

## ***University Senate Executive Committee***

Monday, November 7, 2016

2:45 PM

UNH 306

Jim Collins, Senate Chair

### **Minutes**

**Present:** Collins, James; Abreu, Felix; Card, Dylan; Fabris, Daniele; Fossett, James; Fox, Cynthia; Hamilton, Diane; Jerison, Michael; Jewell, Carol; King, Ekow; Knudsten, Morgan; Little, Walter; Mamorella, David; McNutt, Louise-Anne; Mower, James; Poehlmann, Christian; Reinhold, Karin; Smith, Christy; Spencer, Latonia

**Guests:** Wheeler, Darrell; Szelest, Bruce; Wagner, Alan; Eppard, Philip

The meeting convened at 2:45 p.m.

Chair Collins asked for a motion to change the order of agenda items, moving business items before the Provost arrived and after the Provost's report. The motion was approved by acclamation.

### **APPROVAL OF SEC MINUTES**

The minutes of October 13<sup>th</sup> were approved, with a minor changes and 4 abstentions.

### **UNFINISHED BUSINESS**

#### **A. PROPOSAL TO MERGE THE DEPARTMENTS OF INFORMATICS AND INFORMATION STUDIES INTO A DEPARTMENT OF INFORMATION SCIENCE**

Phil Eppard, Chair of the Information Studies Department, provided background and an overview of the proposal. In summary, he reported that Dean Boyer has indicated that the merger will not change degree programs or courses offered, will be an important step in building a stronger set of academic programs and bringing together connected programs currently separated administratively, and will position UAlbany to be eligible for the growing international I-school movement. Dr. Eppard explained that the faculty of both departments were strongly supportive of the merger and potential for growth, as was a consultant brought in by the Provost last semester. Senate Chair Collins highlighted that UPPC also supports the proposal and that there were no resource implications other than a stipend for the Chair of the merged departments.

A motion was made, after discussion including a summary of the review process, and unanimously approved to support the above proposal.

### **INTERIM PROVOST'S REPORT – DARRELL WHEELER**

Interim Provost Wheeler reminded of important and time sensitive items regarding the [strategic planning](#) process. First, he underlined that the "futuring" papers were open for comment until November 18<sup>th</sup>, stressing that this was an essential opportunity to weigh in. Second, he asked that departments and units urge individuals to R.S.V.P. for the December 9<sup>th</sup> and 10<sup>th</sup> 2-day "Concert of Ideas" strategic planning event, another vital opportunity to participate in shared governance. He explained that in the spring the Strategic Planning Steering Committee would start to

flesh out these documents and ideas.

The Interim Provost provided some updates, announcing that the Presidential Search Committee election had concluded that past Friday, and that SUNY Central should be announcing the membership results within a couple of weeks. He reported that he had followed up on enrollment questions posed at the last Senate meeting with Kevin Williams and Sandra Starke and had asked that they be available to field questions at future meetings. He stated that his Senior Assistant Angela Datri and Chief of Staff Bruce Szelest would attend the administration's next regular meeting with senior Senate leadership on November 22<sup>nd</sup>.

Finally, the Interim Provost requested advanced notice of any key issues that members would like presented at the Senate meeting to allow the time to collect any pertinent data, and he invited questions and ideas from constituents.

### **UNFINISHED BUSINESS (cont.)**

#### **B. 2016 REPORTS ON SURVEY OF SHARED GOVERNANCE.**

GOV Chair Reinhold made a friendly amendment, requesting to include minor changes.

A motion was made to accept that the reports were ready to go to the Senate, and was approved, with the minor changes suggested, as follows: Approved 15, Opposed 0, Abstained 1

#### **C. Update: CERS proposal.**

CERS Chair Michael Jerison reported that the council had met and decided that the recommended proposal previously discussed was outside their realm, recommending that it be brought to UPPC. UPPC Chair Fox agreed to add the item to the next UPPC meeting agenda.

### **NEW BUSINESS**

A. Professor Alan Wagner provided an overview of a proposal for a department name change from "Educational Administration and Policy Studies" to "Educational Policy and Leadership". He explained, in summary, that the new name would better represent the current work of the department and academic programs being delivered. He added that the new terminology is what students and employers are looking for. Chair Collins added that documents had come from UPPC confirming that there were no financial implications, UPPC had voted in support, and department faculty had unanimously approved the proposal. GAC Chair James Fossett added that GAC had approved a pending proposal from the department for new programs.

A motion was made to accept the above proposal, and was unanimously approved.

