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University Senate Executive Committee

Monday, November 27, 2017
2:45 p.m.
UNH 306

Karin Reinhold, Senate Chair

<u>Minutes</u>

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<u>Present:</u> Collins, James; Franchini, Billie; Hamilton, Diane; Jerison, Michael; Jewell, Carol; Kecskes, Istvan; King, Ekow; Little, Walter; Mower, James; Reinhold, Karin; Rosenswig, Robert; Smith, Christy; Spencer, Latonia; Stellar, James; Wharram, Dawn

<u>Absent:</u> Fontaine, Jerlisa; McNutt, Louise-Anne; Poehlmann, Christian; Rafferty, Sean

<u>Guests:</u> Lane, Jason; Szelest, Bruce; Murray, Ann Marie

The meeting convened at 2:50 p.m.

<u>APPROVAL OF MINUTES</u>

The minutes of October 30, 2017 were unanimously approved, with one abstention.

A motion was made and unanimously approved to amend the agenda item order to begin with new business.

<u>NEW BUSINESS</u>

Senate Bill 1718-04: Proposal to Deactivate/Discontinue MBA/MS,BS,BA Dual Programs

Chair Reinhold explained that after review of the Charter and Bylaws, it was not clear to her if a deactivation needed to be voted upon by the Senate. Following discussion, SEC members agreed that this proposal should be considered as a bill in the interest of transparency and to set a precedent for future deactivations.

A motion was made and unanimously approved in support of the above proposal going forward to the Senate floor for a vote.

Senate Bill 1718-03: Proposal to Establish a MA in International Education Management

Department of Educational Policy & Leadership Chair Jason Lane reviewed details on the 30-credit master's, intended to be all online and to correspond with a graduate certificate in International Education Management approved by SED in summer 2017. He then the fielded questions regarding the proposal on topics including employment needs and demands, hybrid options and course sequencing.

A motion was made and unanimously approved in support of the above proposal going forward to the Senate floor for a vote.

Members noted that the Senate was working to provide a guide for the proposal approval and timing process on the Senate website to address a general issue of late submissions.

PROVOST'S REPORT – James R. Stellar

Provost Stellar stated that strategic planning (SP) continues as the most important current agenda item. He reviewed the membership structure and key dates as outlined on the SP webpage. On December 15th the five working groups would report to the SP Co-chairs, he underlined. John Gardner from the John Gardner Institute, he added, would be coming to talk to the Student Success working group.

The provost announced that incoming SPH Dean David Holtgrave would be joining UAlbany early in the new year. He thanked Dr. Laura Schweitzer for her service as Interim Dean, adding that she would be staying on in her role as Vice President for Health Sciences. He stated that he was extremely excited to meet with the final four School of Business Dean candidates during the week.

Union negotiations for well-deserved 2% raises posed a budget challenge that had not been built into the campus financial plan, Provost Stellar reported. He described various plans on the table to absorb the cost. We continue to have momentum, he stressed, and under President Rodríguez's new leadership we all will work together to overcome obstacles and turn them into opportunities.

The provost then addressed questions on topics including a pending budget report, retention and transfer out rates, and enrollment management and performance.

SEC CHAIR'S REPORT – Karin Reinhold

I. Informational

Senate leadership refers to Chair Karin Reinhold, Immediate past Chair Jim Collins and Vice Chair Jim Mower.

On November 14th, the Senate leadership met to discuss follow up on recent
Senate elections, and plan an agenda for Senate leadership meetings with the Provost and Chief of Staff. Three fora were planned for the Spring:
- February 13: Equity and Inclusion
- March 13: Humanities and Social Sciences
- April 10: the State of IT on campus.

On November 15th, the Senate leadership met with Provost Stellar, Chief of Staff, Vice Provost for Administration Szelest, Chief of Staff and Associate Provost for Program Development Ann Marie Murray. Among the items discussed were: reports of the implementation teams on Contingent Concerns soon to be released; compensation for part-time faculty who want to serve on the Senate councils; inquiry on graduate students' stipends; faculty workload; and Decanal review. Departmental profiles will be made available soon. The report of assessment of the division of Finance is available at
http://www.albany.edu/financeandadministration/assessment-report-2017.php. The Budget can be accessed via MyUAlbany or

- Sources of Revenue: http://www.albany.edu/budget/files/Sources_of_Revenue.pdf
- Uses of Revenue : http://www.albany.edu/budget/files/Uses_of_Revenue.pdf

Consultation with faculty of Information Sciences and CHES is scheduled for early December.

