

# University Senate Executive Committee

Wednesday, February 14, 2018  
2:45 p.m.  
UNH 306

Karin Reinhold, Senate Chair

## Minutes

**Present:** Collins, James; Franchini, Billie; Hamilton, Diane; Jewell, Carol; King, Ekow; Mower, James; Poehlmann, Christian; Reinhold, Karin; Rosenswig, Robert; Smith, Christy; Stellar, James; Wagner, David; Wharram, Dawn

**Absent:** Fontaine, Jerlisa; Hargett, James; Kecskes, Istvan; Little, Walter; Rafferty, Sean; Spencer, Latonia

**Guests:** Christakis, Mike; Murray, Ann Marie; Szelest, Bruce

The meeting convened at 2:45 p.m.

## **APPROVAL OF MINUTES**

The minutes of January 22, 2018 were approved, with two abstentions.

Chair Reinhold provided additions to her report prior to the Provost's arrival.

## **SEC CHAIR'S REPORT – Karin Reinhold**

### **I. Informational**

During January, an informal survey among SUNY wide senators and campus governance leaders on assessment of administrators showed that a few campus have established procedures to evaluate their senior administrators. Among these are Brockport, where their Senate's procedures require a performance review survey of administration officials once every three years on a rolling basis; and Oswego, which periodically reviews their academic administrators and their President.

On Jan 29<sup>th</sup>, Senate leadership, Jim Collins and Jim Mower (Reinhold was ill), met Provost Stellar and VP for Academic Affairs Bruce Szelest. The following items were discussed. a. President Rodriguez's views of contingent faculty issues that were addressed in a set of contingent faculty reports compiled by Bill Hedberg and distributed to CGL. b. Data on the number of fulltime vs part-time positions over the past 3 years and how the University stands with respect to national averages. c. How will the strategic budgeting for strategic planning work? d. The state of the new Environmental Science and Engineering Department. Approval continues to move along in the University/SUNY/State Ed approval process. The proposed Department already has a chair and has approval to conduct on campus external review (standard for new program proposals through SUNY System).

On Jan 29<sup>th</sup>, Chair Reinhold received a request for data concerning ratios of part time & contingent faculty vs tenure-lines over the last 5 years. The request was sent forth to VP for Administration. At the same time, a request was made for the Senate to consider the creation of a council for contingent concerns, a place within the governance structure that would address the continuing concerns of the part time and contingent faculty, whose numbers continue to grow, comprising now more than 50% of our teaching faculty.

Provost Stellar and VP for Student Success will present the Draft Strategic Plan to the SEC on Feb 14<sup>th</sup> and to the Senate on Feb 26<sup>th</sup>. The presentations will be interactive, all are encouraged to bring their smart phone or tables to be able to participate and give feedback.

Chancellor Christina Johnson requests comments on her resolution on Open Access Policy for the SUNY system by February 23<sup>rd</sup>. Comments can be sent to: [provost@suny.edu](mailto:provost@suny.edu). The letter with the resolution is attached to this report.

On Feb 5<sup>th</sup>, the Senate leadership and UUP leadership sent an Open Letter to the Provost concerning the Strategic Plan, addressing key issues for our constituencies that are not clearly addressed in the strategic plan.

On Feb 5th Senate meeting the President announced a Graduate School task force. One of its main charges is studying ways to improve enrolments of master students. The task force is composed by: Kevin Williams (Vice Provost and Dean for Graduate Education), Edelgard Wulfert (Dean, College of Arts & Sciences), Laura Schweitzer (Interim Dean, School of Public Health), Jason Lane (Associate Professor and Chair, Educational Policy and Leadership), Sandra Starke (Vice Provost and Associate Vice President for Enrollment Management), Peter Shea (Associate Provost for Online Learning), Harvey Charles (Vice Provost and Dean, Center for International Education and Global Strategy), Joseph Brennan (Vice President for Communications and Management)

At the Senate meeting, Zina Lawrence suggested that a more effective way to advocate for UAlbany would be to bring Senators to campus and show them our students and programs. Jerlisa Fontaine, SA president, asked for inclusivity efforts to better integrate international students with US students.

