•COLLEGE SENATE MEETING•
Minutes
DECEMBER 12, 2014 • BUTLER-210 • 2:00 P.M.

PRESENT			EXCUSED
Bayer	Hunt	Rodriguez	Adamo
Boorady	Irion	Sands O'Connor	Bajus
Carson	Jones C.	Sarratori	Ben-Merre (sabb)
Chicola	Lanning	Schmidt	Boyce
Christy	LeVine	Shandomo	Creech
Conway-Turner	Lysiak	Shephard	Goodman
D'Angelo	Maldonado	Sherman	Hotchkiss
DeWind	Marren	Stewart	McGovern (sabb)
Fasla	Mayrose	Sutherland	Nemard
Frezza	McCarthy	Vince-Garland	Paterson
Gellin	McMillan	Wall	Potts
Gradwell	Mernitz	Warford	Smith(study abroad)
Grinnell	Miller	White	
	Payne	K.Williams	
	Ponton	T.Williams	ABSENT
			Declet
			Fish
			Fujiuchi
			Furby
			Grant
			Hines
			Marcus-White
			Richards

•COLLEGE SENATE MEETING•
Official Minutes
December 12, 2014

CALL TO ORDER: *Senator Carson* called the meeting to order at 2:00 p.m.

ADOPTION OF THE AGENDA: *Senator Carson* presented the agenda, *Senator Mayrose* moved and *Senator Lysiak* seconded. The amended agenda was approved.

ADOPTION OF THE MINUTES: *Senator Carson* asked for a motion to approve the minutes of October 10th 2014. *Senator Williams* moved and *Senator Lysiak* seconded. The minutes of November 14, 2014 were approved.

PRESIDENT'S REMARKS

President Conway-Turner thanked the faculty, staff, and students for yet another outstanding semester. I have been impressed by the juggling all sections of our community have performed to complete projects, give and take exams, and move along all the work to conclude the semester. Though there have been predictable and unpredictable hurdles, the semester is ending on a very positive note.

1. I have continued to have productive and informative discussions with various groups on campus. I appreciate these frank and open opportunities for sharing and I look forward to continue these discussions as the spring semester begins.

2. The President Advisory committee on Marketing and Communication has been finalized and met for the first time this morning (Dec. 12, 2014). This committee will be chaired by Tim Walsh and has membership from faculty, staff, and students across campus. (See the attached list for membership). The President's Marketing and Communication Advisory Committee will develop recommendations to: 1) enhance or facilitate Buffalo State College's communication/marketing messages, 2) suggest ways to broaden the range/type of messaging to prospective students or others that influence the college choices of current students

3. Recent Meetings:
   A) College Council: Since our last College Senate we hosted a College Council meeting on campus. I updated the College Council on what has been occurring on campus since their last meeting and staff from the EOP program provided an overview of the program. Additionally two current students and one former student spoke to the Council and described how the EOP program was contributing or had contributed to their success. The College Council was very impressed with the program and the outstanding success of students who have completed the program and the graduation/retention rates of those in the program.
   B) Foundation Board: We also hosted a Foundation Board meeting last month. The board is already planning for the spring gala and ways to continue to enhance the financial support of the college.
   C) SUNY: Earlier this week, the system presidents met with the Chancellor in NYC. Among the items discussed was maintaining rational tuition and obtaining capital funds for campuses. We also discussed the SUNY Excels grid, the unified sexual assault policies, and enrollment trends across the system.

4. Provost Search: As many of you know, the firm Academic Search is supporting the campus in our recruitment and search for our next Provost. A representative was on campus on Dec. 5 to meet with campus constituents to discuss the traits and dispositions of our next Provost and to review challenges

we anticipate in the future. I would like to thank all those that participated in these discussions and especially thank Vice President Payne and Dr. David Carson for their leadership of the search committee.

5. 2014-15 College Goals: As I reported earlier the cabinet has been refining the goals that we will complete for this academic year. The entire set of goals can be found on the President's website under Strategic Plans. You will see that each goal is tied to our current strategic plan and indicates the across division partners that are needed to complete the goals. You will also note that specific actions are delineated to complete the goals. And finally you will note that the priority and the date of completion have been noted. Please take the time to review these goals because they are guiding our work for this year. I believe the goals are on target and will allow us to make significant achievements for this year. Although you will be most familiar with the goals for your home division, I encourage you to review the work that is being completed across campus to move our college forward.

Goals for 2014-15 can be found at http://president.buffalostate.edu/strategic-plan

Provost Ponton will update the College Senate on online education on campus, and *Vice President LeVine* will provide the budget update for the College Senate.

Online Education Update/Report from Provost Ponton

ONLINE ADVISORY COMMITTEE: ACCOMPLISHMENTS AND DIRECTIONS   DECEMBER 2014

The Buffalo State Online Advisory Committee was formed in the spring of 2013 and has met five times. Reporting to the Provost and the Chief Information Officer, the charge to the committee is:

- To guide Buffalo State efforts in online education.
- To serve as an advisory entity for all facets of online learning (policies, practices, protocols).
- To integrate Buffalo State planning with SUNY initiatives in online education.

Current members include: Judith Basinski, ISAS AVP CTS; Marc Bayer, ISAS Interim Library Director; Susan Birden, SOE Adult Education; Ted Byrley, NSS Economics and Finance; Janice Carello, UC Writing Program; Nancy Chicola, SOE Elementary Education and Reading; Benjamin Christy, A&H Dean; John Earshen, SOP Engineering Technology; Ken Fujiuchi, ISAS Faculty Librarian; Victoria Furby, A&H Music; Bradley Fuster, Interim CIO; Maryruth Glogowski, AVP ISAS; Jason Grinnell, College Senate Academic Planning Committee and A&H Philosophy; Melaine Kenyon, ISAS Instructional Resources; Heather Maldonado, UC Academic Standards; Amy McMillan, College Senate Faculty and Staff Welfare and NSS Biology; Wendy Paterson, SOE Dean; Meghan Pereira, ISAS Instructional Resources; Scott Phillips, SOP Criminal Justice; Dennis Ponton, Provost; Kevin Railey, Graduate School Dean; Margaret Shaw-Burnett, AVP Continuing Professional Studies; Mark Warford, A&H Modern and Classical Languages.

During the 2013-14 year the committee divided into five sub-committees (Planning and Vision, Faculty, Coursework, and Assessment, Student Learning and Assessment, Student Support Services and Policies, and Finance, Infrastructure and Marketing) and reports were generated (see below) and will be reviewed in light of 2015 goals.

Online Advisory Committee Progress – 2013-14

1. Planning and Vision Subcommittee:
   Produced Vision, Mission and Core Values Statements.

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2. Faculty, Coursework, and Assessment Subcommittee
   Addressed and provided recommendations on 1) the role of faculty in constructing, overseeing and assessing online course material, 2) how online courses fit within the established structure and protocols for curriculum development and oversight, 3) online vs. non-online differences and similarities in evaluation and assessment, and 4) issues of design and content of courses in an online environment.

3. Student Learning and Assessment subcommittee
   Addressed and provided recommendations on 1) best practices for online student learning assessment, 2) student readiness, 3) outcome-based learning, 3) student engagement in online learning environments, 4) academic integrity, and 5) retention.

