

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

**December 07, 2016
MEETING MINUTES**

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

Guests: K. Bessette, Associate Vice President for Finance and Administration for J. Van Voorst
Ann Marie Murray, Associate Provost for Program Development
Jon Bartow, Vice Dean for Graduate Education and Director Graduate Academic Services & Policy
Aaron Major, Associate Professor of Sociology
Kristin Christodulu, Visiting Associate Professor of Psychology
Christine Wagner, Professor of Psychology, Director Behavioral Neuroscience Program, and Chair of the Psychology department.

Approval of the Minutes from November 16, 2016

Minutes of the November 16th meeting were unanimously approved.

Interim Provost's Report

Interim Provost Darrell Wheeler updated the committee that just under two hundred people have signed up so far for the strategic planning Concert of Ideas that will take place later this week. In addition, the search for the Dean of the College of Emergency Preparedness and Homeland Security and CyberSecurity is continuing to move forward. There is no new news on the sanctuary issue or the issue related to classes being cancelled in reaction to the presidential election result. Interim Provost Wheeler stated that commencement is this weekend and that this will likely be the last December commencement ceremony and in the future fall semester graduates will get their diplomas in December and have the option of walking in the spring commencement ceremony.

Dawn Wharram, Graduate Student representative, asked what the reasoning is behind moving to a spring only commencement format. Ms. Wharram asked if it had to do with logistics, manpower, turnout, cost or something else. Interim Provost Wheeler responded that it was a little bit of everything and that many schools are moving toward this model.

New Business

Consideration of the proposal to revise the undergraduate B.A. in Sociology, including the addition of two concentrations

Aaron Major, Associate Professor of Sociology spoke regarding the proposal. The idea is to create two concentrations within the Sociology major—a concentration in Criminology and in Families and Communities. Both areas are traditionally strengths within the department. Students within the Sociology major could also continue to pursue a general B.A. in Sociology, they would not be required to take a concentration. If a student wanted to take a concentration, they would need to choose to take three of the courses listed within the proposal. The courses listed in the proposal are all taught regularly. The goal is for this to be an official revision that would go to the State Education Department (SED) and it would show up on the student's official transcript.

In requesting this program revision from SED, the Sociology department will now also need to create additional upper division credit level courses to comply with SUNY standards that have been put into place since the last time that the Sociology major had any changes. The University at Albany's Sociology major had been grandfathered into the new requirements, but increasing the required number of 300 and above level courses will now be mandatory as part of a new program revision. This will be within the current curricular offerings so there are no projected new hires that will be needed and no new courses or curriculum. Associate Professor Major did ask his colleagues to create formal 300 level courses out of courses that they had been teaching for many years under the title "Special Topics."

Chair Fox stated and Professor Major confirmed that the proposal has already gone to and been approved by the Undergraduate Academic Council (UAC)

Catherine Parker asked if there would be plans to hire new faculty. Associate Professor Major stated there are no plans to hire additional faculty.

The guests exited the room while the committee discussed the proposal.

The proposal to revise the undergraduate B.A. in Sociology, including the addition of two concentrations was unanimously approved.

Consideration of proposal to restore the Certificate of Graduate Studies in Autism and Applied Behavior Analysis

Kristin Christodulo, Visiting Associate Professor of Psychology spoke regarding the proposal. Over the past year, SED has put new regulations into place requiring licensure or certification to administer or deliver applied behavioral analysis to children or individuals with autism. So there is a licensure and certification process and currently SED is looking for programs like ours that could fulfill the course work and practicum so that individuals can become eligible to take a certification or licensing exam. This is a field that was not regulated in this way in the past, but is now and there is currently a gap in licensed and certified individuals which has led to people with autism going without services because there are not enough people licensed and certified at this time. The Psychology department is proposing to restore a certificate program in Graduate Studies in Autism that exists but has not been offered since 2008. The Psychology department is looking to get put back a nine credit, three course sequence comprised of an introductory course, and intervention course and a third course that runs concurrently with a practicum. At the completion of the sequence, individuals would be eligible to apply to SED to become a certified Behavior Analyst Assistant.

Chair Fox asked why the program was discontinued in 2008. Professor Christodulo responded that Dr. V. Mark Durand was a faculty member on campus and had developed the sequence and had it as his full teaching load. When Dr. Durand left the university, Professor Christodulo inherited the nine credits of courses, but she already had a full teaching load and the resources were not available to maintain the courses. With the new regulations from SED, there is a great need for this program. The Office of Graduate Studies recently ran a survey and received over two hundred responses of people that would be interested in enrolling in the certification program.

