

University Senate Executive Committee

Monday, September 11, 2017

- **Approval of SEC Minutes of May 11** (1 of 2)
- **Provost's Report – James Stellar**
- **Senate Past Chair's Report – James Collins**
- **Senate Chair's Report – Karin Reinhold**
- **Other Reports**
- **SUNY Senators' Report** (Diane Hamilton, Walter Little, Latonia Spencer)
- **Graduate Student Organization Report** – Jefferson Garcia, President
- **Student Association Report** – Felix Abreu, President
- **Council/Committee Chair Reports:**
 - **CAA** – Istvan Kecskes, Chair, Mary Ellen Mallia Co-Chair
 - **CAFFECOR** – Carol Jewell, Chair
 - **CERS** – Michael Jerison, past Chair
 - **COR** – Robert Rosenswig, Chair
 - **CPCA** – Louise-Anne McNutt, past Chair
 - **GAC** – Sean Rafferty, Chair
 - **GOV** – Jim Mower, Chair
 - **LISC** – Sheila Bernard, Billie Franchini, Co-Chairs
 - **UAC** – Karen Kiorpes, Christy Smith Co-Chairs
 - **ULC** – Ekow King, Chair
 - **UPPC** – Jim Collins, Chair

University Senate Executive Committee

Monday, September 11, 2017

- **Unfinished Business** (2 of 2)

- **New Business**
 - SEC rights and responsibilities
 - Council and standing committees organization and procedures
 - Resolution of increased participation of contingent faculty in the Senate
 - Senate/Shared Governance website

- **Adjournment**

University Senate Executive Committee
Monday, September 11, 2017

Approval of Minutes of May 11, 2017

Senate Past Chair's Report – James Collins (1 of 3)

Informational

In May, Chair Collins met several times with Vice Chair Reinhold and Secretary Poelmann to schedule and convene meetings of Senate Councils and Committee in order that they might elect their Chairs for 2017-18.

In June, Chair Collins had several discussions with the Karin Reinhold, Chair of Governance, Christian Poehlmann, Senate Secretary, James Mower, Incoming Vice Chair of the Senate, and Chris Moore, member of the Governance Council, on ways to improve the transmission of Council procedures and records. Following a recommendation from Chris Moore, Group Drives will be established for all Senate Councils and Committees, so that incoming chairs may have ready access to previous records, in addition to the descriptions of Council procedures that were compiled in 2016-2017.

On June 19, Chair Collins arranged a meeting between Senate Officers and newly-elected UUP officers, in order to discuss shared concerns and priorities. Among the concerns discussed were the efforts in various schools and colleges unilaterally to increase faculty workload; among the priorities were enabling the fullest participation of Part-Time Academics Instructors in the life of the University, including especially their participation in the University Senate.

Senate Chair's Report – James Collins (2 of 3)

In late June and early July, Chair Collins and Vice Chair Karin Reinhold prepared and circulated to the SEC and Senate a draft resolution calling for greater supporting and inclusion of Part-Time Academic Faculty in the University Senate.

On July 11 and August 23, Chair Collins, Vice Chair Reinhold, Immediate Past Chair Cynthia Fox and Incoming Vice Chair James Mower met with the Interim Provost and Chief of staff for a regularly scheduled Campus Governance Leaders meetings. Among the issues discussed were improvements to the Senate website, Senate participation in the assessment of Administrative Units, reports of administrative efforts to increase faculty (teaching) workload, and support for the Senate, including the participation of Part-Time Academic Faculty in the University Senate.

On July 24, Chair Collins, Vice Chair Reinhold, Immediate Past Chair Cynthia Fox and Incoming Vice Chair James Mower met with incoming President Rodriguez to discuss shared governance at the University, including (a) the Senate leaders' position that it is important to have a faculty voice in the assessment of administrative units, including the academic units, and (b) UAlbany's history of collaborative Administrative, Senate, and Union collaborative efforts to improve the conditions of Contingent and Part-Time faculty at the University.

Senate Chair's Report – James Collins (3 of 5)

Actions taken

On May 4 and 8, sent to President Stellar Senate several Bills, which were approved:

- i. Bill 1617-03: PROPOSAL TO ESTABLISH B.A. / M.I.A. PROGRAMS, approved on May 9,
- ii. Senate Bill 1617-04: PROPOSAL TO ESTABLISH AN M.S. IN DATA SCIENCE, approved on May 9;
- iii. Senate Bill 1617-05 PROPOSAL TO ESTABLISH A GRADUATE CERTIFICATE PROGRAM IN COMMUNITY COLLEGE LEADERSHIP, approved on May 9
- iv. Senate Bill 1617-06 PROPOSAL TO CREATE MINOR IN LEADERSHIP (SOE), approved on May 9

On June 22, appointed Professor Joette-Stefl Mabry to the Administrative Assessment Advisory Committee

Senate Chair's Report – Karin Reinhold (1 of 2)

Informational

- **Petition for increased participation of contingent faculty on the Senate**

Actions taken

- Appointments of Senate representatives to the Assessment Advisory Committee:
 - Penny NG from CAA,
 - Ilka Kressner from GOV
 - Joette Stefl-Mabry from UPPC.