4. Student Support Services and Policies Subcommittee
   1) Reviewed and approved the use of the Online Learning Quality Scorecard (previously the Sloan-C scorecard) to address best practices for online students and evaluated Buffalo State's compliance with this set of standards. 2) Investigated online tutoring services. 3) Produced a list of DOPS and other campus policies and practices to be reviewed and updated. Assigned review of these policies to OAC members.

5. Finance, Infrastructure and Marketing Subcommittee
   Recommended 1) forms for all transactions with the institution need to be available online and evaluated the current state of online forms, 2) financial support for marketing for online programs, 3) financial support for online learning be available from department allocations, revenue generated by online offerings or other means, and 4) the possibility of an online student fee be explored.

Goals for 2015

1. Review DOPS to reflect online instruction. Policies being reviewed include (among many others): Academic Freedom, Academic Misconduct, Advisement, BSC Organization, Change of Major, Declaring an Academic Major, Financial Aid, Leave of Absence, Maintenance of Public Order, Religious Observance, Student Identity Verification.

2. Support Open SUNY + Campus Team in implementation of signature elements (personalized student services, comprehensive faculty support, robust technology, institutional commitment to quality assurance, assessment of program effectiveness, commitment to growth supported by a robust financial model).

3. Identify strategies to fulfill the Strategic Plan goals of increasing "the number of distinct hybrid and online courses by 20%" (SD1) and establishing "10 or more fully online degree or certificate programs to attract new student clienteles." (SD6)

4. Participate in SUNY Institutional Readiness Process – Spring 2015. SUNY Institutional Readiness uses the Online Learning Quality Scorecard.

5. Produce a report of activities and accomplishments of the committee for the Buffalo State community.

Questions?

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2014/15 State Purpose Budget Overview from Vice President LeVine- PowerPoint

2013/14 Budget Projections Beginning of Year
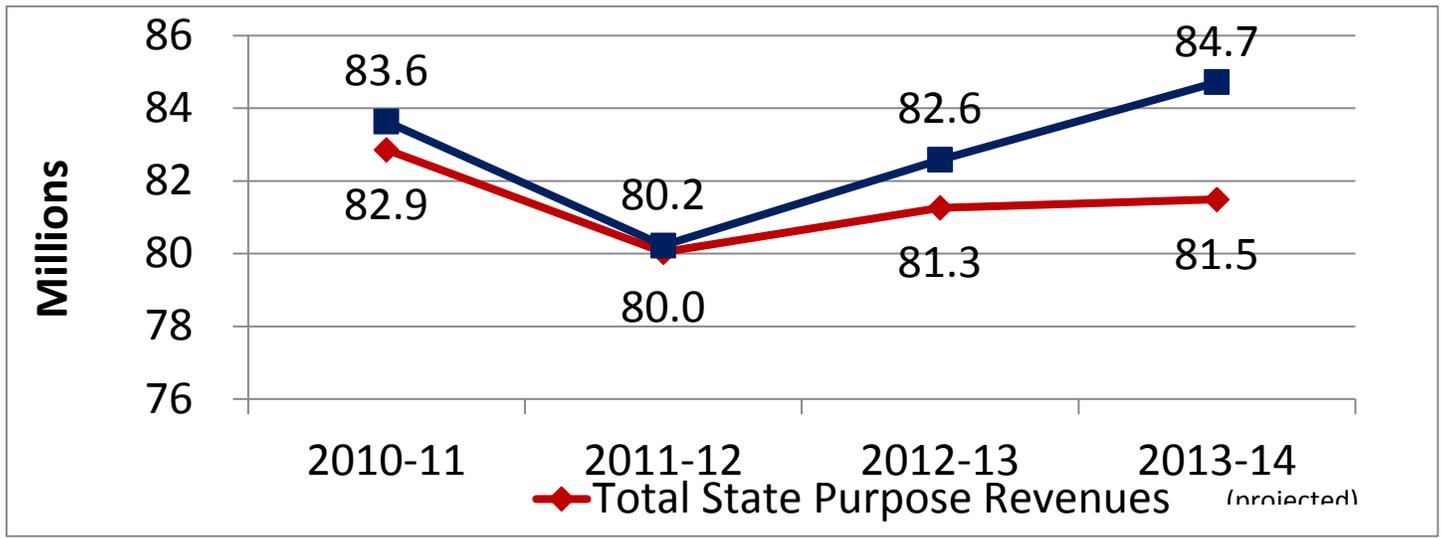
2013/14 Plan to Address Deficit

- Provide units with funding for $1.1m in negotiated salary increases from central sources
- Establish a total campus budget that addresses ½ of the projected $3.2m deficit

Projected Expenditures = $84.7m
Desired Expenditure Reduction = $1.6m
Target Budget = $83.1m

- Monitor unit budgets against actual expenditures
- Implement position control

Calculation of Revised Unit Budgets-2013/14

	Current Allocations 2013/14	Reduction to Allocations 2013/14	Distribution of Salary Raise Resources	Revised Allocations 2013/14
Academic Affairs	45,631,400	(1,882,800)	565,100	44,313,700
Finance and Management	14,604,200	(602,600)	213,200	14,214,800
Institutional Advancement	3,151,200	(130,000)	32,300	3,053,500
Information Services and Systems	7,931,700	(327,300)	121,800	7,726,200
Student Affairs	7,250,500	(299,200)	104,400	7,055,700
President's Area	908,700	(37,500)	6,000	877,200
General University	7,204,500	(297,300)	(1,042,800)	5,864,400
Campus Total	86,682,200	(3,576,700)	0	83,105,500

