

2009-2010 University Senate Executive Committee
September 14, 2009
R. Michael Range, Chair

MINUTES

Present: Melanie Breganza, James Castracane, Richard Collier, John Delano, Susanna Fessler, Laurence Kranich, William Lanford, Eric Lifshin, John Monfasani, Gwen Moore, Susan Phillips, Michael Range, Carlos Rodriguez, Joan Savitt, Daniel Smith, Daniel White

Guests: Nicholas Fahrenkopf, Reed Hoyt

The meeting convened at 3:33 pm.

MINUTES

The minutes of April 20, 2009 were approved.

SENATE CHAIR'S REPORT--R. MICHAEL RANGE, CHAIR

Welcome to the first meeting of the 2009-2010 Senate Executive Committee. Our goal is to work cooperatively with the university's many constituencies for the benefit of the university. In order to ensure that all parties are properly included in this process and in order to follow best practices of shared governance, this work should occur within the framework of the UAlbany Faculty Bylaws (http://www.albany.edu/senate/Faculty_Bylaws_of_the_University_at_Albany_11-06.doc) and the UAlbany Senate Charter (http://www.albany.edu/senate/04-08_Charter_of_the_University_Senate.doc). Both these documents have been constituted consistent with the rights and responsibilities granted to the Faculty by the Policies of the SUNY Board of Trustees, and they have been duly approved by the Faculty and the Senate in Fall 2003. The Chair encourages all members of this committee to familiarize themselves with these documents, especially with those sections pertaining to the council or committee under their responsibility, and with the general operational rules of the senate. Membership on the Executive Committee carries additional responsibilities that are detailed in Article II, Section of 4 of the Bylaws, and in Section VII of the Senate Charter. The Chair would like to draw attention to Section VII.2:

VII.2. In addition, the Executive committee shall ensure that the Senate address Faculty responsibilities as specified in Bylaws Article I Section 2, and exercise the powers of the Senate as specified in Section III of this Charter, in the broadest possible sense.

The Chair hopes that we can work together to fulfill this charge along with our other responsibilities.

- **Revisions of Misconduct Policy.** At the last Senate meeting on May 4, 2009, CERS introduced proposed revisions that addressed many of the items that had been discussed by an ad hoc committee over a period of well over a year. President Philip stated that he would not approve any revisions that were not reviewed by University Counsel. After lengthy discussion the senate approved a motion to charge CERS and GOV to work together to create a new ad hoc committee to address the revision process. Before CERS and GOV began working on this charge, the Provost called for a meeting of the expanded existing ad hoc committee to continue discussions. The meeting scheduled for June 23, 2009, was eventually cancelled. After some further discussion CERS chair MacDonald and GOV chair Range decided to postpone any further action until the fall. In a September 10, 2009, message, Provost Phillips conveyed the wish of the president to continue the revision process. She stated: "A committee jointly appointed by the President and CERS would be desirable, and he has no preference as to which of the several documents in circulation are used as a starting point for the moving the revision process forward. *(After a brief discussion, it was noted that this sentence should be amended to include GOV as part of the jointly appointed committee in accordance with what the Senate approved.)* He would underscore, however, that his responsibility requires that the institution have a legally sufficient policy, and thus any document proposing institutional policy must have final review and approval by University Counsel."

Chair Range hopes that CERS Chair Monfasani and GOV chair Lifshin will soon develop a process that is consistent with the President's wish as well as with the May 4, 2009, senate vote. He would like to put on record that pending appropriate approval of any revisions, the existing *Policy on Misconduct in Research and Scholarship* is fully in effect. That policy was the result of an intensive revision process that began in Spring 2002. Drafts were discussed widely in Summer and Fall 2004, including review and input by the Office of the Vice President for Research and the Office of the University Counsel. The policy was approved first by the University Senate and then by President K. Hall in winter 2005. Similarly, subsequent amendments have also been reviewed by the Office of the University Counsel, and approved by the Senate and the President. Given the somewhat confusing process of the past 18 months or so, and given the multitude of revised documents that are now in existence, the Chair believes that it would be very helpful in order to move the process forward efficiently and successfully if the President would renew his list of concerns, perhaps providing more specificity as to which sections of the current policy should be addressed.