Recommendations for actions

- Council and standing committee's chairs review the shared governance website page for their council/standing committee, become familiar with posting calendar, minutes and agenda on the website & prepare news and updates as appropriate.
- Global Distinction proposal was sent to UPPC for endorsement.

Senate Chair's Report – Karin Reinhold (2 of 2)

Announcements

- SUNY Senate President Gwen Kay will visit SEC on Oct 2nd and the Senate on Oct 16th.
- 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. UFS supports this opportunity for students across the SUNY system to come together and display, talk about, demonstrate and/or perform their research and scholarly activity.

University Senate Executive Committee

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

- 1) that the SUNY Senate Fall Planning meeting will take place September 14-15, 2017 at the Holiday Inn Syracuse Liverpool. This meeting sets the SUNY Faculty Senate and its various committees' agenda for the coming year. At this meeting, the chair and fellow committee members work on their respective committee agendas and discuss issues and assignments. Members of the SUNY UFS Executive Committee review and discuss the individual committees' agendas.

- 2) that the SUNY Senate Fall Plenary meeting will take place October 19-21, 2017 at SUNY Delhi.

- 3) that SUNY Office of Diversity, Equity and Inclusion and the University Faculty Senate will be hosting a conference entitled “Engaging Diversity, Equity and Inclusivity in the Classroom, Campus and Community: Celebrating a Decade of Transformational Diversity Leadership” on November 29-December 1, 2017 at the Albany Marriott Hotel, located at 189 Wolf Road, Albany, New York. For more information on this event, please visit our website at www.suny.edu/2017diversityconference .

University Senate Executive Committee

Monday, September 12, 2016

Graduate Student Association Report – Dawn Wharram, Lead Senator (1 of 3)

The GSA E-Board for the 2017-2018 academic year is as follows:

| Position | Name |
|--------------------------|---------------|
| President | Dylan Card |
| Vice President | Chad King |
| Treasurer | Tom Robertson |
| Equity & Inclusion Chair | Jaime Coffino |
| Grants Chair | Sydney Heiss |
| Programming Chair | Mitch Torres |

All University Senate Committees and Councils as well as Ad-Hoc Committees have been staffed. Below are the 2017-2018 GSA representatives.

University Senate Executive Committee

Monday, September 12, 2016

Graduate Student Association Report – Dawn Wharram, Lead Senator (2 of 3)

University Senators

Lead Senator, UPPC

Senator, GOV

Senator, COR

Senator, LISC

Senator, GAC

Member

Dawn Wharram

Chad King

Tom Robertson

Cathleen M. Green

Sydney Faught

Ad-Hoc Committees with a GSA Representative Member

Campus Recreation Advisory Board

Bek Luke

Sustainability

Dylan Card

University Auxiliary Services (UAS)

Dylan Card

University Senate Executive Committee

Monday, September 12, 2016

Graduate Student Association Report – Dawn Wharram, Lead Senator (3 of 3)

University Senate Council

Representatives Member

LISC

Cathleen Green

CAA

Jeremy D. Berman

COR

Amanda Aykanian

COR

Tom Robertson

GAC

Jonathan Whyte-Dixon

GAC

Sydney Faught

GAC

Natalie Turner

UAC

Sadie Firstencel

ULC

Amani R. Edwards

ULC

Wenqian Wang

ULC

Mario Arredondo

UPPC

Dawn Wharram

UPPC-FAC

Ajay Raghavendra

UPPC-Resource Analysis & Planning

Dawn Wharram

University Senate Executive Committee

Thursday, October 13, 2016

Student Association Report – Felix Abreu, Student Association President

Nothing to Report

CAA – Alifair Skebe, past Chair

CAA – Istvan Kecskes, Chair, Mary Ellen Mallia Co-Chair

Nothing to report

CAFFECOR – Carol Jewell, Chair

CAFFECOR will meet for the first time this semester on September 27, 2017.