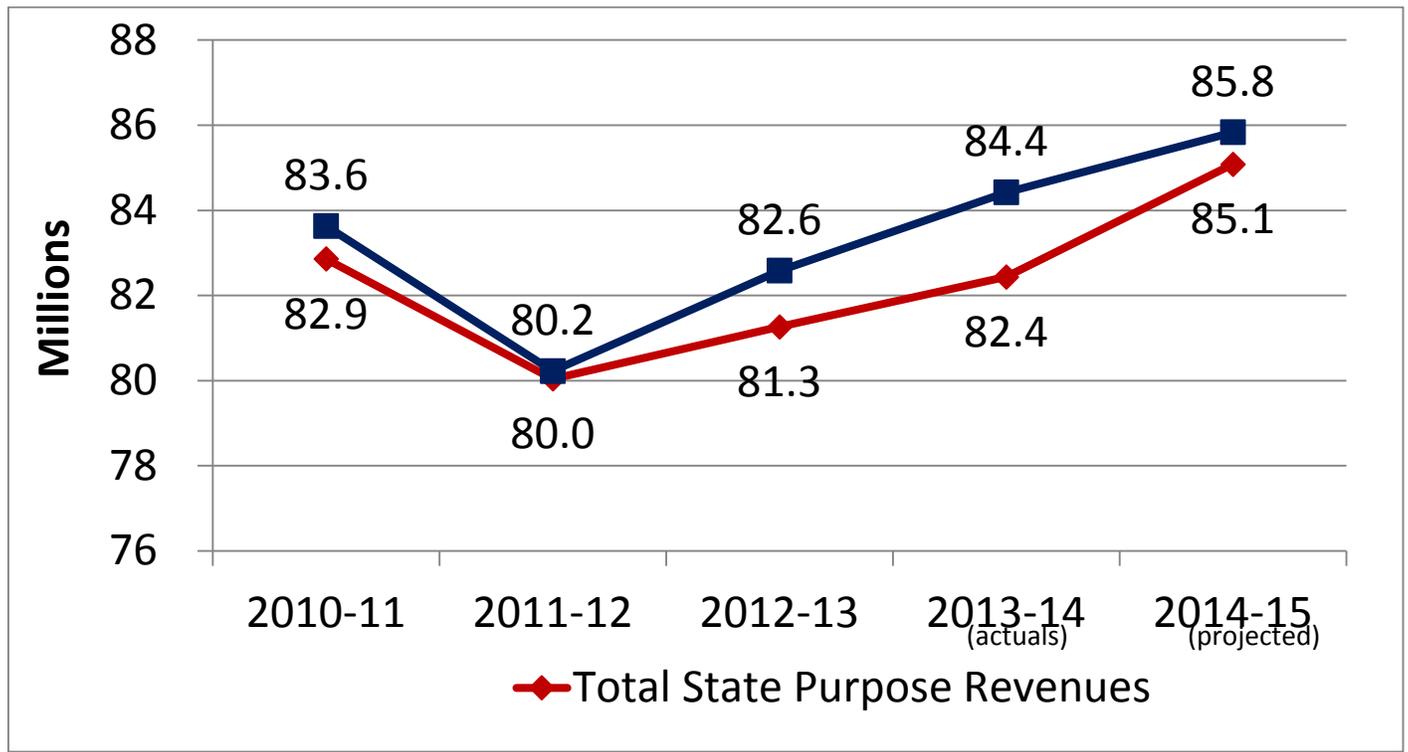**Final draft of 12.12.14 Senate Minutes for Senate ESP send out.**

Final Results for 2013/14

	Original Projection	Actuals	Difference
Sources:			
Revenue	57,347,000	58,289,529	942,529
State Tax Support	24,144,900	24,144,900	0
Total Sources	81,491,900	82,434,429	942,529
Uses:			
President's Office	891,064	891,064	0
Academic Affairs	44,264,036	45,585,015	1,320,979
Finance & Management	14,205,500	14,111,630	(93,870)
Information Services/Systems	7,769,394	7,721,780	(47,614)
Institutional Advancement	3,056,000	2,865,915	(190,085)
Student Affairs	7,116,424	6,944,350	(172,074)
General University	5,803,082	6,300,328	497,246
Total Uses	83,105,500	84,420,082	1,314,582
Net Results	(1,613,600)	(1,985,653)	(372,053)

Projections for 2014/15

	2014/15 Projection	2013/14 Actual	Difference
Sources:			
Revenue	60,623,000	58,289,529	2,333,471
State Tax Support	24,461,100	24,144,900	316,200
Total Sources	85,084,100	82,434,429	2,649,671
Uses:			
2013/14 Base Budget	83,105,500		
Contractual Salary Increases	1,734,900		
Tuition Credit for TAP	530,400		
Utilities Increase	300,000		
Approved Investments	164,500		
Total Uses	85,835,300		
Net Results	(751,200)		

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Comparison of State Purpose Revenues to Expenditures

Five Year Budget Projections

	2014/15	2015/16	2016/17	2017/18	2018/19
State Purpose					
Tuition	$ 60,291,000	$ 63,208,000	$ 63,208,000	$ 63,208,000	$ 63,208,000
Other	332,000	332,000	332,000	332,000	332,000
State Tax Support	24,461,100	24,144,900	24,144,900	24,144,900	24,144,900
Total Sources	85,084,100	87,684,900	87,684,900	87,684,900	87,684,900
Total Uses	85,835,300	88,653,700	91,538,400	91,850,300	93,022,300
Surplus (Deficiency)	$ (751,200)	$ (968,800)	$ (3,853,500)	$ (4,165,400)	$ (5,337,400)

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	2014/15	2015/16	2016/17	2017/18	2018/19
State Purpose					
Tuition	$ 60,291,000	$ 63,208,000	$ 63,208,000	$ 63,208,000	$ 63,208,000
Other	332,000	332,000	332,000	332,000	332,000
State Tax Support	24,461,100	24,144,900	24,144,900	24,144,900	24,144,900
Total Sources	85,084,100	87,684,900	87,684,900	87,684,900	87,684,900
Total Uses	85,835,300	88,653,700	91,538,400	91,850,300	93,022,300
Surplus (Deficiency)	$ (751,200)	$ (968,800)	$ (3,853,500)	$ (4,165,400)	$ (5,337,400)
IFR - Institutional Activity					
Administrative Overhead	$ 585,000	$ 585,000	$ 585,000	$ 585,000	$ 585,000
Maintenance & Operations Overhead	800,000	800,000	800,000	800,000	800,000
Excess Fringe Collections	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Rentals & Other Recoveries	957,000	957,000	957,000	957,000	957,000
Total Sources	3,842,000	3,842,000	3,842,000	3,842,000	3,842,000
Total Uses	2,614,900	2,366,700	2,366,700	2,366,700	2,366,700
Surplus (Deficiency)	1,227,100	1,475,300	1,475,300	1,475,300	1,475,300
Net Surplus (Deficiency)	$ 475,900	$ 506,500	$ (2,378,200)	$ (2,690,100)	$ (3,862,100)

Senator Carson: How are our reserves?

Vice President LeVine noted that Buffalo State's reserves are approxiamately $25m, we are a cash rich institution; meaning reserves and investments have been maintained and growing them. Once you spend your reserves they are gone*.* You cannot have a base budget showing we have the ability to make investments and to make the right kind of investments to do the right kinds of thing.

Senator Carson: We are required by SUNY to maintain a certain percentage of our total reserves is that correct.

Vice President LeVine: They want us to exceed a certain percentage of our expenditures, because the legislature looks at that. We are getting close to that number. There is a floor and ceiling limit, we are near the top of that.

Senator Sherman: Was SUNY was going to take money from the reserves across all of SUNY to make up for the deficits of the Downstate Medical Center?

Vice President LeVine: SUNY is going to balance their budget or deal with problems by using campus cash. The L.I.C.H. is about settled at $600m debt, it may go down to $300m. How they resolve that is unknown. One of the pieces of the budget requests for next year is for SUNY to wave that debt. If they have to cover that, we will have to wait and see.

Senator Williams: What is the assumption for the number of faculty; to stay the same, or assuming that retirements are replaced?

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Vice President LeVine: We took the base budget as it is today and continued it out. This is very unscientific; this is a case in budget where you have no control.

My idea of putting this out there was to show that potentially we have reserves, and we need to keep on thinking about them. If I close that budget for the state purpose, it doesn't mean we are okay. Things happening we need to be aware of and we have to be thinking about and I'd rather be thinking about them early than having to react to them.

Senator Miller: The deficit reduction component we have now where we are taking a hit; next year we won't have this. Is this factored in? The end of the contract, etc., how does this project out?