On Feb 6<sup>th</sup>, Chair Reinhold met with Seery, VP for Government & Community Relations to discuss ways in which the Senate can support UAlbany's lobbying efforts. GSA is organizing Higher Education Advocacy for Feb 28<sup>th</sup>.

On Feb 6<sup>th</sup>, Winchester from Undergraduate Office requested that the Senate review the definition of Liberal Arts as well as the policy on credits for BA & BS programs.

#### **Recommendations:**

SEC evaluates the proposed review of a) the current definition of Liberal Arts, b) the current policy on credits for BA & BS programs.

#### **Actions taken:**

Chancellor's resolution on open access was sent to LISC for comments and consideration.

An invitation was sent to Gerry Zahari, UAlbany representative to the SUNY wide Open Access Committee, to report on the work that committee.

Senior Vice Provost and Associate VP for Academic Affairs, Bill Hedberg was invited to present a report to the SEC on Mar 5 on the state of implementation of the Blue Ribbon Panel recommendations on contingent concerns and graduate students stipends.

At-Large Senator for Part Time faculty, Virginia Yonkers, was invited to present a report to the SEC on Mar 5, about the concerns of the contingent faculty.

Senate representatives on the Assessment of Administrative Units Advisory Board were invited to present a report on this year's work of the board to the SEC on Apr 2<sup>nd</sup>.

#### **SAVE THE DATE:**

- Senate Forum on *Gender Equity and Inclusion*: February 13<sup>th</sup>, 12:00 to 2:00 pm, Multi-Purpose Room, West Wing CC.
- Senate Forum on *The State of Arts and Humanities*: March 21<sup>st</sup>.
- **Spring Faculty Address**, April 3 at 1:00 pm in the CC Ballroom.
- Senate Forum on *The State of IT on Campus*: April 10<sup>th</sup>.

#### **Other announcements:**

- Feb 10<sup>th</sup>: 2018 President's Awards for Exemplary Public Engagement Nomination deadline - Mary Hunt
- Feb 22<sup>nd</sup>, 7-9 pm: ODI Conversations for Change presents: "*Speaking out on Campus in the 21<sup>st</sup> Century*"
- Feb 23<sup>rd</sup>: SUNY wide Advising Conference at UAlbany - <https://advisingsuny.wordpress.com/>
- Feb 29<sup>th</sup> GSA Higher Education Advocacy day.
- March 2<sup>nd</sup>: SUNY Voices Conference: Middle States & Shared Governance, 10:00-4:30, SUNY Administration, Albany, NY
- April 1<sup>st</sup>: Date planned for Strategic Plans to be submitted.
- **April 13<sup>th</sup>: President's Inauguration**
- April 20<sup>th</sup>: SUNY Undergraduate Research Symposium 2018, Oneonta, and Saturday, April 21<sup>th</sup> at Monroe County Community College.

*Chair Reinhold reviewed additions to her written report, summarized as follows:*

- *Several documents were uploaded to the SEC shared folder*
  - o *Proposals being reviewed by UAC and UPPC*
    - *Combined BSMS Special Ed*
    - *Combined BSMS Ed Psych*
    - *BSMS combined counseling psych*
  - o *Items sent to LISC for consideration*
    - *SUNY-wide Open Access Open Access Discussion Draft Resolution - Jan 2018*

- *Report on SUNY Open Access Committee by Gerry Zahavi*
- *Reports from Kathy Winchester regarding her pending items under New Business*
  - *Max Number of Credits allowed for BA/BS programs*
  - *Definition of Liberal Arts*
- *Grad Enrollment Task Force Report – Final*
- *Senate website*
  - *Victor Tse from IT had granted support staff access to the Senate website to all council support persons. Each person would land on his or her respective committee/council page for editing.*
- *The Senate and UUP leaders met with President Rodríguez on Thursday Feb 8<sup>th</sup> regarding the Open Letter they had sent to Provost Stellar. The Senate had been consulted regarding the Strategic Plan (SP) and had representation on all five of the working groups. The President indicated his commitment to more participation in the implementation of the budget and to having more conversations with UUP. He also extended an open invitation to contact him regarding the SP or any other issues.*
- *Controversy regarding the creation of a graduate school*
  - *Dean for Graduate Education Kevin Williams was invited to the next meeting to clarify how a graduate school project addressing enrollment issues had contributed to a pending proposal.*

Members unanimously approved a motion to change the agenda to consider the Strategic Plan presentation as the Provost's report, followed by New Business.