COR (Council on Research) – Robert Rosenswig, Chair

Nothing to report

University Senate Executive Committee

CPCA (Council on Promotions and Continuing Appointments) – *Nothing reported*

College/School **Full Professors/Librarians** **Associate Professors/Librarians**

CAS – Science MacDonald, Carolyn (Phy)

Lnenicka, Greg (Bio)

Fabris, Daniele (Chem)

Zhu, Kehe (Math)

CAS – Social Sci. James Hargett (East Asian)

Marilyn Masson (Antro)

CAS – Humanities Sayahi, Lotfi (LLC)

Andi Lyons (Theater) S-Frelin, Adam (Art)

CEAS S-Narendran, Paliath

Rock College S-Cruz, Jose (Poli Sci)

Erika Martin (Public Policy)

Libraries Carol Anne Germain S-Kessler, Jane

School Business S-Chandra, Uday (Acct)

School Education Donna Scanlon (Reading)

David Yun Dai (Ed Psy, Method)

School Public Health Moslehi, Roxana (Epi)

Weller, Wendy (HPMB)

School Social Work Ramos, Blanca

Robert Miller

University Senate Executive Committee

GAC (Graduate Academic Council) – Sean Rafferty, Chair

Sean Rafferty was elected chair.

GOV (Governance Council) – Jim Mower, Chair

GOV will conduct its first meeting of the semester on September 6. This report will be updated at the Sept. 11 SEC meeting.

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

Nothing to report

University Senate Executive Committee

UAC – Karen Kiorpes and Christy Smith, Co-Chairs

(1 of 3)

In early May via email UAC voted to approve some changes to the major in Computer Engineering. Selected **courses from the CEN program** have been revised to meet ABET accreditation requirements and guiding principles.

On May 22nd, Registrar Karen Chico Hurst and Assistant Dean of Undergraduate Education Kathie Winchester extended an invitation to members of UAC and its four subcommittees to attend a meeting to continue discussion of the draft proposal to expand the language of the **undergraduate grading and grade change policies**. The goal was to be in compliance with SUNY's 2013 guidelines, incorporate current business practices into the policies, and set a time limit on when grades could be changed. Earlier UAC and CAS feedback had been incorporated. Chief of Staff Szelest also had input into the document. In June it was circulated via email to the working group in attendance at the meeting for final approval.

University Senate Executive Committee

UAC – Karen Kiorpes and Christy Smith, Co-Chairs

(2 of 3)

In late May via email UAC and the Curriculum and Honors subcommittee reviewed a proposal from the Center for International Education and Global Strategy for a **Global Distinction** milestone. During a UAC meeting earlier in spring semester there was a discussion of how Vice Provost Harvey Charles was making presentations on campus regarding dual-degree programs integrating study abroad and international internships. The Global Distinction milestone evolved from those presentations. The Global Distinction Milestone would be awarded to students after they complete a set of integrated academic experiences including language study, study abroad, and an internship. The program would be administered by CIEGS. It does not involve any alterations to degree requirements for any major or minor. Over the summer, CIEGS' program coordinator will assemble lists of potential courses which will be reviewed in Undergraduate Education prior to CIEGS setting up meetings with individual departments. The milestone will appear on the bottom of the student's transcript when completed. The proposal was approved.

University Senate Executive Committee

UAC – Karen Kiorpes and Christy Smith, Co-Chairs (3 of 3)

The Interdisciplinary Studies Committee reviewed two proposals for **University-Wide Internships** for fall once the August application deadline had passed.

The **General Education** Committee finalized two pending proposals for general education category designations that had been revised.

The Committee on **Academic Standing** met two full days in June to review appeals for petition for late drops and academic dismissals. Approximately 265 students were academically dismissed and 134 appealed. 5 were negated because of grade changes, 84 were denied, 42 were approved, 1 still pending. UAC also met later in the summer to revisit two appeals involving new information. They met again to adjudicate an academic grievance coming out of the College of Arts and Sciences

The first UAC meeting is scheduled for 9/19. Subcommittees are forming.

University Senate Executive Committee

ULC – Ekow King, Chair

- Nothing to report

UPPC –James Collins, Chair Submitted by Cynthia Fox, Outgoing Chair (1 of 3)

Informational

The Council met on May 11. New members for the 2017-2018 academic were also in attendance.

The agenda included several reports:

- Vice Provost Ann Marie Murray gave the provost's report on behalf of Interim Provost Wheeler. She reported 1) that the **Strategic Planning Steering Committee is moving forward**. There have been meetings at all three campuses to discuss the proposal. Attendance has been good and the reaction has been positive; 2) that **the Provost's office held the first tenured faculty reception** made up of the applicants from 2015-2016; and 3) that the Provost's office is getting prepared for the new format of graduation and will meet subsequently to evaluate the changes.