Vice President LeVine: Deficit reduction plan and as salaries went down, the first year or two we took money centrally put it aside so when we had to pay it out we could put the money back in the units to cover costs. Last year when we hit the big deficit we decided to let the money stay in the units it would help bridge cuts they had to pay. Once you start that you have to pay it back. We will take this year by year.

Senator White: There is $22m in reserves (according to Middle States report from two year ago). There is $25m today in reserves, ($3m over) so is this suggesting the campus is operating at a profit every year. Where is this excess money coming from?

Vice President LeVine: I am not sure where Middle State's got that number. One of the discussions we had at a BSAC meeting was how we show a deficit every year, and our reserve number grows. Reason is all of the discussions have been on the state purpose budget. The campus would use to balance the budget and help grow our reserves. We are talking about that. Some years the numbers were high and helped grow our reserves. That is really the sources.

Senator White: Chancellor Zimpher asked us to reallocate 5% of our administrative costs back into the instructional side. Are these numbers reflected there?

Vice President LeVine: We use the rational tuition program to balance our budget. We try to maintain the academic side at the cost of the administrative side. Her remarks were a press release and we never heard more on that.

CHAIRS REMARKS

Senator Carson: Once again, we have lost a member of the Buffalo State community and friend to the College Senate, *Tom Quatroche.* Tom's career here lasted 35 years; and now, to say a few words about him, *Provost Dennis Ponton.*

Provost Ponton gives eulogy for *Tom Quatroche.*

Tom started his higher education at Fredonia, and received his Master's from Albany. He served for five years as Vice President of Student Affairs here and was also active on the College Senate for 15 years as; Vice Chair of the College Senate, Chair of BSAC, Academic Standards and also Instruction and Research. He also was inducted into the Buffalo State Athletic Hall of Fame.

Senator Carson: I want to begin my remarks by thanking the senators who were filling in for someone on sabbatical, and for whom this is their last senate meeting. *Lydia Fish* sitting for *Patrick McGovern* who will

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be returning in the spring from his fall sabbatical. *Janey Nemard* sitting in for student *Senator Serenity Smith,* who will be returning from studying abroad. I want to thank you for your service to the College Senate and to SUNY Buffalo State.

I'd like now you a brief update on the Provost search.

We have an excellent search committee, comprised of eight faculty, one dean, one professional staff, one undergraduate student, one graduate student, and co-chairs Vice President Payne and me. We have met with our search consultant, Dr. Jessica Kozloff and have finalized the ad and the timeline and the recruiting has begun.

There will be 7-8 weeks of recruiting before the preferred deadline of February 6. During that time, members of the search committee will review applications online and each member will compile a list of their top 10, which we will submit to Dr. Kozloff, and from those lists we will create a pool of 8-10 semi-finalists.

Before spring break, we will conduct neutral site interviews, narrowing the field so that we will be able to conduct on-campus interviews in late March and early April. The committee will then submit a short list to *President Conway-Turner* who will make the final selection, and we will be ready to have a new provost in place.

You probably know that Dr. Kozloff was here on December 5, and spent the day meeting with various constituent groups to gather views, opinions, advice, hopes, and dreams. I had the pleasure of attending every meeting with Dr. Kozloff, and I wanted to tell you how pleased I was with the commitment, and the passion, and the tone that individuals consistently brought to those meetings. It is clear that the Buffalo State community shares a true love of this institution and a driving desire to see it reach for the stars and to soar into the future. There is a real commitment to excellence in academics and an absolute determination to have Buffalo State reach its fullest potential. One word came up several times in the course of those discussions, and it made me smile to hear it. The word was "family." *The Buffalo State family.* There is a widespread and genuine sense on this campus that we are in this together, that we are somehow "related" to each other as we work together to make the most of our "home."

With the holiday season here our thoughts naturally turn to the warm memories of holidays past, and of family members who are present, and those who are no longer with us. I am grateful for those memories. And I am also grateful for my Buffalo State family. There are many reasons why this spirit exists on this campus, and one of them is related to the person we are attempting to replace as Provost. Many people in our meetings---mentioned *Provosts Ponton's* compassion and integrity in fulfilling his duties as Chief Academic Office, and they insisted that those qualities must be present in his successor. So, as the search continues, and as we plow through the business of today, and as we plan for the work of tomorrow, let's never lose sight of one of the many things that makes Buffalo State such a special place, we are a family.

COMMITTEE REPORTS

Budget Staff & Allocations (BSAC)- Senator Ted Schmidt, Chair
BSAC's Response: A Praise, a Concern, and some Recommendations

- **BSAC goals:**
1. Transparency
    - BSAC unanimous in praise of transparency from F&M
    - We continue to receive more financial data
    - But we're not there yet…

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2. Move to ALL-funds budgeting in support of strategic planning.
   – We do planning and set goals, but, for the most part, we haven't done a good job of identifying $s to fund.

All-Funds Budgeting

- Historically, financial concerns (deficits) focused only on State funds--$85 million
- E.g. Last year's budget cuts based on state operating deficit of $3.2 million
  – In BSAC's response last year, we argued against solely focusing on balancing the state budget
  – The 2014-15 projection shows how Finance and Management (FM) is using All-funds approach this year. Also cancelled second round of cuts
- BSC's All-funds budget closer to $125 million.