- **Meeting with President Philip.** On June 11, 2009, then Vice Chair Range requested a meeting of senate officers with the President in order to discuss a) the position of Vice President for Research after the announcement that VPR Videka would step down at the end of August, and b) the budget situation. In preparation of b), Range submitted a few specific questions that arose from a comparison of the 2004/05 budget with the 2008/09 budget figures contained in "Tsunami 101". President Philip forwarded these questions to the Office of the VP for Finance and Business (F&B). Interim VP Beditz replied on July 7, and the President shared this reply with Range. To summarize, F&B was not able to provide answers because the office is still in "manual mode", because of year-to-year changes of how budget data is reported, and because of lack of resources to compile and analyze the data in order to answer the questions.

The meeting of the President and senate officers took place on July 28, 2009. Regarding the VPR there was agreement on the importance to appoint an Interim VPR as soon as possible after Aug. 31 and to begin a national search to fill the position on a permanent basis. Senate Officers conveyed to the President some suggestions about criteria for the Interim VPR. Regarding the budget, the response from F&B mentioned above was discussed extensively. There was agreement that it is very difficult to make decisions involving reallocations, especially in a period of shrinking resources, without accurate and more complete data, and that consequently it is critical that F&B upgrade its mode of operation. Related matters will be discussed under New Business, c).

- **Follow up meeting.** At a meeting on September 2, 2009, President Philip informed senate officers of decisions he has made regarding a number of items.
- **Council Organizational Meetings.** During the period August 26 – September 2, 2009, the Chair, with the assistance of other senate officers, convened and facilitated brief organizational meetings of the councils and committees, at which time chairs were elected. COR and CPCA elected members who are not senators and - following a provision in the bylaws – hereby nominate their chairs for appointment to one-year terms as senator. Chair Range recommends to the Executive Committee to forward the councils' nominations of COR Chair Jim Castracane and CPCA Chair Carlos Rodriguez to the senate for approval of their appointment as senators for the year 2009-10. *The recommendation was approved.*

PROVOST'S REPORT by SUSAN PHILLIPS

The Provost gave an overview of Academic Affairs events and activities since May 2009, and discussed upcoming events and activities.

Of immediate concern is the planning for an emergency suspension of classes in the event of a widespread flu outbreak. Various intervals and their outcomes were discussed, and the effects would depend on the timing during the semester. The Provost would like to have announcements in classes concerning preventative measures. According to ULC Chair Dan Smith, Peter Vellis from the Health Center and Vice President for Student Success, Chris Bouchard, will address the Council on this matter at its first meeting.

The Provost discussed the Early College High School programs, explaining that the models are different from FYE. Models sometimes have UHS-like classes or they could be integrated with classes on campus. Chancellor Zimpher has expressed interest in the program.

Academic Affairs Updates since May 2009:

1. Chancellor campus visit June 4
2. Moving ahead with the new SoB Building design process
3. Budget Advisory Group for Academic Affairs
4. Developing the next slate of Honorary Degree nominations
5. A study of equitable contribution
6. Continuing search for Dean, School Criminal Justice
7. Fulbright Gateway Program
8. Middle States Self Study draft review
9. SUNY Provost's Advisory Group on the SUNY Assessment Initiative
10. Student Association Leadership Retreat
11. ITLAL annual report available (see .../teachingandlearning/newsletter/ITLAL_Annual_Report_08-09.pdf)
12. Honoring the first O'Leary Professor
13. Filling in for the VP for Research
14. Pandemic planning
15. Chancellor interest in Early College High School programs
16. Fall Faculty Retreat

Immediate Issues:

1. Planning for emergency suspension of classes

Coming Up:

1. Moving the Research Misconduct Policy revision process forward
2. Student Engagement (following the FYE TF and student experience survey)
3. Going Forward Plan: Student Initiatives
 - o Enhancing critical thinking, problem solving, communication and analytical skills
 - o Developing student skills for success, focusing on supporting the skills needed to succeed in their undergraduate education, and in their subsequent study and careers
4. Going Forward Plan: Faculty Initiatives ("CLUE")
 - o Invest in, and work to retain, our high quality faculty and staff
5. Assessment: Considering the institutional accountability issues
6. Graduate Student Support Doctoral Program review
7. Budget:
 - o Final budget plans for 0910
 - o Managing the 0910 midyear budget reduction
 - o Creating income-generating initiatives
 - o Creating a budgeting process for the coming year
8. Communication: Developing improved information flow
9. University-wide Strategic Plan
10. Search for the Vice President for Research
11. Search for the Vice President for Finance and Business

UFS (University Faculty Senator's Report) – William Lanford & Daniel D. White, SUNY Senators

Nothing to report.

GSO (Graduate Student Organization) – Melanie Breganza, GSO President Nothing to report.

SA (Student Association) – Josh Sussman, SA President No report submitted.

MSCHE Steering Committee Report – Reed Hoyt, University Senate Representative

In attendance at the 13 May 2009 meeting were C. Anderson, S. Faerman (Co-Chair), T. Gage, R. Hoyt, E. Lifshin, K. Loscocco, D. McCaffrey, C. McNeill, S. Messner (Co-Chair), M. Sutherland, B. Szelest, L. Trubitt.

The response to the first drafts was discussed, especially organizational issues for each chapter. Some items may have to be transferred from one chapter to another, and it may be necessary to move around parts of chapters—especially chapter to appendix and vice versa: normal editorial processes. An introductory chapter will provide an overview and make sure that information and data are kept consistent throughout the report. The timeline has been adjusted, affecting only the summer portion, and should be back on track as of 31 July. The Timeline stipulates that the campus response to the initial draft will take place in "September-October 2009." *The initial draft should have been circulated last week. Professor Hoyt will contact the chairs of Middle States to find out when it will be circulated.*

COUNCIL/COMMITTEE CHAIRS' REPORTS:

CAA (Council on Academic Assessment) – Heidi Andrade, Chair

Nothing to report.

CAFFECOR (Committee on Academic Freedom, Freedom of Expression, and Community Responsibility) – Susanna Fessler, Chair

CAFFECOR had its organizational meeting on September 2. Susanna Fessler was elected chair for the '09—'10 year. Agenda items for the '09-'10 year were also discussed. There are, in essence, two holdover issues: the inconsistencies of campus policies on speech, and the "Red Light" rating given to our campus by the Foundation for Individual Rights in Education (FIRE). The Committee agreed that these "holdover" issues should remain on our agenda this year, and that involving university counsel and the President's office would be a good first step.

A third, new issue for CAFFECOR in '09-'10 was presented: it is unclear whether both students and faculty/staff operate under ONE campus policy on conduct or if there are two PARALLEL policies, perhaps with slight differences. In other words, we may have a double-standard in place. Further investigation should reveal whether this is an area of concern.

CERS (Committee on Ethics in Research and Scholarship) – John Monfasani, Chair

Nothing to report.

COR (Council on Research) – James Castracane, Chair

Nothing to report since the first meeting of the council is next Wednesday.

CPCA (Council on Promotions and Continuing Appointments) – Carlos Rodriguez, Chair

Nothing to report.

GAC (Graduate Academic Council) – Laurence Kranich, Chair

At its meeting on May 11, GAC approved three measures: (1) a proposal by the Department of Chemistry to modify coursework in its MS in Applied Chemistry with a Concentration in the Forensic Chemistry Program, (2) a proposal by the Department of Communication to establish a Health Communication concentration within its MA Program, and (3) a proposal by the History Department to require GRE scores for MA applicants. In addition, the Council discussed a proposal by the Department of Biological Sciences/CAS and the Department of Computer Science/CCI to establish an Advanced Graduate Certificate in Professional Science Management for students in the MS Forensic Molecular Biology Program; the MS Biodiversity, Conservation and Policy Program; or the MS Computer Science Program. While generally supportive of the measure, GAC members expressed concern regarding several administrative aspects of the proposal and the lack of specificity of curricular details. The Council voted unanimously to table the proposal until Fall 2009 pending further clarification from the Departments of Biological Sciences and Computer Science.