On Nov 15th during UPPC meeting, a discussion of SUNY's resolution on replacing Columbus Day with Indigenous People's Day suggested to make this the topic of a Senate forum.

On Nov 17th the election for amendments to bylaws achieved quorum with overwhelming support for both amendments. People can still vote to show a

On Nov 17th Chair Reinhold and Vice Chair Mowers received a request for Senate representatives in the Excellence Awards Selection Committees.

II. Actions taken

III. Recommendations for actions

Review of new shared governance website design sent to Committee on Liaison and Elections and The Information Technology Usage Policy Committee

IV. Announcements

- Vote for amendment to bylaws **1718BA01 & 1718BA02** will close on Dec 5th.

- [2017 SUNY Diversity Conference: Engaging Equity, Diversity and Inclusivity in the Classroom, Campus and Community](#), 29 Nov - 1 Dec.

- SUNY Undergraduate Research Symposium 2018: Friday, April 20 at Oneonta, and Saturday, April 21 at Monroe County Community College.

  Chair Reinhold added that the spring 2018 faculty meeting was scheduled for April 3rd. She highlighted the dates for the spring 2018 forums, per her written report. The election to approve Bylaws amendments 1718BA-01 and 1718BA-02 achieved quorum with strong support, she announced. The chair and immediate past chair praised voters for their support in the ongoing effort to incorporate part-timers in Senate work. She reminded that the Exemplary Public Engagement nomination deadline was February 10th and that Senate council reports were due that coming Friday. Lastly, Chair Reinhold solicited recommendations for at-large and SUNY-wide UFS Senators for the spring elections to take place early in the year, adding that members were encouraged to continue service.

OTHER REPORTS

SUNY Senators' Report – Diane Hamilton, Walter Little, Latonia Spencer

- Nothing to report.

GSA (Graduate Student Organization) – Dawn Wharram, Lead Senator

- Nothing to report.

SA (Student Association) –Jerlisa Fontaine, President

- Nothing reported.

COUNCIL/COMMITTEE CHAIRS' REPORTS:

CAA (Council on Academic Assessment) – Istvan Kecskes, Chair & Mary Ellen Mallia Co-Chair

- Nothing reported.

  Chair Kecskes noted that CAA would meet next on December 5th.

CAFFECoR (Committee on Academic Freedom, Freedom of Expression, and Community Responsibility) – Carol Jewell, Chair

- Nothing to report.

CERS (Committee on Ethics in Research and Scholarship) – Michael Jerison, Chair

- Nothing to report.

COR (Council on Research) –Robert Rosenswig, Chair

- A Council on Research Meeting was held on Monday, October 23, 2017 where:

1-CoR members voted unanimously in favor of recognizing the Center for Global Health as an officially recognized UAlbany center for research.

2-It was decided that the Award Review subcommittee will formulate a recommendation for the CoR evaluation process of the FRAP-A awards as well as more explicit directions for Deans to use in their evaluations to present to the CoR membership. The plan is to have these items posted online for the 2018-19 FRAP A competition.

3-The following proposals were received by CoR for the 2017 grant cycle and are presented below along with the number of proposals received from the previous cycle in 2016.

	FRAP-A				Conference	
	Fall 2016-17	Fall 2017-18			Fall 2016-17	Fall 2017-18
CAS	10	12		RNA	1	0
CEAS	10	4		Univ Lib	1	0
Rock	3	1		CAS	0	7
SCJ	0	1		Rock	0	1
SoB	4	1		SCJ	0	1
SOE	0	2			2	9
SPH	0	4				
SSW	2	0				
	29	25				
	Benevolent				Journal	
	Fall 2016-17	Fall 2017-18			Fall 2016-17	Fall 2017-18
CAS	5	8		CAS	1	1
ROCK	1	1		SCJ	1	1
SOE	0	2			2	2
	6	11				

4-CoR received a proposal for the establishment of the Institute on the Health Effects of Climate Change and the Environment. The subcommittee on Centers, Institutes and Specialized Research Laboratories reviewed the proposal and decided it was deficient in a number of key areas. Therefore, subcommittee chair, Nancy Poehlmann, sent a memo to that effect to Drs. Nasca, Joseph and Thorncroft to advise them on the changes that need to be made for the proposal to receive consideration.