### **PROVOST'S REPORT – James R. Stellar**

Strategic Plan Committee Co-chairs Provost Stellar and VP for Student Affairs Mike Christakis gave an interactive presentation on the draft, with input from Chief of Staff Bruce Szelest. The provost reviewed [progress to date](#). He indicated that they had received tremendous feedback during the 17 presentations given so far, with another 13 still to go. SEC members provided their feedback verbally and via Smart Phone. Chair Reinhold shared a link to the draft plan as follows: [https://www.albany.edu/strategicplan/files/Strategic-Plan-Goals-summary-1-16-18\\_v2.4.pdf](https://www.albany.edu/strategicplan/files/Strategic-Plan-Goals-summary-1-16-18_v2.4.pdf). Co-chair Christakis noted that they would be giving the same presentation at the next Senate meeting on February 26<sup>th</sup>.

### **NEW BUSINESS**

Chair Reinhold inquired regarding a note from the SUNY-wide Provost about software available to help advisors. Chief of Staff Szelest clarified that the software was only for Banner users, not for PeopleSoft users, and he shared that UAlbany is in the process of implementing DegreeWorks following scripting of the legacy DARS system.

Guests UAC Liaison Kathie Winchester, with Celine LaValley, Undergraduate Education requested Senate input on the following:

- Revision of the policy on numbers of courses in BA and BS programs. Kathie Winchester updated on problems with current practices.

Involvement by the Senate was requested regarding a revision of policies UAlbany is publishing in the Bulletin dating from the 1980s, with the goal of ensuring that what is published in the Bulletin is consistent with current practice. Combined requirements cannot exceed 66 credits per the current definition of the B S, which contradicts current credit totals for programs and proposals including the following: Chemistry, Atmospheric Science, Bioinstrumentation, Computer Engineering, Electrical Engineering, Environmental Engineering and Mechanical Engineering. Chief of Staff to the Provost and Associate Dean for Academic Affairs Ann Marie Murray clarified that programs are created to comply with accreditation. Celine LaValley

commented that in the fields of Engineering, these are licensure qualifying programs as specified by the state, developed in response to the requirements for ABET (Accreditation Board for Engineering and Technology) certification. She explained that the credits are necessary, and State Ed ensures that we are complying with the required number of Liberal Arts and Sciences credits. Chair Reinhold suggested that the SEC might need to form a taskforce to assist with policy recommendations.

- Request from the Office of Undergraduate Education to review the definition of Liberal Arts and Sciences and align it with State Ed requirements

Chair Reinhold had provided a link to a SUNY resolution on the Undergraduate Definition of Liberal Arts <https://goo.gl/2WqvP2>, a definition which Kathie Winchester considered excellent and on which she was hoping the Chancellor would work with State Ed and make a priority. She went on to explain that right now there is an issue with how courses are categorized by default as Liberal Arts and Sciences versus non-Liberal Arts, per the published policy again dating back to the 1980s. She recommended that the policy be updated so that each course that comes in can instead be reviewed and categorized by Undergraduate Education. The degree audit system, she added, has to be accurate, and this ultimately ends up as a graduation problem.

## **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.

### **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)** – David G. Wagner, Incoming Chair

- Nothing to report.

### **COR (Council on Research)** –Robert Rosenswig, Chair

- A Council on Research Meeting was held on Monday, Jan 29, 2018 where:
  1. CoR members discussed proposed revision of policy and procedure for Centers, Institutes and Specialized Research Labs (CISRL) and the formation of a task force to review the existing and proposed policies and procedures with the goal of

presenting a recommendation to CoR by May

2. The Subcommittee on the Faculty Research Award Program Category A (FRAP-A) Subcommittee submitted their recommendation to CoR. After discussion, the subcommittee ranking was approved and sent to the VPR's office for funding decisions.
3. UAlbany Excellence in Research & Creative Activities Award (ERCA) nomination case was reviewed by award subcommittee and reported to CoR.
4. In response to a recent meeting on Shared Governance with Councils of the Senate, CoR has begun to work on its Policy and Procedure Manual with the goal of having it ready by May.