Five Year Budget Projections

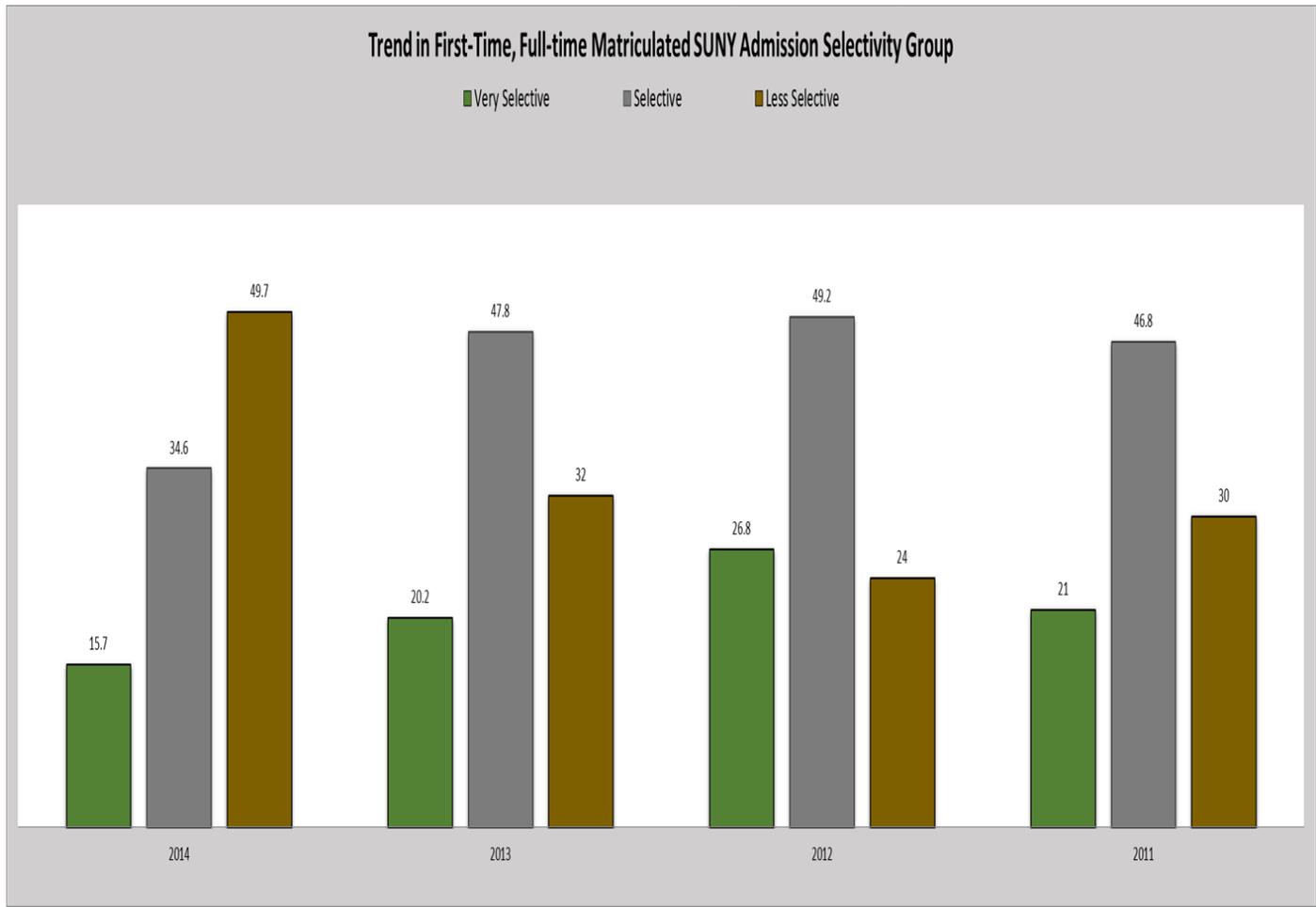|	2014/15	2015/16	2016/17	2017/18	2018/19
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Net Surplus (Deficiency)	$ 475,900	$ 506,500	$ (2,378,200)	$ (2,690,100)	$ (3,862,100)

All-Funds: other major accounts

- **Note: some in deficit and some in surplus**
1. Summer Session under AA
   – (Deficit)
2. Dormitories
   – STAC (privately funded--balanced) under FM
   – DIFR (state funded--surplus) under SA
3. Foundations
   – Research (Deficit)
   – Buffalo State
- Need to bring all major accounts under an all-funds approach.
- BSAC recommended last year merging ALL Dorm financials under FM--this is an easy first step.

BSAC's #1 concern—Enrollment/Profile

- To emphasize: state allocation is fixed, so enrollment/tuition determine revenue
- The fix for remainder of 2013-14 $3.2 mil def:
  – "Hit an enrollment number to balance budget."

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- Senate was told that it would not be done by reducing standards, however…
  – Profile changed significantly
- Our concern is retention for this cohort will be lower (enrollment=$)

Trend in First-Time, Full-time Matriculated SUNY Admission Selectivity Group

■ Very Selective ■ Selective ■ Less Selective

The Good News…

- **BSAC** believes we have the ability ($) to choose a "direction," and make necessary investments over 2-3 year period to achieve that goal.
  – We have an All-funds surplus and $25 million in reserves.
- The critical choice from 2014-15 VP goals:
  – "Appropriate mix of students" (April 1st completion date)
- Choices:
  – Keep current mix of 50% LS.
  – Back to 30% LS and (most likely) downsize.
  – Somewhere between
- Regardless of choice, each one requires funding in some way to reach the goal.

Recommendations

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1. Transition to All-funds this academic year
    – Bring major sources of funding under one roof
    – President and cabinet determine funding priorities to meet stated strategic goal(s).
2. Run a strategic deficit on state account
    – E.g. Shift lines from IFR to state (saves 56% on benefits), shift OTPS to IFR
3. Combined with #2, balance the non-state deficits (e.g. Summer, broad-based fees, and RF)
4. Reorganize to meet goals and create efficiencies via
    – Academic Array
    – Admin Array

There was discussion following BSAC's report.

Senator Stewart: Asked if BSAC and *Vice President LeVine* meet to discuss the intricate budget issues often.

Senator Schmidt responds. *VP LeVine* does attend BSAC meetings, and he is involved with the committee.

Senator Mernitz: Should we focus more on synthetic approach, if we are looking at 50% failure rate on this issue? If we are expecting problems with retention, should we also consider retention efforts, remedial adjunct and a more synthetic approach focusing on management and also with support staff and faculty?

Senator Schmidt: We will have this discussion. If that is the decision to remain where we are at, in terms of selectivity, investment in people to support. If we go the other way that means we are going to lose some enrollments then we will need an adjustment period to become smaller from our perspective.

Senator Sherman: How is the decision going to be made between those choices?

Senator Schmidt: I do not know; the administration would be better to address your concern.

Senator Sherman: Right now we are creating the next fall schedule. Depending on class sizes, etc it is hard to determine the number of sections we need to offer and we have no idea how to do that. As to what we are expecting those things to be. It is hard to plan to be strategic to create those courses in our sept to meet the need if we don't' know what the mix will be.

President Conway-Turner: We never know exactly what the mix will be. Working hard across divisions to look at our retention efforts to make sure we retain the most number of them here. We are having discussions on being strategic on recruiting the very best students to Buffalo State. This is an ongoing process. There is no way to foresee what the classes are going to look like. These discussions have to occur and across all divisions. One of the things I am Revamping our enrollment strategic committee, we will be adding more voices to that so that more people will consider that mix; both on the student affairs side, and academic affairs side and the student affairs side. Looking at the goals, we are talking about retention issues. You focused on only one aspect; GPA, and SAT, this is only one part of the mix. We have to also look at the mix of 1st year students coming on board, transfer students and graduate students. All of these things have to be discussed; this is not a simple question to answer.

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Senator Carson noted in response to *Senator Sherman's* original question that the Senate is a recommending body, an important body. And hold the administration accountable for decisions made, according to our by-laws.

College Senate Curriculum Committee, Senator Karen Sands O'Connor, Chair

Senator Sands O'Connor presented her committee's resolution to revise the language in DOPS on the Minor Policy. There was no discussion. A formal vote will take place at the February 13th 2015 Senate meeting. *(see Appendix A for detailed motion).*

Faculty and Staff Welfare Committee, Senator Amy McMillan, Chair

Senator McMillan presented her committee's motion to revise the language in DOPS on Mid-semester appraisal of student progress; *(see Appendix B for motion).* There was no discussion. This motion will be voted on at the February 13th 2015 meeting of the College Senate.

Instruction and Research, Senator Kevin Williams, Chair

Senator Williams presented two motions:
- Extra Service resolution.
- '721' Graduate class. Graduate Thesis/Project Continuation Policy in DOPS.