Chair Rosenswig reviewed proposal submissions and acceptance data and noted that this information would be made available online. Members discussed that new Senate website posting procedures would soon allow staff assistants to post materials for their respective councils and committees. Of note, the CoR webpage is linked to the Division of Research website. The chair added that CoR has become much more active in regard to centers and institutes and that the council requests clarification regarding its judiciary vs. "policing" role of Senate council policies. For instance, Chair Rosenswig stated that it is not clear if it should be the VPR's office that reaches out to institutes to be shut down due to inactivity. Senate Chair Reinhold asked SEC members to consider the issue, to be revisited at the next meeting.

CPCA (Council on Promotions and Continuing Appointments) – Louise-Anne McNutt, Chair

1. A new dossier management system (Interfolio) is being tested this year. It is expected that all dossiers for promotion and continuation will be submitted and processed using Interfolio starting Fall, 2018. Interfolio is user friendly and provides accessible information (e.g., delays in progressing a file) that can be utilized to improve the efficiently of the system.

2. We are recruiting two additional full professors to join CPCA. The goal is to spread the workload so that the average number of cases reviewed by a CPCA member is 15 to 17.

3. The new CPCA organization has worked well for reviews, however scheduling has been a problem. We are currently addressing the scheduling problem and expect to have it resolved by the Spring 2018 semester.

4. A suggestion made by the administrator assigned to CPCA will be added to suggested changes in the Guidelines. Specifically, to even the workload over the academic year, promotion-only cases be put on a different time schedule than tenure cases.

GAC (Graduate Academic Council) –Sean Rafferty, Chair

- Nothing reported.

GOV (Governance Council) – James Mower, Chair

- Nothing reported.

  Chair Mower requested nominations for excellence awards committees and indicated the desire for more distinguished faculty nominees. He added that GOV would be circulating and reviewing suggested changes to the shared governance and main pages on the new website.

LISC (Council on Libraries, Information Systems, and Computing) – Billie Franchini, Chair

- The Council on Libraries, Information Services, and Computing (LISC) met on November 9. During the meeting, Council members heard a presentation from Trudi Jacobson, University Libraries, about the metaliteracy digital badging initiative and received the following updates from the Libraries and ITS.

  I.   Report/Updates from Libraries (Jan Waterhouse, Director of Technical Services and Library Systems, reporting for

  Rebecca Mugridge, Dean of Libraries)

  Angela Hackstadt has been hired as the Subject Librarian for Political Science, Public Administration, Public Policy, and Law; her start date is November 30.

  The University Libraries are in the process of hiring a new full-time Web Developer/Designer.

  The Libraries are preparing to interview candidates for a Desktop Support Technician position.

  The Libraries have received approval to make an offer for a new User Experience/Web Design Librarian.

  II.   Report/Updates from ITS (Simeon Ananou, Vice President of Information Technology Services and CIO)

  CIO Simeon Ananou reported that the President has issued a new charge for ITS's work to protect the University's digital asset. ITS plans to create a Task Force to support this work.

Web accessibility for University webpages: Some of the University's public-facing webpages have been found to be out of compliance with the US Department of Education's guidelines for accessibility. While those pages have since been brought into compliance, all University personnel with web editing rights will be required to complete an online awareness training course.

Immediate Past Senate Chair Mowers expressed that he greatly appreciated the written reports form ITS, the first in his three years of Senate service.

UAC (Undergraduate Academic Council) –Karen Kiorpes, Chair and Christy Smith, Co-Chair

- On October 31, the UAC discussed one announcement from Gwen Kay, SUNY Senate President, at the October 16 Senate meeting, informing us that SUNY is updating its General Education requirements; a white paper is expected a year from now. Information Literacy was an example of an area that may need to be updated.

  - The Subcommittee on Academic Standing is working on a policy that will limit student proposals to ask for course drops after the withdrawal deadline to one year; currently there is no policy and there have been multiple requests from graduates for course drops years after leaving UA. Further discussion with the Registrar's Office and language about S/U were recommended.

