition rate a domestic student would pay.

Professor Chen asked if undergraduate international students are required to take the TOEFL or an equivalent to the GRE exam as graduate students are required to. Vice Provost Charles responded that there are standard admissions requirements including an English requirement but if students are enrolled in a high school or transferring from a school where English is the language of instruction then the TOEFL requirement is waived. A typical student needs at least a B average. Professor Chen asked if that means they are not required to take the SAT. Vice Provost Charles responded that if the student submits their SAT scores then it will be considered but it is not required as it is not believed to be a reasonable requirement as around the world students are judged based on what is relative to their nation of study.

Professor Jerison stated that in the past year and a half it seems like students have drastically worse preparation in English and Mathematics and asked if this is something that there has been evidence of. Vice Provost Charles stated that this is the first he has heard of that.

Mitch Leventhal stated that when the School of Education has international students that are struggling with English they suggest that the students enroll in ETAP 500, Research Writing for Graduate Students. Professor Leventhal stated, however, that the course has been cancelled the past few semesters due to low enrollment. Kevin Williams, Vice Provost and Dean of Graduate Education responded that he had not heard of this course being cancelled as he had suggested it to students he taught as well. Karl Rethemeyer, Interim Dean of Rockefeller College asked if ETAP 500 should be a suggested follow up to IELP. Vice Provost Charles responded that if students meet the English language requirements for matriculation into a program of study it is unlikely that they will enroll in an additional class if there is no requirement for them to do so. Vice Provost Charles added that in graduate departments, it could be made a requirement if the departments want it to.

Professor Chittur asked if there was a support system for students here from the countries named in the travel ban. Vice Provost Charles responded that there is a support system in place. There are 30 students from the countries named in the executive order. Those students received a letter and there was a workshop last week and another workshop this week. Luckily none of these students have been outside of the United States and unable to return. Professor Chittur stated that when he was pursuing his MBA a few years ago there was a ban on foreign exchange between the United States and Iran and there were Iranian students that could not pay their tuition. Vice Provost Williams responded that he did not hear of the MBA students from Iran but that he did fund some Iranian students' tuition from his Graduate Education budget. Vice President Van Voorst stated that this brings up a question about what the university's ethical responsibility is to ensure that these students continue to progress.

The meeting was adjourned at 3:58 P.M.