There was no discussion on either motion. Both resolutions will be voted on at the February 13th 2015 meeting of the College Senate. *(see Appendix C and C-1 for motions).*

UNFINISHED BUSINESS *(formerly 'Old Business')*

Discussion of the Margolis Healy Campus Safety Report

Senator Stewart: Stated his support of the national protests with the minority community and police, and with our own UPD report and c. I would like to thank the president and her predecessor for having the fortitude to have the UPD reviewed by an outside organization. Contrary to popular opinion, there is something wrong with our police department. We need to hear good things about our UPD as opposed to what is in the UPD safety report. This report seems to me a; *"I'm watching you and I don't like what I see report."* Some of the things I read about that need addressing by the powers that be are:
- In terms of the essential challenges; the perception of racial profiling on campus.
  - *They do not have any documentation on it, but they say when they asked the officers about it, many officers did not acknowledge it, they were not sensitive to it, and were not concerned. This is problematic.*
- Lack of community engagement and community policing:
  - Lack of trust of UPD, people felt threatened by UPD
  - Overzealous of arresting students.
  - UPD officers practice a 'heavy handed' enforcement with the laws around the campus. The officer's claim that is because they are in a high crime area. (Contradictory to petty theft, burglary types of crime stated by the Chief of BPD). So why the heavy handed policing?
  - Concerned with the lack of training with civil rights issues. Many of the young officers are not keen on the civil rights issues/movement, more training is needed there.

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- o They do not think the judicial board is punitive to students who violate the college code, so some of the UPD feel they can be the judge, jury, etc. and punishment in terms of what they do is problematic. We have a campus safety board which is charged with reviewing sexual assaults and the chief of UPD does not attend that board, but sends one of his lieutenants.
- Many officers do not have the supervision needed;
  - o This could cause liability issues with UPD; i.e., officers being sued, etc.

I do respect the UPD and they do a lot of good things but with some of these problems, how does the college plan to address these issues?

Senator Carson asked for other comments.

Senator D'Angelo: Some of these issues will be going to the advisory committee to look into them.

Senator Wall: At the Senate Agenda Committee meeting we talked about having additional people serve. Do we know when the Advisory Committee will be formed, and know in terms of the charge, and who will charge it?

President Conway-Turner: I will charge the committee. It will be based on the recommendations and needs of the institution. I'm currently in conversations with a number of people about potential members of the Advisory Committee. I certainly welcome any suggestions others have.

Senator Carson: Recommendations in the report state it should be made up of students, faculty, and members for the UPD. I heard this once: "If we have a problem we can either fix the blame or fix the problem. I say we fix the problem, and am more concerned with that than the blame.

Vice President LeVine: In response to *Senator Stewart*. What are the steps we have taken; we have been working on this since the day of the exit conference. We have been working on drafting a strategic plan for community policing and will passed it on to the advisory committee for review, edit and adoption. We also drafted a charge for the advisory committee for the president's review.
SUNY brought in an independent consultant to do diversity training that was put on by SUNY. We plan to look at this and see if it is worth bringing it in to our campus and making a tailored program for Buffalo State.
We want to be out ahead and to set a good example for the SUNY campuses, as they too have the same UPD issues.
We have met with the Student Judiciary (SJ), *Vice President Payne* called a meeting of various units, the SJ, Residence Life and UPD to discuss things that need addressing. We have done a deputy police search and before moving ahead with that we have changed the job description so that 20% of this individual's job is focused on being a liaison to the campus community for community policing efforts. Something we want to reinforce -
In the past UPD had 8 individuals focused on community policing. They had two assistant chiefs focused on community policing one lieutenant and six officers grant based, and when those grants dried up, the campus wasn't able to maintain those positions. If people are expecting that past level of effort, this will be a problem. We would like to put a full time community policing officer on campus to focus on that. *Chief Carey* and I have talked with the officers; they need to understand the environment and priorities. I have noticed a difference in how they are handling things. When you leave campus now, you see them in the far parking lots, whereas before they were pulling people over at traffic stops. They are walking around campus. During orientation we did get a lot of compliments on how UPD are doing things. They are a committed and dedicated group of

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individuals, they just need some additional direction. Between the Community Advisory Committee (CAC) and with the leadership of the president and myself we are going to get there.

Senator Hunt: I hope that CAC can focus on issue of what data we are collecting. I don't think this report says that there is no racial discrimination by the police department and there actually is. It says; there is no evidence on it based on a narrow window of arrest data. Arrest data is not always the best indicator of present or absent biased policing reports.
It does point out that in NYS there is not a requirement of collecting racially ethnic data. As a community we need to know how we can engage in data collection practices that will give us a better sense of whether the feeling among students, faculty and staff, that there is racial biased. To what extent that maybe occurring other than arrests, so we can more meaningfully go forward, tailor our training, our policies, etc. There is a lot of discussion on branding, but I am hesitant to put a happy brand on what might be some problematic encounters and practices. We need to investigate further than current data allows us to do.

Senator Carson: My understanding is that the problem with collective data is that race is self-identified. You are asking the officer to do would be to make assumptions about race when the stop is made, and you run into some problems with that as well.

Senator Hunt: I agree. There are best practices out there we can look into. This is an active area of research all around the country. Beyond that in the report, this could be part of the practice and that isn't perfect either. We need to be cautious about just saying this is all we have. Campus community of people who approach problems and figure out how to collect data in many forms to solve them.

Senator Carson: This may be one of the first tasks of the CAC.

Vice President LeVine: True, it isn't a requirement, and it has to be self-identified. I had discussions with the head of the SUNY Police, Chief Carey, and Chief of UB's Police Department. The collection of data is something other places are doing, University of Albany does it, and their perception is that ultimately it will be required and they don't think it is a bad thing. We are in the process of having to make changes to our technology systems to respond to some CLERY changes. As part of that we are going to change the system to be able to accumulate that data. We need to talk with the CAC, look at all sides of this. But we want to be prepared to do that, if the decision is made that this is right thing to do.

Senator D'Angelo: If you look at the overwhelming stats of who is pulled over, searched, and asked to step out of their car, it usually happens to be of racial ethnic minority. There is an enormous amount of research out there that should not be

Senator Stewart: One challenge of demographic composition of UPD; on the report four females one African American and one African American male. Two out of 35 are of color on the UPD. Buffalo State needs to be concerned about being diversified, *Vice President LeVine* alluded that Buffalo State wants to be a leader in the UPD; a novel strategy that to diversify UPD going beyond those civil service exams. Affirmative Action is a hot blood issue. I read the national report, (in terms of the executive order by President Kennedy in the 60's) We want to be proactive, we don't want to hire unqualified people, but if you have a qualified person in that pool, given they were locked out for so long they should be given an opportunity; we should consider some affirmative action hires of qualified candidates of color to diversify that department. You have a significant

number of minority of students, faculty and staff, this lends itself to creating a problem we can avoid by adding diversity.

Vice President LeVine: The Chief would agree with that. One of the reasons that comment is in the operational report and not in the main report is because of the efforts we did make over the years to get minorities to take the exam. I have talked with the head of the SUNY Police dept. on how we change that. One year at Stonybrook they were allowed to do special hiring and bring in minority officers to increase the diversity. We recognize it as a problem. We wrote a letter today to the governor and it was signed by the president. There is a bill on his desk about the retirement system. The SUNY Police Retirement System is different from any other police agency system, and it is a hindrance to attract any candidate and we have high turnover because of this - including minority candidates. We have taken efforts and need to get changes to Civil Service in order to help with this.