  - The Fall SUNY Plenary held at Delhi October 19-21 included a resolution for Academic Advisers related to financial aid. Chair Reinhold has asked UAC to investigate the problem at UA and what we are doing to protect both faculty and students when negotiating increasingly complex rules and regulations (e.g., TAP and Excelsior) that can affect a student's ability to receive financial aid.

  - Our next meeting will be held on December 7

ULC (University Life Council) – Ekow King, Chair

- Nothing to report.

  Chair King reported that ULC would meet next on November 20th. Resolutions to be discussed, he noted, would include childcare support, Indigenous Peoples' Day, and menstrual product availability in restrooms. The chair indicated that ULC would also consider the recommendation that Ramadan be included on the 2020 calendar.

UPPC (University Planning and Policy Council) – James Collins, Chair

- Information:

  The Council met on November 15.

  After the approval of the 101817 Minutes, Chair Collins asked for a motion to change the agenda, moving the 4 program proposals ahead of Chair and Council reports in order that this old and new business might be dealt with during the meeting. He also asked Council members to restrict questions on reports to important matters.

  Provost James Stellar asked in lieu of a full report whether there were any questions for him. A council member asked about the status of the move of the Department of Information Science from the CEAS to CEHCS, the Provost replied that the move was largely agreed upon, that he would be meeting with the faculty members of IS to discuss any remaining concerns, before bringing matter to President Rodriguez during the next few weeks.

  The Council heard a report from VP for Finance and Administration James Van Voorst, who reported the 2017-2018 budget 'looked good' because of an increase undergraduate enrollments. He noted, however, that the cost of new labor contracts for

CSEA and UUP would have to be factored into the budget once they were known.

Chair Collins reported that the Group OneDrive for the Council was established, with folders and files uploaded for all Council business to date. He encouraged all Council members to access the drive and report any difficulties to him. Council members agreed and reaffirmed their preference to have meeting materials on the Group Drive as well as sent as email attachments with meeting announcements and agendas.

The council discussed a proposal to deactivate/discontinue 31 MBA/MS,BS, and BA dual degree programs. Chair Collins pointed out that this was a departure from the emphasis on interdisciplinary programs and collaborations found in current strategic planning documents. Council members also discussed questions of entry criteria and wide also to SB programs. In subsequent discussion Associate Dean Zinia Lawrence responded that the MBA was an interdisciplinary degree, and that through its undergraduate entry criteria and grade appeals process, the undergraduate business program was accessible to a wide range of students. The Council approved the program and referred it to the SEC.

The Council heard a presentation from Professor Michael Sattinger of Economics about an initial proposal to establish a BA program in Business Economics. The Council discussed the proposal, including its relation to the School of Business and how it would allow a diverse range

of student to obtain business-focused degrees in economics. The Council voted to approve the initial program and have it sent to SUNY central for the second stage review.

The council heard a presentation from Professor Gary Saulnier of Electrical and Computer Engineering about an initial proposal to establish a BS program in Electrical and Computing Engineering. After discussion about the resources required for the new program, the Council l voted to approve the initial program, pending revision of the Campus Impact Form, clarifying actual personnel costs, and the to have it sent to SUNY central for the second stage review.

The Council discussed three resolutions from SUNY Faculty Senate for campus discussion and potential endorsement:

1. Attendance Policy Accommodation for Military Drills and Training

2. To Provide Free Access to Menstrual Products at all SUNY Campuses in All Restrooms

3. To Recognize the Second Monday of October as Indigenous Peoples' Day

After discussion addressing financial and non-financial issues raised in the various resolutions, and the unclear status of University policy on several of them, it referred each resolutions to a following Senate committees: resolution 1 to the Resource Analysis and Policy Committee, resolution 2 to the Facilities Committee, and resolution 3 to the Executive Committee and Chair of the Senate for further study.

Actions: (see above)

Recommendations:

That the Senate leadership works with SEC and the University Administration to ensure that Senate Councils have sufficient members and staff support for their efforts to engage in transparent, effective shared governance, including the keeping and recording of agendas and minutes.

The Council next meets on December 13.

Chair Collins added that the above resolutions had been referred as follows: 1. to Resource Analysis, 2. to the Facilities Committee, and 3. to UPPC and UAC. He encouraged the use of One Drive by councils as an ongoing archive.

ADJOURNMENT

The meeting adjourned at approximately 4:40 p.m.

Respectfully submitted by
Elisa Lopez, Recorder