Chair Fox asked how the program would be staffed, as Professor Christodulo had stated that it was a Professor who oversaw the program and now it will be a contingent faculty member. Professor Christodulo responded that she herself oversees the program and has worked very closely with Dr. Kristin Knapp-Ines to develop the content which has been guided by SED's regulations. There is an admissions process in place where the three doctoral level staff in the center and Professor Christodulo will review the applications. Dr. Knapp-Ines will be the professor on record.

Associate Professor Fox asked if, in general, there were a lot of graduate level courses taught by non-tenured faculty. Christine Wagner, Professor of Psychology, Director Behavioral Neuroscience Program, and Chair of the Psychology department responded that most of the master and PHD program courses are taught by tenured faculty members, but that this is a non-credit certificate program. Professor Wagner also pointed out that while Dr. Knapp-Ines will technically be teaching the courses in this program as a contingent faculty member, she has a PHD and has been a full time employee of the Center for Autism and Related Disabilities for fifteen years.

Chair Fox asked if that information regarding Dr. Knapp-Ines should be included in the proposal. Jon Bartow, Vice Dean for Graduate Education, responded that SUNY form 3A, which needs to be submitted to SUNY to change the title of the program as part of this proposal does not require information about the faculty teaching the program as it does not require information about the program, the form is just asking to change the title. It is always a risk that the review process will be bogged down when more is sent to SUNY and SED than what is required.

Ms. Wharram asked what the \$9,000 listed on the program expense form is for. Professor Wagner responded that the \$9,000 is for the instruction stipend. The expense will be paid for by the College of Arts and Sciences (CAS) Dean's Office and the department of Psychology will pay for the \$1,800 expense for the instructor to coordinate the practicum. Ms. Wharram asked how the GA stipend for ten hours per week will be paid. Michael Jerison asked if having a GA for this purpose will be taking a GA from the pool of GA's that CAS is allotted. Professor Christodulo responded that the Center for Autism and Related Disabilities already has a GA that will be used. Ms. Parker asked if the GA will be assisting with classes or practicum placement. Visiting Associate Professor Christodulo responded that the GA would do both.

Ms. Wharram asked if the classes in the certificate program would be graded or pass/fail. Visiting Associate Professor Christodulo responded that the courses are letter graded and the practicum is pass/fail. Ms. Wharram asked if the students would need to get a particular grade in the course to be awarded the certificate. Vice Dean Bartow responded that a B grade is required any graduate level credential to be earned or awarded at the University at Albany.

The guests exited the room while the committee discussed the proposal.

Chair Fox asked to clarify exactly what UPPC was tasked with approving. Is UPPC approving one, that the program should be restored and two, the name change? Vice Dean Bartow advised that UPPC only needs to approve the restoration of the certificate program. The Graduate Academic Council approves the name change. This is before UPPC because per the faculty bylaws and charter of the senate call for consultation with UPPC and GAC regarding actions that impact the continuance of or discontinuance of any registered program. The action of UPPC will allow for the Graduate Admissions office to open the door for the campus-based action of accepting applications and offering admission to it. Ms. Parker asked when Graduate Admissions can begin that process and is it based on SED. Vice Dean Bartow responded that Graduate Admissions can begin taking action now, under the program's current name. The program cannot be promoted under the new title until the SED updates its registration.

Mitch Leventhal asked about the question on the Campus Impact Form (CIF) that reads, "Program has been identified as a Gainful Employment Program (GEP)?" and has a check box for "yes" and a check box for "no." Professor Leventhal stated that many CIF's submitted to UPPC leave this question blank, checking neither box and asked when this box should be checked and if it is checked, what that means. Vice Dean Bartow responded that it has to do with eligibility of students for financial aid. The federal government has issued stringent regulations intended to prevent fraud. These regulations were in response to proprietary schools offering credentials that don't really lead anywhere ; when students enrolled in the programs had qualified for federal aid, the funds from went into the till of the proprietary schools that offered nothing in return. Under the new regulations, students will be eligible for financial aid only if the institution can demonstrate through monitoring and tracking that the

program will lead to gainful employment for its students. In the case of this certificate program, the students would likely not be eligible for financial aid due to the number of credits enrolled.