B. Chair Collins reported that he and Chair Fox of UPPC had met with Karen Kiorpes and Kathy Winchester to review the routing consideration for name and other department and program changes. Members reviewed the suggested process. An outline of the resulting recommendations was provided to Chief of Staff Bruce Szelest at his request following the SEC meeting.

C. Chair Collins asked Provost Wheeler to determine who is responsible for the Faculty Handbook, for discussion at a future SEC meeting.

D. The Senate Chair asked that members wear name tags and participate in a meet-and-greet at the reception following the November 9<sup>th</sup> Senate Faculty meeting, in an opportunity to improve communication and

interaction with the Senate councils and committees.

## **UNIVERSITY SENATE CHAIR'S REPORT – James Collins**

### **I. Informational**

1. On October 11, Senate Leadership (Chair Collins, Vice Chair Reinhold, Immediate Past Chair Fox), met for a 'stakeholders' meeting with University Council Chair Michael Castellana to discuss preferred characteristics of presidential applicants and likely challenges facing a new President.
2. On October 19, Chair Collins attended the UUP Executive Committee to explain and encourage participation in the presidential search process, encourage volunteers on Senate Councils and subcommittees, and discuss perceived problems with Compact Planning, in light of a UUP report on the Compact Plan process.
3. On October 19, Chair Collins attended the UPPC meeting.
4. On October 20-22, Chair Collins attended the SUNY Fall 2016 Senate Plenary. He attended the Campus Governance Leaders Constituency meeting and learned of shared concerns and motions to improve:
  - a. The need for ongoing education about shared governance when there are new campus leaders (e.g. Presidents, Provosts, Deans);
  - b. The need for ongoing education among Senate constituent units when there is a Senate, like UA, that is a University Senate, representing, faculty, professionals, students, management confidential and others;
  - c. That the SUNY Senate encourages local legislative advocacy by Senate officers and members, with a current legislative agenda.
5. Chair Collins and other Senate leaders continue to pursue a schedule of meetings with the new Provost and Chief of Staff.
6. On October 25, Chair Collins met with Assistant to the President Alice Oldfather to discuss the Agenda and President's Report for the Fall Faculty Assembly, 2-3PM, Wednesday, November 9, in the main auditorium of the Performing Arts Center.
7. On October 27, Chair Collins and Chair Fox of UPPC met with members of UAC to discuss planning and scheduling for the multiple changes to records made necessary by apparently small changes, such as re-naming, merging, or splitting departments. We also discussed how to best educate Academic Deans about these matters.

### **II. Actions taken**

None

### **III. Recommendations for actions**

None

*The Chair added that he found the state-wide SUNY Plenary meeting to be extremely interesting.*

## **OTHER REPORTS**

### **UFS (University Faculty Senate) – Diane Hamilton, Walter Little & Latonia Spencer, SUNY Senators**

1. The University Faculty Senators submitted the official documents (Q&A with the Chancellor, Resolutions, Committee Reports) produced from the fall plenary meeting at Cortland University and report on how to obtain information about SUNY committees and other SUNY senate business.

*UFS Senator Little added that [all official reports were on the SUNY Senate website](#).*

### **GSA (Graduate Student Association) – Dylan Carr GSA President**

1. Nothing to report

### **SA (Student Association) – Felix Abreu, Student Association President**

1. Nothing to report

## **COUNCIL/COMMITTEE CHAIRS' REPORTS:**

### **CAA (Council on Academic Assessment) – James Mower, Chair**

1. The General Education Assessment Committee and Academic Program Review Committee have selected chairs and are now working on the preparation of assessment reports.

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

1. Informational
  - a. CAFFECOR met on Thursday, October 27, 2016, and began to discuss the many complex issues surrounding writing a procedure for the undergraduate student bulletin in cases where undergraduate students have grievances which are not of a grade or evaluative nature, i.e., the Student feels their academic freedom or freedom of expression has been curtailed, either by the professor or other students.
2. Reports of actions
  - a. Ng sent Jewell an example of accessible syllabi, which Jewell then distributed to members. Jewell reported on her email discussions with Kathie Winchester, regarding policy and procedure.
3. Jewell will do four things:
  - a. Write a draft procedure that parallels the procedure for grade grievances/appeals;
  - b. Reach out to appropriate parties to determine what exactly is involved in the orientation of faculty, as well as who facilitates those orientations;
  - c. Reach out to the Director of ITLAL, for any information they could give us regarding these issues; and
  - d. Share with members of CAFFECOR this information (as well as further emails from Kathie Winchester), and continue the discussion via email.