UPPC – Cynthia Fox, past Chair (page 2 of 3)

The Resource Analysis and Planning Committee reported on its meeting of May 10 at which they discussed **the impact new enrollments and new programs** have on the **College of Arts and Sciences**. They voted on two motions.

- ◇ Motion one states that the **Campus Impact Form should be amended** to better reflect the real impact new programs will have on the College of Arts and Sciences.
- ◇ Motion two states **that once a new program is approved it should be mandatorily reevaluated again in either two or three years** in order to assess its ongoing impacts.

The subcommittee also discussed the **enrollment shortfall and its impact on the University's budget planning**. Vice President of Finance and Administration Jim Van Voorst reported that the shortfall would be made up through other sources.

The Facilities Committee reported on its meeting of April 6. Mary Ellen Mallia, Director of Sustainability, gave a report on **Sustainability initiatives**. Associate Vice President of Facilities Management John Giarrusso gave a presentation on **2017-18 budget implications for Facilities Management** and also on **construction projects around campus**.

New Business

1. The language in the draft strategic plan was discussed.
2. Proposed **changes to the Campus Impact Form** were presented and discussed, with new questions raised about the form's effectiveness in evaluating the resource implications of new programs and the final instructions
3. Also, the committee debated the final instructions on the approval page, especially the instructions given for the routing of forms.

On July 26, Chair Fox attended the Libraries' staff meeting on the topic of proposed changes to the Science and University Libraries

In August, Chair Fox circulated a draft of the new Campus Impact Form that included the proposed changes.

Actions Taken

The Council approved updates to the Campus Impact Form.

UPPC – James Collins, Chair (page 1 of 2)

Informational

The Council met on August 30. It heard a report from VP for Finance and Administration James Van Voorst, and council members discussed the basis for the VP's remarks about the capital side of the budget regarding the **CEAS/Schuyler renovations** and other works, and about the operational side of the budget, focusing on **enrollments** and complexities of the **Excelsior program**.

The council heard a report from Sridar Chittur, Chair of the Facilities Committee, and discussed **ways of helping define committee goals for this year**. That discussion will continue, and administrative visitors will be requested to help shape that agenda. Chair Collins raised the issue of constituent concerns over space changes made in the main University Library and the College of Arts and Sciences.

The council heard a report from Prof Mitch Leventhal, Chair of the Resource Analysis and Planning Committee, and discussed staffing of the committee, and a schedule of reports to the full council, tied to committee meetings with representatives from the Office for Finance and Administration.

UPPC – James Collins, Chair (page 2 of 2)

Informational

Chair Collins provided an overview of **Council's mission and functions** for new members; reported on the current state of the University's **strategic plan**, based on summer Campus Governance Leaders, and discussed appointments of Senate representatives to the **Assessment Advisory Committee for the Assessment of Non-Academic Administrative Units** -- Professors Stefl-Mabry from UPPC, Kressner from GOV, and Ng from CAS.

The Council discussed proposed revisions to the Campus Impact Form, all of which were accepted, with additional modifications.

The Council also discuss recent meeting of Senate officers with members from the Provosts, Office of Graduate Education, and Office of Undergraduate Education to improve routing of academic programs through the administrative and shared governance process. It was decided not to adopt strict deadlines for proposals but rather to encourage early consultation about all proposed program changes, whether of (apparently) small or large scale.

Recommendations:

- That the Senate leaders and appropriate councils, as well as the Offices of Undergraduate and Graduate Education communicate with Academic Deans and Departments about **the need to consult early with representatives of the Deans of Undergraduate and Graduate Education about all proposed academic programs and changes to existing programs.** Such consultation will help those involved to better understand the scope of the proposed changes, their implications for more than the proposing academic units, and the best or most feasible timetable for their review.

New Business

- SEC rights and responsibilities
- Council and standing committees organization and procedures
- Resolution of increased participation of contingent faculty in the Senate
- Senate/Share Governance Website:
www.albany.edu/sharedgovernance
 - Content
 - News & Updates

Rights and Responsibilities of SEC: Senate Charter Sect. VII

- 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.
- VII.4. The Executive Committee shall be responsible for oversight of council operations to ensure that Council Chairs fulfill their obligation as specified in VIII.3.7.
- VII.5. The Executive Committee shall review proposals and agenda items and may recommend for or against them. The Executive Committee shall either refer a proposal to an appropriate Council or place it on the Senate agenda. The Executive Committee may not prevent such items from appearing on the Senate Agenda.

