

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

**AUGUST 31, 2016  
MEETING MINUTES**

**Present:** S. Birge, S. Chittur, J. Collins, C. Fox, S. Goel, M. Jerison, M. Leventhal, C. Parker, K. Rethemeyer, J. J. Stellar, Van Voorst

**Guests:** Jon Bartow, Vice Dean for Graduate Education and Director, Graduate Academic Services & Policy  
Kim Boyer, Dean, College of Engineering and Applied Sciences  
Hany Elgala, Assistant Professor, Computer Engineering, College of Engineering and Applied Sciences  
Ann Marie Murray, Associate Provost for Program Development  
Veronica Rowe, Administrative Manager, Computer Engineering, College of Engineering and Applied Sciences

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**Approval of the Minutes from May 5, 2016**

Minutes of the May 5<sup>th</sup> meeting were approved as amended. 6 approved, 1 abstained.

**Provost's Report**

Provost Stellar discussed the process surrounding the approaching Presidential Transition. The SUNY Board of Trustees will choose an interim President in mid-September 2016. Additional information regarding the choice for interim President is not yet known. The search process will begin immediately and will be run through the University Council at the University at Albany which is chaired by Michael Castellana. The search will likely take at least the remainder of the 2016-17 academic year.

M. Leventhal asked if it would be a goal to complete the search for a new President before Chancellor Zimpher's resignation in the summer of 2017. Provost Stellar responded that the search for Chancellor is underway and it is hoped that the new chancellor will be chosen before the President search is completed so that new Chancellor has an opportunity to interview the candidates.

Discussion began surrounding the new guidelines for Presidential Search committees and the interpretation of said guidelines. M. Jerison asked what will determine the composition of the search committee. Provost Stellar stated that the committee, as outlined in the new guidelines, will consist of six members of teaching faculty that are selected by the teaching faculty, professional faculty appointed by/suggested by the Faculty Senate.

SUNY Provost and Executive Vice Chancellor Alex Cartwright recently spoke with the Council of Deans and the Executive Committee and was complimentary of the direction the university is headed and the way that the current campus faculty and staff works together. Dr. Cartwright encouraged campus faculty and staff to continue on this path.

During this period of transition, Provost Stellar emphasized that we must keep moving with our regular duties, including the UAF's campaigning, Strategic Planning process and the four stakes. We have a good thing going and the President's departure does not mean that this should all be thrown overboard. Provost Stellar has called several meetings of the executive committee who agree and have decided to try to do as many of these things as possible.

Provost Stellar highlighted additional recent achievements including 13 new faculty in the College of Engineering and Applied Sciences, 73 faculty hired overall, an increase of 50 students in the Educational Opportunity Program.

The Strategic Planning Process will be different from years' past. There will be a small committee of 15 people leading a completely engaging process. There will be 18 writing committees that will involve folks all over campus in a "Divergence Process" of "Design Thinking." Ideas will be posted to a website and comments and the campus community can comment and participate in the discussion regarding these ideas. Following the "Divergence Process" is the "Concert of Ideas" where an arrangement has been made with a local company to incorporate music and brainstorming to help us come out of our own shells. Up to 200-300 people could participate in using music to spark creative energies. The final phase is the "Convergence" process where the committee will choose from what could be hundreds of ideas. President Jones has done this process before and found the end result to be productive. S. Chittur asked why there was no representation from East Campus on the committee for the Strategic Planning Process. Provost Stellar responded that the committee wasn't meant to include one member from each location and that other factors went into the decision of who to include on the committee. The overall process, especially the divergence phase, is more inclusive and will allow for constituent groups to not be left out. The website will allow for a transparent process and campus will be able to comment on the final plan before it is delivered set in stone.

The next questions were regarding the Compact Budget Planning Process and what proposals were funded, the timing and process of consultation with the University Faculty Senate. Provost Stellar let the committee know that decisions have been made but the announcement has been delayed until enrollment numbers are official. Dr, Collins commented that it feels more like a notification than being involved. Provost Stellar agreed that the interface with the University Faculty Senate "awkward" and is looking forward to having a conversation with the Senate about how to approach the process in a better way. S. Chittur commented that he would like to see more feedback as to why proposals are not accepted. Provost Stellar agreed that there are tweaks to make the process better but this year there were more proposals forwarded than last year and reminded the committee that most proposals are not accepted as the Compact Budget Process is not intended to be a ¾ funded operation. Provost Stellar stressed the importance of growing enrollment as more students will bring in more money and allow for there to be more funding to go around. Provost Stellar would like a meeting to be set up far in advance with the Faculty Senate in the early summer.