### **CPCA (Council on Promotions and Continuing Appointments) – Louise-Anne McNutt, Outgoing Chair; Jim Hargett, Incoming Chair**

- Nothing to report.

### **GAC (Graduate Academic Council) –Sean Rafferty, Chair**

- The next GAC meeting is February 15, 2018

### **GOV (Governance Council) – James Mower, Chair**

- GOV will meet on February 7 (rescheduled due to weather) to:
  - Hear a report from the Committee on Liaison and Elections on software systems for conducting campus-wide elections,
  - Organize slate preparations for Spring elections, and
  - Begin preparing the Faculty Survey for distribution this Spring

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

- Submitted by Billie Franchini, Chair, February 6, 2018

The Council on Libraries, Information Services, and Computing (LISC) met on February 6, 2018. During the meeting, Council members heard a presentation from Lindsay Van Berkom, University Libraries, about Scholars Archive and received the following updates from the Libraries and ITS.

#### **I. Report/Updates from Libraries (submitted by Rebecca Mugridge, Dean of Libraries)**

##### **A. New hires and searches**

1. Web Developer/Designer. The Libraries have completed interviews and are in the process of making an offer.
2. Desktop Support Technician. The Libraries hired Amanda McGown for this position; she started January 11.
3. User Experience Librarian. The Libraries are in the process of scheduling three candidates for on-campus interviews.
4. The University Libraries are in the process of initiating searches for the following three positions:
  - a. Budget Officer
  - b. Subject Librarian for Emergency Preparedness, Homeland Security, Cybersecurity, and Criminal Justice
  - c. Scholarly Communication Librarian

**B. Virtual Research Consultations Pilot Project.** The Libraries are launching a pilot project to offer virtual research consultations to students and others. Currently we offer research consultations through in-person, chat, email, phone, and by appointment. Virtual consultations will allow us to offer more in-depth research consultations to students and others over the web. It will be especially beneficial to those in online courses. We're reaching out to classes in Public Health and the School of Education.

**C. Student Advisory Board.** The University Libraries' Student Advisory Board is going to be chaired by Kelsey O'Brien, Information Literacy Librarian; and Camille Chesley, Reference Librarian, for the next year. They will report to Deborah Bernnard, Director of Public Services. We're in the process of scheduling the meetings of the SAB for the spring semester and putting the agendas together.

- D. **Campus Conversations in Standish.** The Libraries are hosting three presentations this spring that highlight faculty research. The presentations take place 12:35-1:30 in the Standish Room in the Science Library. Speakers include the following:
1. Danny Goodwin, “Photography is Dead. Long Live Photography!” February 28, 2018
  2. Ilka Kressner, Photographic Contact Zones – The Mexican Travel Photographs by Fritz Neugass.” March 28, 2018
  3. Kendra Smith-Howard, PhD, Department of History “Finding Nature in Unexpected Places: What Cleaning Closets and Laundry Rooms Tell us About American Environmental History.” April 4, 2018

**II. Report/Updates from ITS (submitted by Brian Heaton, Director of the Enterprise Infrastructure Services, reporting for Simeon Ananou, Vice President of Information Technology Services and CIO)**

- A. **Personnel:** ITS is currently filling a number of positions such **Associate Director of Network** and also a **data visualization support specialist** in hopes to bring us to a staffing level necessary to better address critical issues.
- B. **Infrastructure:** ITS is continuously improving our infrastructure. Many network switches have been deployed in recent months to improve network connectivity in many parts of the campus. Similarly, a design to improve institutional wireless coverage is underway. Wireless coverage is expected to be extended to 40 additional classrooms over the next several months.
- C. **Resource Consolidation and Security Initiative**
1. ITS is working with various departments to create a better inventory of institutional resources to better understand our risk and develop a mitigation plan accordingly.
  2. Workstation and server affiliations
    - a. A login script to migrate workstation computer accounts from CAS in the main University domain is prepared but needs to be retested.
    - b. CAS expects to deploy the script to Biology, a large department, next week and will move forward in batches/departments over time.
    - c. Server computer account migrations from CAS are on the backburner while they focus on workstations.
    - d. Similar efforts are underway with the Library. In fact a team of library technical personnel and ITS systems architects have established that they can recreate library group policies in the UAlbany domain. The team is recreating the library’s Organization Unit structure in the UAlbany domain, and then they will work on login script. They expect to begin their migration soon and predict a quick jump to 90% overall completion rather quickly. They are still working on their server migration plan.
- D. The Network, Identity and Access Management and Information Security teams are working on a new VPN for the University. This new remote access tool will be deployed later this spring. Stay tuned for more info.

