

**UNIVERSITY SENATE**  
**UNIVERSITY AT ALBANY**  
**STATE UNIVERSITY OF NEW YORK**

Introduced by: Governance Council

Date: December 18, 2006

**PROPOSED AMENDMENTS OF *CHARTER* SECTIONS SX 3 AND SX 7**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the attached proposed amendments of *The Charter of the University Senate* be approved by the University Senate.
2. That these amendments be implemented for the Spring 2007 semester

**Rationale:**

The Undergraduate Academic Council and its committees are a part of faculty governance, and therefore report to and are accountable to the University Senate. The General Education Program, including its structure, definitions, and assessment, is a significant portion of the educational program of the University and thus the responsibility of the faculty, as noted in Article I, section 2.1 of the *Bylaws*: "The Faculty shall be responsible for the development of the educational program of the University and for the conduct of the University's instructional, research, and service programs, subject to the provisions of the New York State Education Law and *The Policies of the Board of Trustees*."

The current *Charter* sections regarding the General Education Committee and the Subcommittee on General Education Assessment do not sufficiently reflect that status. Although prior to the adoption of the *Charter*, the General Education Committee had a history as an administrative committee, advisory to the Dean of Undergraduate Studies, that is not the case now. The Governance Council therefore recommends the Charter be amended so that the membership and the election of the chair of the General Education Committee of UAC be comparable to that of the other committees of that council.

After consultation with the Chair of UAC and the Vice Provost for Undergraduate Education, it is clear that this committee, like many on campus, is driven in part administratively,

by the Director of the General Education Program in this instance. Because of issues of timing and state regulations, the language concerning working closely with the Director of the General Education Program should be retained. The Governance Council further recognizes the importance that each year the committee must be formed in a timely fashion to handle the year-round cycle of business that confronts this committee.

The Governance Council further proposes that the General Education Committee's Subcommittee on General Education Assessment be restructured as a standing committee of the Council on Academic Assessment. The Council on Academic Assessment should have responsibility for *all* academic assessment in the University. Although the Office of Undergraduate Education must be intimately involved in the delivery of undergraduate education and must see to it that state requirements are met, it is unrealistic to expect it to assess the program that it is designed to implement. On the other hand, it is recognized that in order to meet requirements and deadlines of SUNY concerning General Education, the Director of the General Education Program may rely upon and consult with other individuals to assist in such tasks.

The Committee on General Education Assessment shall be promptly informed of any such responses or reports made to SUNY. Such items do not infringe on, or substitute for any of the charges of the current General Education Assessment Subcommittee. The Governance Council jointly consulted with the Vice Provost for Undergraduate Education and the Chair of the Undergraduate Academic Council in proposing this change in the Senate Charter.

Note that in the originally proposed legislation of 10/27/03, this subcommittee was designated as a part of the Council on Academic Assessment. The placement of the subcommittee in the Undergraduate Academic Council was based on the lack of experience of the Council on Academic Assessment, which was at that time a brand new council. The Council on Academic Assessment, however, is charged with assessing all programs and now has a history of activity. Hence, it is consistent to place all matters of assessment under its aegis rather than singling out one aspect of academic assessment for a different council. The Council on Academic Assessment contains the Academic Program Review Committee. Since General Education falls under the category of an academic program but crosses over most departments and schools in the University, the Governance Council believes that this committee is appropriately a second standing committee of the Council on Academic Assessment.

The proposed changes in the *Charter* follow. This proposal, is based on the minor changes in title already reported to the Senate. All changes are tracked except for the small change in X. SX.6.7.2, which simply changes the word "Committee" to "Council" since the proposal calls for the General Education Assessment Committee to be moved to the Council on Academic Assessment from the UAC's General Education Committee:

## THE CHARTER OF THE UNIVERSITY SENATE

### X. Senate Councils

#### X.3. Undergraduate Academic Council

##### X.3.1. Composition

X.3.1.1. The ~~Dean of Undergraduate Studies or his/her designee,~~Vice Provost for Undergraduate education or designee, ex officio

~~X.3.1.2. The Director of the General Education Program, ex officio~~

X.3.1.~~32~~. At least eight but not more than ten Teaching Faculty, at least three of whom must be senators, representing a variety of academic disciplines and campus locations [amended 10/4/04]

X.3.1.~~43~~. At least three but not more than four Professional Faculty, one of whom must be a senator [amended 10/4/04]

X.3.1.~~54~~. One Graduate Student

X.3.1.~~65~~. At least two but not more than three Undergraduate Students, one of whom must be a senator

X.3.1.~~76~~. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.3.2. The staff support person for the Council shall be an Assistant Dean in the Office of Undergraduate ~~Studies~~Education.

X.3.3. The Council as a whole shall have the responsibility for implementing the conduct of the University's undergraduate educational program.

X.3.4. The Council as a whole shall review all new undergraduate academic program proposals and all proposals that would affect the continuation of undergraduate programs. It shall submit recommended programs or eliminations to the University Senate for approval.

X.3.4.1. All proposals for new undergraduate academic programs shall be submitted to the Council, which shall consult with the University Planning and Policy Council and, when appropriate, with the Graduate Academic Council as part of its deliberations.

X.3.4.2. All new programs recommended by the Council shall be submitted to the University Senate for approval.

X.3.4.3. New undergraduate courses shall receive final approval from the schools and colleges. The Council shall have the power to review the academic merit of courses and require reconsideration. The Council shall approve all revisions in existing undergraduate instructional programs. The Council may, at its discretion, delegate authority for minor revisions to the ~~Dean of Undergraduate Studies~~ Vice Provost for Undergraduate Education.