Section III: Powers of the University Senate

- III.1. The Senate shall interpret the extent of the powers and responsibilities specified to itself in Article I Section 2.3 of the *Faculty Bylaws*. Unless otherwise specifically directed by the Faculty, the Senate shall construe its charge in the broadest possible sense.
- III.2. The Senate assumes that any policy, practice, or condition within the University which in its judgment significantly affects the quality of the institution's legitimate functioning is a proper concern of the Faculty, and hence, of the Senate.
- III.3. In order to fulfill its responsibilities to be consulted on major appointments specified in *Bylaws Article II Section 1.7*, the Senate shall interview final candidates for Provost and President.

Article 1, Section 2: Rights & Responsibilities of the Faculty (1 of 2)

- 2.2.1. The Faculty may initiate and shall disapprove or approve and recommend for implementation:
 - (a) All changes in, additions to, or deletions from the Curriculum
 - (b) Policies or standards regarding evaluation of students' academic work
 - (c) Policies or standards regarding admission to the University and to its degree-granting or certificate programs
 - (d) Policies and standards for graduation of students and awarding of academic degrees and certificates, including honorary degrees
 - (e) Policies and standards for the conduct and evaluation of research and teaching
 - (f) Policies and standards for appointment, promotion, and tenure (continuing appointment) of teaching faculty.

Article 1, Section 2: Rights & Responsibilities of the Faculty (2 of 2)

- 2.2.2. The Faculty shall be informed and given opportunity to discuss at the earliest possible stages in their formulation, and shall review and provide formal consultation on, prior to adoption, all proposals regarding:
 - (a) Creation, renaming, major re-organization, or dissolution of academic units and programs
 - (b) Goals and formal plans directing the future of the University
 - (c) Policies or standards governing speech and assembly on the campuses of the University
 - (d) Plans for development of new campus facilities, or major modifications or closure of existing facilities

Senate Handbook: COUNCILS AND COMMITTEES

Much of the business of the Senate occurs within its Councils and Committees. Councils may

- gather and disseminate information,
- act on matters for which authority has been delegated from the Senate, and
- recommend action in the form of **bills** and **resolutions** brought to the Senate.

Senate Handbook:

II. COUNCILS

A. Duties of Councils

... Bills and resolutions must be brought to the Senate Executive Committee, which sets the agenda for the subsequent Senate meeting. Executive Committee meetings take place two weeks before the Senate meeting, usually during the same **3:30-5:00** time slot reserved for Senate meetings.

Example of a bill is in the appendix of Senate Handbook. Please read the guidelines within the Handbook.

University Senate Executive Committee

Monday, September 11, 2017

Councils and Standing Committees Organization and Procedures

- Always report by due date even if “nothing to report” or “next meeting is ...”
- Calendar for the whole year!
- Procedures file
- Report Minutes and Agenda
 - Prior to meeting: in Council/Standing Committee Office 365 Folder
 - After the meeting: on the website
- Office 365 Folders: Senate-SEC, Senate-CAA, Senate-CAFFECOR, Senate-CERS, Senate-COR, Senate-CPCA, Senate-LISC, Senate-UAC, Senate-GAC, Senate-ULC, Senate-UPPC
- Subcommittees (file of volunteers)
- Questions for the President or Provost

University at Albany SUNY Resolution: Incorporating Part-Time and Contingent Faculty in the University Senate

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

RESOLUTION: INCORPORATING PART-TIME AND CONTINGENT FACULTY IN THE UNIVERSITY SENATE

Introduced by: Senators James Collins and Karin Reinhold Date: July 17, 2017

Whereas the increasing reliance on part-time and contingent academic labor to meet the teaching requirements of North American higher education has reached the point where the majority of academic teaching faculty are on non-tenure track appointments;

Whereas these teaching faculty are usually paid very low salaries, suffer from low status and poor working conditions, and are excluded from many forms of shared governance across the U.S. ;

Whereas the situation at the University at Albany has been studied by a Provost's Panel , and by the Albany Chapter of UUP , both of which call for improvements to compensation and benefits and the professional work environment, including the participation of part-time and contingent faculty and staff in departmental, college, and campus governance;

Whereas, the SUNY Faculty Senate passed a resolution in Spring 2017, calling on all SUNY campuses to encourage and support part-time and contingent faculty involvement in campus shared governance;

Be it resolved that the UAlbany University Senate pursue all feasible ways encourage and include part-time and contingent faculty in the work of the Senate, including but not limited to:

- (1) encouraging these faculty to **serve** on Senate Councils and Committees;
- (2) encouraging the administration to provide for service **stipends** for such work; and
- (3) amending the Faculty Bylaws to **grant voting faculty status to part-time faculty and staff.**

University Senate Executive Committee
September 11, 2016

Adjournment