*Chair Franchini added that she had distributed to LISC the draft Open Access resolution and was collecting feedback.*

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

- Nothing to report.

*Co-chair Smith added the following:*

- o *UAC at its last meeting reviewed and approved three combined program proposals for BA / MA in the Human Development major and three graduate programs in the School of Education. The proposals were now on their way to GAC and UPPC. It was mentioned that a new proposal was pending for a different concentration track, but UAC had not yet received that proposal.*
- o *Recommended changes to a Digital Forensics proposal were in discussion, based on input from CEHC regarding a Cyber Security Digital Forensics overlap.*
- o *Having noted comments made at the last meeting regarding a new proposal to create an Environmental and Sustainable Engineering department, UAC discussed it is problematic that, prior to approval, there is already a [departmental website](#), chair and secretary.*

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

- Nothing to report.

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

- **Information:**

The Council met on January 31.

Provost Stellar reported on the Strategic Plan's 'road shows' whereby more than 20 University Constituencies will be engaged in presentations and responses to the current draft Strategic Plan. All are encouraged to read the draft plan and participate in a road show. The Provost answered questions from Council members.

Vice President Van Voorst was absent and unable to provide a report

Chair Collins reported as follows:

On December 18, Chair Collins participated in a Campus Governance Leaders meeting with Jim Mower, Vice Chair of the Senate, Provost Stellar, Associate Provost Ann Marie Murray, and Chief of Staff Bruce Szelest, on January 29, all parties met again. Among items discussed were three items on today's Council agenda:

- Budgeting in relation to Strategic Planning;
- Status of implementation of Panel on Contingent Concerns, 2016 recommendations;
- UPPC study of incoming freshman and transfer student cohorts over ten year period

These meetings occur monthly, and Chair Collins asked Council members to notify him or other Senate leaders if they have items to be taken to these governance meetings.

Following upon the recommendations from the 12/13/17 Council Meeting, the Council continued its study of incoming student preparation, discussing data on 2007-2017 freshman and transfer incoming classes, their SAT and GPA and retention rates. Council members identified areas of strong retention and graduate rates among EOP students, and asked for additional data on students in the Living and Learning Communities and the Honor's College, as well as on the Academic Dismissals (from UAC).

At the request of the Provost, the Council tabled a proposal to change the Campus Information Form from the Office of the Dean of Undergraduate Education.

### **Actions:**

The council voted to sponsor the ***Senate Forum on Gender Equity and Inclusion at the University at 12-2 on February 13<sup>th</sup> in the Campus Center West Multi-Use Room***

The council reaffirmed its support for the recommendation from the Resource Analysis and Planning Committee: *that the Office of Graduate Studies survey graduate departments to determine which are interested in having assistance in increasing international graduate enrollment and to create a designated graduate international recruitment position which would interface with the existing international recruitment infrastructure at CIEGS to recruit for departments which choose to participate.* Council members suggested that this recommendation be communicated to the Dean of the Office of Graduate Studies as well as the Graduate Affairs Council.

The council voted to affirm its support for the recommendation the Facilities Committee: *That the relevant office within Campus Planning Committee offer timely forums to affected faculty and staff when facilities changes are planned, scheduling such forums well in advance of actual changes, and remind supervisors and academic department chairs of the importance of timely discussion opportunities for the faculty and staff they supervise.* Chair Collins will communicate this recommendation to the Director of the Office of Campus Planning.

### **Recommendations:**

No new recommendations

The Council next meets on February 21, 2018.

## **ADJOURNMENT**

The meeting adjourned at approximately 4:55 p.m.

Respectfully submitted by  
Elisa Lopez, Recorder