Professor Leventhal stated that if UPPC continues to ask this question on the CIF, we should have a better idea of what it means. Vice Dean Bartow responded that if the question remains on the CIF, a link to the office of Financial Aid and the information about the program should be provided to the faculty proponents across campus so that they have all the information necessary when filling out the form.

Ms. Parker stated that if a proposed program is anticipating qualifying for the Gainful Employment Program, then there is some back-end reporting that would be expected. If UPPC keeps this question on the CIF, the purpose of the question within the context of this form should be, "did you set aside the resources to track placement?" In addition, Institutional Research may need to sign off on it.

Chair Fox stated that the committee will look into this question further.

The proposal to restore the Certificate of Graduate Studies in Autism and Applied Behavior Analysis was unanimously approved.

Vice President for Finance and Administration Report

The Vice President for Finance and Administration, Jim Van Voorst was absent from the meeting. Kim Bessette, Associate Vice President for Finance and Administration and Director of Financial Management and Budget spoke in his place. Associate Vice President Bessette addressed the memo that went out to faculty and staff via email announcing that the compact process would be suspended for fiscal year 2018-19. The idea behind suspending the 2018-19 compact process is to ensure that investments align with the new strategic plan, development of which is still underway. The compact team will have meetings in the spring to talk with the Vice Presidents and Deans to discuss the outcomes of the previous investments and understand what the challenges might be. This time, UPPC and/or the Faculty Senate will also be included in the meeting schedule. Associate Vice President Bessette reported that updates on the 2016-17 compact investments are happening now. Recipients of funding are required to report on the progress and if they are reaching milestones. In addition, the full agreements are in the process of being posted on the MyUAlbany webpage.

Associate Vice President Bessette continued her report by updating the committee on the SUNY budget request. The Finance Committee of the SUNY Board of Trustees met on November 30, 2016 and discussed the budget request that was then submitted to, voted on and approved by the executive committee of the SUNY Board of Trustees. Within this request was a possibility for tuition increases as part of a proposed five year extension to the SUNY 2020 plan. The proposal would allow for increased flexibility for campus presidents to request an increase to the SUNY Board of Trustees and give the authority to the SUNY Board of Trustees to make that decision. In addition, an extension of maintenance of effort was requested, this time including additional funds for contractual salary increases. We will wait and see what makes it into the governor's Executive Budget when it comes out in January.

The final item that Associate Vice President Bessette reported on was the administrative consultant that is looking at the division of Finance and Administration. The consultant will be looking at the division's efficiency, effectiveness and service delivery and will be meeting with Vice Presidents, deans, staff within and outside of the division as well as unions and faculty members. The consultant's report is anticipated to be available in January.

Ms. Wharram asked what time in the academic year the tuition needs to be set. Associate Vice President Bessette responded that it is not uncommon for tuition not to be set until June, although FASFA reporting needs to be done

earlier than this.

Chair Fox asked what will happen to the money that would have been invested in compact proposals in 2018-19 now that the compact process has been suspended for that year. Interim Provost Wheeler responded that the funding for compact investments is set against a budget based on tuition and enrollment targets several years out. If in any given year the targets are not met, the university has to find ways to meet those obligations. So there are no funds until that moment in time and the funding is based on forward promises. During this pause period we have the opportunity to evaluate the outcomes of the investments that have already been made. For example if you were given funding with the understanding that the investment would help to increase enrollment by a certain amount, did enrollment actually increase? In addition, the 2020 MOU outcomes will be evaluated. It does not do anyone any favors by building on something that does not have a secure financial base. It doesn't mean that we're in a dire situation but we need to know where we are.

Ms. Wharram asked if the potential tuition increase proposed by SUNY in the budget proposal would affect both graduate and undergraduate students. Associate Vice President Bessette responded that it would apply to undergraduate resident students only.

Chair's Report

Associate Professor Fox did not have any business to report.

Committee Reports

Facilities Subcommittee Update

No update was presented. Chair of the subcommittee, Sridar Chittur was not present.

Resource Analysis and Planning Subcommittee

Professor Leventhal reported that the RAPC subcommittee met on November 22, 2016. Vice President Van Voorst asked if the conversation regarding the separation of the College of Nanoscale Science and Engineering (CNSE) could be added to the agenda due to the discussion and questions that arose at the November 16, 2016 UPPC meeting. Vice President Van Voorst invited Rick McGinn, the CFO and Associate Executive Director of the University at Albany Foundation, Kevin Wilcox, Controller and Associate Vice President for Finance and Administration and Jim Dias, Vice President for Research who outlined the comprehensive history and evolution of the financial relationship between CNSE and UAlbany. From the presentation, the subcommittee had no recommendations to send to UPPC.