UPD Chief Peter Carey We have done what we can at the local level. Civil Service Laws and practices limit the hiring capabilities on who we can reach. We spent significant time and effort reaching out to, colleges, religious institutions, and minority associations. We have approached SUNY and Civil Service to make the changes, but these are laws that you can't go around. The report recommends that we look to SUNY central administration to help us identify our recruitment/retention challenges of our officers; the report recommends having our officers lobby to make the changes to civil service and get more diversified. I get a list from civil service and I cannot deviate from that by law. When we had the last announcement, it was on the Daily, classrooms and Equity and Diversity Office. I ask anyone to help us and for your input and ideas to your constituents in helping us to diversify our UPD force. This is every four years.

Senator Maldonado: What initiatives do we have in our Criminal Justice program to start building those bridges with those four year cycles? Do we have an exclusive program where Criminal Justice (CJ) students can shadow UPD and talk to the UPD officers to see what the field is like? Seems like a nice bridge that may help in multiple ways. What do we have to enhance those efforts?

Senator D'Angelo: You would be amazed on how many different departments across the country come here to recruit our CJ students. Many of our CJ students want to become police officers. Most students would prefer to be city police officers, and state troopers, highly sought after jobs because of the benefits. Whenever we receive announcements we do inform our students of all of these different activities. Organizations have different events for policing/correctional officer events; where we invite our and other students to come to these events. We don't have a program per say that targets kids for policing, but whenever we get these notices we do inform our students and other students as well. The attractive jobs are at the state and federal level, not at the local level.

Chief Carey: I teach a class. Last year we were giving our civil service test, along with other municipal police exams at the same time. One example: A black female student I taught was going to take the police exam, she said; "I didn't take the university police exam, I only took the Buffalo Police exam." She didn't score high enough on that exam, so she will probably not have that opportunity. I asked her why, she said she wants to work in the municipal setting. We don't have the same benefits that all of the other police departments have in the country. That is a hiring/recruiting deterrent for us. I am in the hole from day one to even get them to take the test. In the municipal police setting after four or five years they can make $100,000, and can retire in

twenty five years. The salaries for our UPD officers is low $60'sK. Many of my officers leave after four years to go into a municipal police job.

Vice President LeVine: The one program we do have is the UPSA program. 70 students signed up and they get to work with the UPD.

Chief Carey: I teach, and recruit. Our exposure is out there, but I need help from everyone. We cannot do it ourselves.

Senator Carson stated his thanks to *Chief Carey* and everyone for their input and comments. And I would like to bring this to conclusion for now, and we must work together moving forward.

NEW BUSINESS

There was no New Business

CONSTITUENT QUESTIONS (CQ's)

Advanced CQ presented Senator Carson: Does the Senate have a position on whether or not a department can require someone to use specific pedagogy in their teaching; which is allowing a faculty member to lecture for the class, to use team based learning, etc., for the class?
Senator Carson had shared this CQ in advance with *President Conway-Turner*, and *Provost Ponton* and responded.
Senator Carson: My short answer is that no the Senate does not have a position on this, and that we believe in academic freedom. The response from the president and provost was that; if a department were to vote as a department to make certain requirements about delivery of a certain course that would require the faculty member to go along with the department decision. *Senator Carson* asked the provost if he did justice with this response.

Provost Ponton: Yes. It is basically a faculty choice, if there is a department decides to put their graduate course online; they can work with their colleagues in that unit to get them to participate. It is at the level of the faculty and level of the program delivery.

Senator Sherman passed along a question from a faculty constituent. With the recent snow related problems, etc., would there be additional day or two given to allow for entering grades at the end of the semester?

Provost Ponton: The decision would have to be made following discussion with the offices involved in getting the grades out as fast as they could to students. Computing and Technology Services along with the Registrar's Office would have to decide, and I am not aware of any recent discussion by them regarding this, so I would assume the answer is no.

Senator Carson reaffirmed; probably not.

Adjournment: 3:55 pm

Appendices

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Appendix A

Motion from College Senate Curriculum Committee (CSCC)-Changes to the Minor policy in DOPS-presented by Senator Karen Sands O'Connor, CSCC Chair

Current Language in DOPS
E. A minor may include no more the 2 courses at a lower division level.
Motion from the College Senate Curriculum Committee December 2014:
Whereas there has been an increase in available elective hours for many major programs due to changes in the Intellectual Foundations program and many departments wish to develop minor programs to increase the learning opportunities for Buffalo State College students and
Whereas minors are intended as introductory to their topics, and
Whereas the current requirements limiting minors to no more than two courses at the lower division level cause a hardship in developing accessible minor programs and have led to an excessive number of exceptions to this rule,
Therefore the College Senate Curriculum Committee moves that we revise DOPS IV:05:00, section E of the requirements to read as follows:
A minor may include no more than half of its credit hours at the lower division level.

Appendix B

Motion from Faculty and Staff Welfare Committee (FSW)-Changes to the Mid-semester Evaluation policy in DOPS-presented by Senator Amy McMillan, committee, Chair

This is a request to consider a revision of DOPS I:16:02 Evaluation of Students. Two items of interest are the time and means for mid-semester evaluations. This is item 3 in the current statement.
ORIGINAL
3. Mid-Semester Evaluations: Mid-semester appraisal of students regarding their academic standing is required. This must be done no later than the end of the ninth week of the semester or the third week of a summer session. These dates correspond to dates for course withdrawal and thus give students the opportunity to withdraw without academic penalty.
PROPOSED REVISION (changes in blue)
3. Mid-Semester Evaluations: Mid-semester appraisal of students regarding their academic standing is required. Appraisal should be by use of a mid-term grade corresponding to the grading system defined for the course. This must be done no later than two weeks prior to the published deadline for student withdrawal from a course. This date in advance of the designated course withdrawal date gives student the opportunity to assess their performance and if desired, withdraw without academic penalty.

Appendix C and C-1

Motion from Instruction and Research Committee (I&R)-Changes to the Extra Service policy in DOPS-presented by Senator Kevin Williams, committee, Chair
2nd Motion from Instruction and Research Committee (I&R)-Changes to the Graduate Thesis/project Continuation policy in DOPS-presented by Senator Kevin Williams, committee, Chair

Proposed Revision: DOPS VI:07:00 Guidelines for "Extra Service" Compensation

Motivation for revision: To add details about written justifications and approval

Current Policy
2. These special assignments must not interfere with the individual's regular professional responsibilities. It must be clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation.

Proposal is to replace item 2 in the current policy with the following.

2. These special assignments must not interfere with the individual's regular professional responsibilities. It must be clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation. The approval of extra service must include consideration to the employee's current workload and job performance. Specific guidelines include the following expectations.

- All extra service requests must be approved in writing in advance.

- Extra service for instruction of a course is typically limited to one course of three or more credits in a semester or term.