*Immediate Past Senate Chair Fox and CAFFECOR Chair Jewell provided further background on the issue.*

*A motion was made and, following discussion, was unanimously approved that the SEC recommend*

- *The Office of Conflict Resolution & Civic Responsibility form a committee to consider student issues of academic freedom and freedom of expression*
- *CAFFECOR forward to GOV a nominee from among its members to sit on said committee*
- *A student serves on said committee, nominated in consultation with GOV, SA and GSA*

*Cynthia Fox, as Immediate Past Senate Chair, would assist by conveying this recommendation to Nancy Lauricella in the Office of Conflict Resolution & Civic Responsibility. Senate Chair Collins requested that SA and GSA be on alert in the event that GOV sends a request for a student to serve on said committee. Interim Provost Wheeler encouraged that the SEC review the language in 161702R: RESOLUTION ON ATTACKS ON ACADEMIC FREEDOM to ensure the recommendation is consistent with that resolution.*

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

1. Nothing reported

### **COR (Council on Research) – Daniele Fabris, Chair**

1. Nothing reported

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

1. Nothing to report

*Chair McNutt reported on the following items:*

- 1) CPCA operates by reviewing mandatory cases first, and then reviewing cases as they come, unless the Provost indicates something is timely.
- 2) Over the summer there was activity considering administrative software to assist with the submission and review process. This was not initiated by CPCA, but rather CPCA was asked to give feedback.

Chair McNutt provided an overview of the process, and the SEC discussed the pros and cons. The Chair added that as it goes forward, she will hand it to the next CPCA person to track from an academic standpoint to ensure i.e. that the process is in line with the By-laws, etc.

### **GAC (Graduate Academic Council) – James Fossett, Chair**

1. Nothing reported

Chair Fossett reported that GAC had taken action on proposals to modify the program in Ed Psych and the MS in Mental Health Counseling, and that the information was provided to Senate Secretary Chris Poehlmann.

### **GOV (Governance Council) – Karin Reinhold, Chair**

1. Nothing reported

Chair Reinhold reported that GOV had met that past Wednesday and approved the reports on the survey. She stated that GOV had also discussed the scope of consultation for the Senate, resulting in the following recommendations which she submitted as a supplement to her written report:

1. To ensure that all proposals have had due early consideration and discussion in the department of origin, proposals must include the minutes of the faculty meeting or the program committee meeting where the proposal has been discussed with a broad group of faculty of the department in question.
2. To ensure that the Senate communicates to its constituency the business it is considering in a timely manner, committee reports should be included with council meeting agendas.
3. All proposals should be directed to the appropriate Senate councils: UPPC and GAC or/and UAC. They should also be sent to CAA if appropriate. The councils will then determine whether the proposal is ready for consideration by the SEC and the Senate. If the council agrees with the proposal, it will send it to the SEC and the Senate for discussion and vote. If the council disagrees with the proposal, it will send it back to the originating unit with suggestions for improvements.

Proposals that are truly “minor” modifications will go through the process expeditiously and thus we considered that this procedure does not constitute an undue burden. On the other hand, if a proposal has unforeseen implications, this process serves as a process of uncovering issues, as an opportunity to remedy them, and as a measure to inform faculty in the affected departments.

### **LISC (Council on Libraries, Information Systems, and Computing) – David Mamorella, Chair**

1. Updates from the Library - Faculty searches
  - a. Web Developer/Designer. We have interviewed three candidates, and are scheduling a fourth for later this month.
  - b. Serials Coordinator. We have made an offer and will make an announcement pending verification of employment history and educational credentials.
  - c. Dewey Administrative Support Assistant. We’ve interviewed four candidates; I expect a memo from the search committee this week.
  - d. Subject Librarian for Anthropology, Geography and Planning, and Communication. Search Committee: The deadline for applications has been extended to October 5. I expect a memo from the search committee this week regarding whom to interview.
  - e. Dewey Visiting Assistant Librarian. We’ve interviewed four candidates; I expect a recommendation this week.

- f. Director of Technical Services and Library Systems. We will seek permission to hire in the next week or two; the job will hopefully be posted by the end of October.
  - g. Reference Librarian. We plan to conduct an internal search for this position.
  - h. Subject Librarian for Dewey. We are developing the job description.
2. Student Advisory Board.
    - a. We have had an overwhelming response to our call for members of the Libraries' Student Advisory Board, with approximately 100 volunteers. Rather than turn anyone away, we decided to split the group in two and have half meet during the fall and half meet during the spring semester. Our first meeting is on October 25.
  3. Library Hours Task Force.
    - a. At the request of the Libraries' Student Advisory Board, I have appointed a Task Force to make recommendations regarding the hours of operation for all three university libraries. The Task Force is conducting a survey of the student body during the week of October 24 about their use of the libraries and their preferences regarding library hours.
  4. Campus Conversations in Standish.
    - a. We will be hosting Carl Bon Tempo at an event on October 19, 12:35-1:25: "Election 2016: An Historical Perspective" (October 19). Please attend these conversations and encourage your students to attend.