In addition, the RAPC subcommittee was updated on the budget activity that Associate Vice President Bessette reported on earlier in this meeting. The RAPC subcommittee was also given enrollment information, graduate enrollment is coming in short of the target by 180 students. There was no report on international recruitment.

The RAPC subcommittee would like to invite Sandra Starke, Vice Provost and Associate Vice President for Enrollment Management, as well as Harvey Charles, Vice Provost and Dean for Center for International Education and Global Strategy and Kevin Williams, Vice Provost and Dean for Graduate Studies to discuss enrollment and recruitment. There was discussion as to whether these guests would attend the full UPPC meeting or the subcommittee meeting and it was decided that it would be beneficial for the whole group to hear from them and Chair Fox will reach out and try to get them at the next meeting. Interim Provost Wheeler made the point that graduate recruitment is decentralized, so Vice Provost Williams may not be able to answer questions about recruitment at all nine colleges and schools, but will be able to give us numbers.

James Collins, asked to clarify whether it was concluded from the presentations to RAPC that that nothing seemed to be awry about the separation of CNSE and UAlbany. Professor Leventhal confirmed that nothing seemed to be awry at all. There were people that did not like that it happened, it was unfortunate, but there did not seem to be anything alarming.

Old Business

Update: Senate policy and procedures re departmental name changes and reorganizations

Professor Collins did not have an update for the committee on the Senate policy and procedures for departmental name changes and reorganizations. He plans to write a draft policy and procedure document and circulate it amongst Ms. Wharram, Associate Professor Fox and Kathie Winchester, Assistant Dean for Undergraduate Education all of whom have agreed to consult on this matter for comments before sharing with the committee.

Update: CNSE Resolution

Professor Jerison recapped the two proposed recommendations that were brought to the previous committee meeting. One is for open books and the other is to define policy in evaluating different types of research grants and how they contribute. Professor Jerison explained that he had written something up to share with the group but had since been informed that there were faculty members drafting a proposal for the College of Nanoscale Science and Engineering (CNSE) to rejoin the University at Albany. In looking at this proposal, Professor Jerison wishes to amend his proposed resolution before sharing it with the committee. Professor Jerison was unable to share the source of his information about the group of faculty putting together this proposal.

In addition, Professor Jerison does not agree with Professor Leventhal's affirmation that nothing untoward seems to have happened during the CNSE separation. Professor Jerison stated that the financial history presented to RAPC only went back two years before the separation. Both Associate Vice President Bessette and Professor Leventhal disagreed, stating that financial information presented was from the beginning. Professor Jerison stated he will look at it in more detail. Professor Jerison brought up differences that existed in the process for tenure and retention decisions for CNSE faculty versus faculty in the rest of the university, asserting that these decisions were made completely independently and not through CPCA. In addition, Professor Jerison argued that CNSE faculty members had different salary schedules than other university faculty members with comparable qualifications.

Professor Leventhal stated that the RAPC committee was very appreciative of the conversations and the guests that were brought by Vice President Van Voorst to the meeting. However, the conversations were not on the agenda and perhaps the subcommittee would have had more specific items to discuss or questions to ask had members known it was going to happen ahead of time. Professor Leventhal stated that the conversations at RAPC were strictly on the financial aspects of the separation and some of the issues Professor Jerison has presented are on the governance side.

Professor Collins suggested that if this proposal to have CNSE rejoin the University at Albany continues, then we will talk about it but more details need to be known, including who is making this request. Professor Collins also commented that Professor Jerison has connected with Daniele Fabris, Professor of Chemistry and Chair of the Faculty Senate Council on Research. Professor Collins remarked that Professor Fabris welcomed Professor Jerison's point on discussing the way that different types of research are evaluated and judged. Professor Fabris thought this would be a welcome addition to the discussions in the Council on Research.

2016 Survey of Shared Governance

Chair Fox suggested that the committee read the survey on shared governance which should be located on the Faculty Senate website.

Professor Collins stated that there are recommendations that concern certain councils and in the Senate Executive Committee meeting he has asked all the councils to review the recommendations that concern them.

The meeting was adjourned at 3:29 P.M.