- A written justification from the employee's supervisor is required for extra service consideration if the request is to instruct a second course for extra service during a semester or term.

- A written justification from the employee's supervisor is required for extra service consideration if the employee proposed for any extra service does not have permanent or continuing appointment.

- A written justification from the employee's supervisor is required for extra service consideration if the proposed extra service will occur during the employee's normal business hours. The justification must describe how regular professional obligations will be met.

Appendix C-1
Proposed Revision to the Graduate Thesis/Project Continuation Policy
Motivations for revision:
- Students who do not pay for any credits do not count in graduate enrollment numbers.
- Currently, approximately 90 graduate students are not counted in Buffalo State's enrollment because 1) they are not required to register for 721, and 2) even when they are asked to register for it by their instructor, the course carries 0 credits and thus is free.
- Active graduate students require use of campus resources (email, online resources, library resources, etc.). Management of access to these resources becomes difficult if a student is not registered during a semester.
- The amount of faculty effort spent mentoring theses and projects is not accurately recorded or recognized if a student is not registered.
- Payment for one credit each semester may serve as motivation for students to complete their work in a timely manner. (At current rates, tuition for one graduate credit is $432 for NY state residents and $841 for out-of-state residents.)
Current Policy
Graduate Thesis/Project Continuation Policy
Graduate students who have 24 or more earned hours and who do not complete their capstone requirement by the end of the term in which they have registered will receive an IP grade on their transcript. Once a student has (a) earned 24 or more graduate hours, (b) registered for at least 1 graduate capstone requirement credit and received an IP grade, and (c) not completed the capstone requirement within two years, the student must register for 722 Thesis/Project Extended – non-credit bearing but billable for 1 credit at existing graduate tuition rates, until the thesis or project has been completed. If the student does not register for the 722 course, he or she will become a nonmatriculated student and will have to reapply for admission to the Graduate School and pay all other appropriate fees. Reapplication must be made in accordance with the established deadline dates and current admission requirements. See Readmission.
Once a student has completed the thesis or project, the IP graduate will be changed to the appropriate grade.
Readmission policies are shown on the following pages for your information

Policy with Proposed Revisions in Red
Graduate Thesis/Project Continuation Policy
Graduate students who have 24 or more earned hours and who do not complete their capstone requirement by the end of the term in which they have registered will receive an IP (In Progress) grade on their transcript. Once a student has (a) earned 24 or more graduate hours, and (b) registered for at least 1 graduate capstone requirement credit and received an IP grade, they must register for 721 Thesis/Project Continuation. The 721 course is non-credit bearing but is billable for 1 credit at existing graduate tuition rates. If the capstone requirement has not been completed within two years, the student must register for 722 Thesis/Project Extended. The 722 course is non-credit bearing but billable for 1 credit at existing graduate tuition rates and must be taken until the thesis or project has been completed or until the student has exceeded the six-year limitation on completion of the master's degree program. Once a student has completed the thesis or project, the IP grade will be changed to the appropriate grade. If the student does not register for the 721 or 722 courses, they will become a nonmatriculated student and will need to reapply for admission to the Graduate School and pay all other appropriate fees. Reapplication must be made in accordance with the established deadline dates and current admission requirements. See Readmission.
Readmission policies are shown on the following pages for your information
12/12/14
Four Types of Readmission (From the Graduate Catalog 2014 – 2015)
Discontinuance Registration Procedure
Students who do not register for and complete one graduate course within four academic semesters (fall/spring) must apply for readmission to graduate study in accordance with established deadline dates and current admission requirements.
Students who do not register for course work within one year of initial acceptance must reapply for admission. Those seeking readmission must follow the follow steps below.
1. A completed Online Graduate Admission Application.
2. A $65 nonrefundable application fee. Acceptable methods of online payment:
Visa or MasterCard. Check or money order is accepted made payable to Buffalo State.
3. Submit all transcripts (undergraduate and graduate) not on file in the Graduate School Office as well as all supplemental application materials as listed in current program admission guidelines.
4. Submit the online application and other supplemental application program department materials to the Graduate School, Cleveland Hall 204, by the appropriate deadline.
5. If degree candidacy was awarded during previous study, the student must complete a new degree candidacy application upon readmission. Any exceptions to the completion of a new candidacy must be approved by the academic department and recorded in Degree Works.
Academic Clemency Procedure

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Final draft of 12.12.14 Senate Minutes for Senate ESP send out.

Conditions for academic clemency:
Any student with a Buffalo State graduate GPA of less than 2.0 is eligible to apply for academic clemency when he or she applies for readmission to the college through the Graduate School. The student's last semester of enrollment must have been at least three years prior to the application for readmission. Students can request clemency for up to two semesters of work (consecutive or non-consecutive). These semesters are to be determined by the student in consultation with his/her adviser. A decision of clemency includes all coursework taken within the semester(s) at Buffalo State; it is not selectively applied. Clemency is applied only after a student has registered for an upcoming semester.

1. Clemency cannot be used by students who have already earned a degree for any work completed prior to the award of that degree.
2. Credits for which the student has requested academic clemency will remain on the student's transcript but will not be calculated into the overall cumulative average and will not count toward graduation. The student's transcript will contain a notation of academic clemency.
3. The student will be required to sign a statement indicating his/her understanding of the conditions stated in the academic clemency policy and will file a formal petition with the Graduate School. Such a statement will indicate that computation of the grade point average for admissibility to other graduate programs could include all college work completed.
4. Students approved for academic clemency will be required to meet with their academic adviser in order to determine the appropriate selection of courses.
5. Students will be advised that the decision to file for academic clemency may affect qualification for financial aid.
6. The decision to exercise the academic clemency provision is final and irreversible.
7. The dean of the Graduate School will be responsible for overseeing the implementation of this policy.
8. Students eligible for academic clemency can apply for academic clemency by contacting the assistant dean of strategic and enrollment planning, The Graduate School, Cleveland Hall 204, (716) 878-5601.

Change of Major
Students wishing to transfer from one major to another must apply to the new degree program in accordance with established deadline dates and current admission requirements. Students must also adhere to the federal Satisfactory Academic Progress (SAP) guidelines. Those seeking to change majors should:
1. Complete the Online Graduate Admissions Application. Follow instructions for applying as directed:http://graduateschool.buffalostate.edu/apply.
2. Submit appropriate departmental supplemental materials (available to download online at http://graduateschool.buffalostate.edu/supplemental-application-materials) as one packet to the Graduate School, Cleveland Hall 204, by stated deadline.
3. Some departments may require their students to complete a Degree Candidacy Application at the time of admission to the program. Degree Candidacy applications from the academic department and are listed on the Graduate School website. See Candidacy section for admission to candidacy requirements.
4. Contact the Financial Aid Office for questions regarding financial aid eligibility.

Readmission for Returning Service Members
Returning service members seeking readmission after active duty will be readmitted with the same academic status if the following conditions are met:
(1) the student gave advance notice (written or verbal) of the call to active duty or submitted a written attestation upon seeking readmission that such service was performed necessitating their absence;
(2) the absence from school for active duty does not exceed five years;
(3) the student submits a notification of intent to re-enroll within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service; and

(4) the separation from service was not dishonorable.