Open Access Week. The Libraries are hosting an event in recognition of Open Access Week on October 25. For more information, check out our press release.

### **UAC (Undergraduate Academic Council) –Karen Kiorpes and Christy Smith, Co-Chairs**

1. UAC met on October 18. In its September meeting, UAC reviewed a proposal from the School of Social Welfare to revise their policies on termination from their major. In response to questions at that meeting, the School clarified the language of the policy and the circumstances under which a student would not receive a passing grade in Field Placements. The proposal was approved unanimously.
2. UAC reviewed two revised General Education plans, from Political Science and from Social Welfare. The former was approved. UAC has asked Social Welfare for a point of clarification regarding the Dewey Library role in the Plan.
3. Four new Competencies Plans have been submitted. After the meeting, Chair Kiorpes divided UAC voting members into subcommittees to review the new Competencies Plans. The subcommittees will report on the reviews at the next UAC meeting. Kiorpes assigned plans to subcommittees based on representation of a UAC faculty member in a discipline relevant to the department submitting the plan.
4. On October 27, Kiorpes and Kathie Winchester met with Cynthia Fox and Jim Collins to discuss their request to SEC to create documentation of procedures to follow when a department or college proposes certain organizational changes. Recent proposed changes in the School of Business and in the College of Computer Engineering and Applied Sciences have brought such issues to the forefront, and there has been clarification regarding the role the SEC and UPPC should play in such proposals. Kiorpes and Winchester want to capture the jurisdiction for approvals, the steps needed, and the order of those steps, based on the types of administrative changes being proposed. They provided Fox and Collins a draft of a list of possible types of changes and a list of the groups that may be involved in approval and implementation.

### **ULC (University Life Council) – Ekow King, Chair**

1. Informational
  - a. The Next meeting of the ULC will be held on 10/31/2016. We will review the revisions to the ULC Charter. We will also discuss updates regarding the Tobacco Free Campus Initiative.
2. Reports of Actions – Nothing to report.
3. Recommendations for Actions – None

*Chair King reported that ULC has been looking at the Charter and will bring to GOV recommendations for changes. He noted that Bruce Szelest would be providing further information on the Tobacco Free policy.*

## **UPPC (University Planning and Policy Council) – Cynthia Fox, Chair**

1. Informational
  - a. We are trying to bring the UPPC pages of the Senate website up to date. Minutes from the 2015-16 meetings of UPPC have been located and posted, and agendas and minutes for this year are being posted more regularly.
  - b. We are trying to arrange for Sandra Starke, our recently hired Associate VP for Enrollment Management, to attend either our Nov 16 or our December 7 meeting.
  - c. At our meeting of 10/19, UPPC's recently reconstituted sub-committees, the Resource Analysis and Planning Committee (RAPC), chaired by Mitch Leventhal, and the University Facilities Committee, chaired by Sridar Chittur, presented their first reports.
  - d. On 10/27, UPPC Chair Fox attended a meeting requested by UAC Co-Chair Karen Kiorpes to discuss the need for guidelines regarding the process of campus activities such as name changes to departments, the formation of new colleges, combining or merging and splitting schools, etc.
2. Actions Taken
  - a. Following receipt of a revised LOI modified to address the concerns raised by UPPC on 10/19, UPPC Chair Fox signed the Campus Impact Form and forwarded the proposal for an MS in Digital Forensics (SOB) to Jon Bartow, Vice Dean for Graduate Education on 10/27.
  - b. Following receipt of a revised LOI modified to address the concerns raised by UPPC on 10/19, UPPC Chair Fox signed the Campus Impact Form and forwarded the proposal for a Ph. D. Electrical and Computer Engineering (CEAS) to Jon Bartow, Vice Dean for Graduate Education on 10/27.

*Chair Fox reported that UPPC will add to its agenda items the following items to be discussed: 1.) the CERS proposal as mentioned above, 2.) consideration of GOV's routing recommendations, and 3.) UPPC's role in compact planning.*

### **ADJOURNMENT**

The meeting adjourned at 4:34 p.m.

Respectfully submitted by  
Elisa Lopez, Recorder