[These materials are attached to this email – R. Collier]

GOV (Governance Council) – Eric Lifshin, Chair

The first meeting of the Governance Council took place on Wednesday Sept 9. The focus of the meeting was to generate a list of candidates for the Governing Board of the Honors College, in response to a request by Provost Phillips. This task was completed at the meeting following a discussion of criteria for the nominees, their responsibilities, potential candidates, and the need for appropriate representation from various academic units. The list was submitted in time for the suggested Sept. 11th deadline. GOV plans to meet again on Friday Sept 18.

LISC (Council on Libraries, Information Systems, and Computing) – Gwen Moore, Chair

Nothing to report.

UAC (Undergraduate Academic Council) – Joan Savitt, Chair

UAC met on Thursday, Sept. 10. Its regularly scheduled meetings are Thursdays from 1:30-2:30, in the Terrace Lounge when possible, but otherwise in LC 31.

1. After a discussion of the matters that are traditionally handled by each of UAC's committees, all members volunteered to serve on a committee. There are sufficient UAC members on all committees except for the committee on Admissions and Academic Standing. Since UAC is not expecting that committee to have any tasks at this time, UAC decided not to attempt to form it yet. Should there be business for it, it will be constituted. Additional members for the other committees will be sought to bring each to the mandated size. Chairs have not yet been determined, but it is hoped that the UAC members will decide amongst themselves who will take on that responsibility.

2. UAC reviewed carry-over business from last year and will be working on the overall issue of minors, as well as creating rules for restricting minors. This project will likely entail a review of the rules for majors as well to make policies as consistent as possible. It was also noted that the rules set for restricted majors are subject to periodic review, although no reviews have been undertaken to date.

3. Concerns about how absences caused by H1N1 flu would affect undergraduate teaching and learning were also discussed. UAC learned that the basic approach UA will take is one that encourages students to go home if they are sick. Because teaching itself is changing and involves activities done on-line and otherwise, how students will complete their work if they are ill is not being determined at this time, and will probably remain a course-specific matter.

4. Several small curricular changes have already been received and these will be reviewed once committees are functioning.

5. UAC also noted that the Budget Advisory Group's final report included many recommendations that affect undergraduate education.

6. UAC also expects to be receiving a document from the governing board of the Honors College with their proposed criteria for maintaining membership in the Honors College. UAC will then respond.

7. UAC expects to be receiving recommendations from the First Year Experience Task Force. UAC 08-09 was briefed on the report at the draft stage and requested reconsideration of certain areas. UAC now awaits the final report of the task force and will then consider its recommendations.

8. UAC voted to allow the Chair to include Greg Stevens and Suzanne Phillips to be added to the email distribution list of the council for regular business matters. Both are non-voting members of the council who have historically been regular attendees of council meetings. *An objection was raised that there is no provision for "non-voting members" of a council. Chair Savitt noted that both are participating as guests only. They can come prepared to add to the general discussion but do not have voting status. (Refer to first item under New Business)*

9. UAC was also informed of the IRCUAP bill in conjunction with a discussion of the work of the curriculum committee. After the meeting, Steve Doellefeld, staff to UAC, passed along to the chair a proposal received in the Office of Undergraduate Education from the EOP program to offer a credit-bearing course that would include an information literacy component. SD and JNS are unsure whether UAC should review it at this time. A copy of the proposal itself has been forwarded to the Senate chair. UAC is asking the SEC for guidance in this matter. *Chair Savitt's inquiry pointed to the fact that the proposal comes from an area that does not traditionally have academic courses and asked if this falls under IRCUAP. Chair Range responded that it appears this is the type of course that would come under IRCUAP review before going to UAC and suggested that it be tabled until the IRCUAP matter is resolved.*

ULC (University Life Council) – Daniel R. Smith, Chair

ULC report: we are fully constituted and will be setting the first meeting date for the next week or two.