##### X.3.10. Committee on General Education

X.3.10.1. The Committee shall consist of ~~the Dean of Undergraduate Studies (ex officio),~~ the Director of the General Education Program (ex officio), the Chair of the General Education Assessment Committee of the Council on Academic Assessment or

designee (ex officio), at least five but no more than ten members of the Teaching Faculty, at least three of whom are members of the Council, two Professional Faculty, two Undergraduate Students, at least one of whom is a member of the Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty. The Chair of the Council shall consult with the Dean of Undergraduate Studies Vice Provost for Undergraduate Education when determining the membership of this Committee.

~~X.3.10.2. Ordinarily, the Director of the General Education Program is Chair of this Committee.~~

X.3.10.32. This Committee is charged with considering and approving new courses proposed for inclusion in the General Education Program as well as revisions to existing courses designed to qualify them for the program.

X.3.10.43. The Dean of Undergraduate Studies Vice Provost for Undergraduate Education shall have authority to grant waivers and make appropriate substitutions for individual students. The Committee shall serve as an appellate body for students who are not satisfied with the Dean's Vice Provost's decision.

X.3.10.54. In response to feedback from the Council on Academic Assessment's General Education Assessment Committee or requests from other interested campus parties, the Committee shall consider revisions of the nature, structure, criteria, regulations, and/or administration of the General Education Program.

X.3.10.54.1. If the assessment results indicate a course has not sufficiently met the objectives of the category, the Committee may suggest revisions necessary for the course's continuance in the category or may designate the course to be discontinued as a course in the category, effective at the end of the spring term of the next academic year. Any decision to discontinue a course must provide sufficient opportunity for appeal and revision and must be approved by the Council.

X.3.10.54.2. When the potential problems are brought to the Committee's attention relating to variety of choice, supply within the category, category objectives and criteria, assessment methodologies, and potential negative impacts on subpopulations of students (e.g., transfers, students in certain majors), the Committee shall consider these issues and, as warranted, propose policy revisions to the Council.

X.3.10.54.3. Should the SUNY-mandated General Education requirements and attendant regulations and procedures be expanded or revised, the Committee shall be the primary governance body charged with proposing revisions of the University's program.

X.3.10.54.4. In accordance with SUNY policies, the Committee may consider appeals from academic units to seek exemptions of a portion of the General Education Program for their students. If the exemption sought involves a SUNY-mandated General Education requirement, the Committee may recommend through the UAC that the University Senate request the President to request such a waiver from the SUNY Provost.

X.3.10.54.5. The Committee shall also consider such concerns as assessing the sufficiency of the variety and number of seats within each category requirement and matters relating to faculty development within General Education.

#### ~~X.3.10.6. General Education Assessment Subcommittee~~

~~X.3.10.6.1. The General Education Assessment Subcommittee shall be responsible for establishing and overseeing reviews of the General Education Program.~~

~~X.3.10.6.2. The Subcommittee shall consist of no more than thirteen members, including at least six members of the Teaching Faculty, at least three of whom are members of the Committee, one Professional Faculty, one Graduate Student, one Undergraduate Student, the Director of Assessment, Office of Undergraduate Studies, ex officio, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.~~

~~X.3.10.6.3. The Chair of the Subcommittee shall be a member of the Teaching Faculty who is also a member of the General Education Committee. [amended 10/4/04]~~

~~X.3.10.6.4. The Subcommittee shall conduct an assessment for each General Education category on a regular cycle.~~

~~X.3.10.6.5. The Subcommittee shall submit its assessments of General Education to the Council and, for information, to the General Education Committee of the Undergraduate Academic Council.~~

### **X.6. Council on Academic Assessment**

#### X.6.1. Composition

X.6.1.1. The Dean of Graduate Studies, the [Dean of Undergraduate Studies Vice Provost for Undergraduate Education](#), and the Assistant Vice President of Strategic Planning and Assessment, or their designees, ex officio

X.6.1.2. At least six but not more than eight Teaching Faculty, at least three of whom must be senators, representing a variety of academic disciplines and campus locations

X.6.1.3. At least one but not more than two Professional Faculty

X.6.1.4. One Graduate Student

X.6.1.5. At least one but not more than three Undergraduate Students

X.6.1.6. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

X.6.2. The staff support person for the council shall be [the Director of Assessment, Office of Undergraduate Studies designated by the Assistant Vice President of Strategic Planning and Assessment](#).

#### X.6.7. General Education Assessment Committee

SX.6.7.1. The General Education Assessment Committee shall be responsible for establishing and overseeing reviews of the General Education Program.

SX.6.7.2. The Committee shall consist of no more than fourteen members, including at least six members of the Teaching Faculty, at least three of whom are members of the Council, one Professional Faculty, one Graduate Student, one Undergraduate Student, the Assistant Vice President of Strategic Planning and Assessment (or designee) ex officio, the Director of the General Education Program ex officio, the Chair of the

General Education Committee of the Undergraduate Academic Council or designee (ex officio), and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

SX.6.7.3. The Chair of the Committee shall be a member of the Teaching Faculty who is also a member of the Council.

SX.6.7.4. The Committee shall conduct an assessment for each General Education category on a regular cycle.

SX.6.7.5. The Committee shall submit its assessments of General Education to the Council and, for information, to the General Education Committee of the Undergraduate Academic Council.