M. Jerison asked if there is any information about Fall Enrollment. Provost Stellar responded that the fall numbers are not definitive yet and so far are okay, but not quite where they need to be. Sandra Starke the new Vice Provost and Associate Vice President for Enrollment Management has been with the university a couple of months and with Ms. Starke, we are hoping to be able to develop better data. So far it appears that quality is holding in GPA, but SAT scores have dropped slightly. Provost Stellar says that we need to grow the application pool and talk more about excellence going forward. Provost Stellar says that his job as Provost is to get the best faculty, get the best students and then get out of the way. He believes we've done the first part and now we need to get more out of our students. We are hoping to bring in more applied learning techniques to have students that are more experienced in their field and increase retention from freshman to sophomore and the overall graduation rate. C. Fox stated that we will invite Sandra Starke to a future UPPC meeting to discuss enrollment.

### **Chair's Report/Housekeeping**

Cynthia Fox will be the chairperson of UPPC for the 2016-17 Academic Year. C. Fox noted that by having the day of the week and time of the meeting vary from meeting to meeting it is difficult for consistent attendance. C. Fox noted that the meeting for fall 2016 are all scheduled for Wednesday afternoons from 1:45 to 3:45 PM. C. Fox

asked if this time would work for the spring 2017 semester as well. The consensus was that this day and time would work.

C. Fox brought up that the two subcommittees have been constituted. The UPPC Facilities subcommittee will be chaired by Sridar Chittur and the UPPC Resources and Planning subcommittee will be chaired by Mitch Leventhal. C. Fox asked that the chairs set up meetings based on the UPPC Subcommittee Subjects general schedule provided by Vice President Jim Van Voorst. Per this schedule, at least four meetings will be needed for each subcommittee.

### **New Business**

Guests from the College for Engineering and Applied Sciences (CEAS) have brought forth a proposal for a new Graduate Degree program. The first person to speak was Hany Elgala, Assistant Professor and the first faculty member to be hired in CEAS. The proposed graduate program will be 30 credit graduate program in Electrical and Computer Engineering (ECE) with four proposed concentration areas. The concentration areas lie with the most active areas in the field and are areas that garner the most research funding. The graduate program will build on the programs that are already offered here on campus through the undergraduate degree programs in Electrical Engineering and Computer Engineering that were previously approved. Graduate programs will attract and retain faculty and bring international recognition and research dollars to CEAS and the University at Albany.

#### *Questions:*

C. Fox asked a question regarding the campus impact form. The campus impact states that there would be no space resource implications. The response was that once the undergraduate programs which are already approved are set up and standing, there would be no additional space needs above and beyond what was already approved for the undergraduate programs.

S. Goel asked if all classes will be offered in the evening and stated that the 13 faculty hired are not enough to teach the 45 proposed courses. Dean Boyer responded that not all classes are offered in the evening and not all courses are offered every semester.

S. Chittur asked about page 11 of the proposal where five teaching assistants are requested from the Provost's office. S. Chittur stated that normally TA's are not given to masters students. M. Jerison asked where the funding for this is coming from. Dean Boyer responded that the proposal was thinking about TA's aiding the overall mission and that he had not been in an institution where this has been a constraint.

M. Jerison asked about a higher than normal graduate tuition rate for engineering school. Dean Boyer stated that he had not thought of this but was not opposed to it. J. Van Voorst stated that SUNY has approached this topic a few times and the board has not been accepting of it in the past.

C. Fox asked if the students would be taking other classes, such as Physics and Mathematics, in other schools and therefore have an impact on other schools. A.M. Murray stated that most classes are in CEAS but there is a requirement for two graduate level math courses.

C. Parker expressed additional confusion regarding the campus impact form and budget. C. Parker asked what the increase in budget for the Graduate Degree program is, incremental above the already approved Undergraduate Program. A.M. Murray stated that the incremental increase is very small and depends on growth.

C. Fox requested that the budget proposed here be amended to be clearer on this matter. J. Van Voorst added that this committee need not be concerned with whether the funding exist behind the program, as the onus is on CEAS to secure funding and selling the program to campus to put the funding behind it. Dean Boyer stated that the

funding and impact in this program will be consistent with all graduate programs brought forward. No graduate programs will be created until the complementary undergraduate program is already in place.

The proposal was unanimously approved pending two changes. The discrepancy between the costs on the two sections of the campus impact form and removal of the line asking for five TA's.

The meeting was adjourned.