Our first piece of business is from the Vice President of Student Success is the campus plan for an H1N1 virus outbreak. We will hear from the VP of Student Success and the Director of the University Health Center.

UPPC (University Planning and Policy Council) – John Delano, Chair

Nothing to report.

All of the members except one have been contacted. The Council will meet on Thursday afternoons.

Review of Council and Committee Memberships

The 2009-2010 council and committee memberships were reviewed. Provost Phillips requested that the ex officio members be added to the list before circulating to the Senate members. Secretary Collier informed her that the Senate will approve the membership listing and ex officious do not need to be approved.

Reed Hoyt will continue to report to the Executive Committee as the liaison to MSCHE Steering Committee.

NEW BUSINESS

CAS Representation on UAC

Chair Range received an e-mail from CAS Dean Edelgard Wulfert in which she requested that the CAS assistant dean for undergraduate academic programs be given a designated place on UAC, perhaps as an ex-officio. In the ensuing discussion, SEC members voiced opposition to the request for several reasons. The door would be opened to analogous requests by other units, without any guiding principles in place. Increased administrative representation or regular participation in discussion and debate seems inappropriate and such a request is not covered in the By-laws. Based on the discussion, Chair Range concluded that that there was no support within the SEC to refer the request to GOV. SEC members agreed that the assistant dean could be invited to attend UAC meetings as a guest.

Review of Senate Time Table

Chair Range inquired about modifying the Bylaws or changing the deadlines to complete the elections and to allow schools and colleges to promptly submit names of their senators. Secretary Collier stated that since the elections are now being done electronically, that is no longer a problem for the University-wide elections. Obtaining names of senators elected by the schools and colleges is the bigger issue due to the effect it has on constituting the membership of the councils and committees, but there was no consensus that changing the deadline date would solve the problem. Susanna Fessler said that CAS elected their senators on line and this could be a possible solution to the issue and noted that she found the existence of the deadline helpful in securing election results from departments on time. It was agreed that potential delays should be addressed by timely requests to schools and colleges.

Annual Budget Reports

Chair Range expressed his concern about the lack of available budget information. It is difficult for faculty to make recommendations without more complete and readily available information. He pointed out that UPPC is the council that should be receiving this information, and he asked for suggestions as to how one could ensure that the information is available in some form. One suggestion was to obtain a list of the number of FT lines and information on how they are dedicated to the departments and the mission of the University. The Provost added that this information is available from the Institution Research profiles. Part of her effort for improved communication includes providing better information concerning the budget. Chair Range asked UPPC Chair Delano to have a discussion on the matter among council members.

OLD BUSINESS

Smoking Policy

The bill that was passed at the Senate meeting of April 6, 2009 was addressed by President Philip in a memo to past Chair Delano, dated August 27th. In the memo, he asked the Senate to further engage relevant stakeholders in conversation on the policy, examine the impact of smoking bans on other campuses and to address broader implication of establishing a task force to oversee smoke-free campus policies. It was agreed that the matter should be referred back to ULC.

Bill No. 0607-04: Establishment of an Ombuds Office for Undergraduates (Approved by Susan Herbst, Officer in Charge 01/02/07)

Chair Range informed SEC members that the understanding is that no such office has been created. Provost Phillips added that schools and colleges have been asked for the names of those who might serve in this capacity and the issue is moving forward.

Appellate Subcommittee on Academic Standing

Chair Range referred to the need for updating and adding the names of various schools that are referenced in the Charter. He charged GOV with looking into the need for a possible amendment.

ADJOURNMENT

The meeting adjourned at 5:06 pm.

Respectfully submitted by
Gail Cameron, Recorder