

**•COLLEGE SENATE MEETING•**

**Minutes**

*SEPTEMBER 12, 2014 • BUTLER-210 • 3:00 P.M.*

<b><u>PRESENT</u></b>			<b><u>EXCUSED</u></b>
<b>Adamo</b>	<b>Hotchkiss</b>	<b>Richards</b>	<b>Ben-Merre (sabb)</b> <b>Conway-Turner</b> <b>D'Angelo</b> <b>DeWind</b> <b>Frezza</b> <b>Maldonado</b> <b>McGovern (sabb)</b> <b>Smith(study abroad)</b>  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <b><u>ABSENT</u></b> </div> <b>Declat</b> <b>Hines</b>
<b>Bajus</b>	<b>Hunt</b>	<b>Rodriguez</b>	
<b>Bayer</b>	<b>Irion</b>	<b>Sands O'Connor</b>	
<b>Boorady</b>	<b>Jones C.</b>	<b>Sarratori</b>	
<b>Boyce</b>	<b>Lanning</b>	<b>Schmidt</b>	
<b>Carson</b>	<b>LeVine</b>	<b>Shandomo</b>	
<b>Chicola</b>	<b>Lysiak</b>	<b>Shephard</b>	
<b>Christy</b>	<b>Marcus-White</b>	<b>Sherman</b>	
<b>Creech</b>	<b>Marren</b>	<b>Stewart</b>	
<b>Fasla</b>	<b>Mayrose</b>	<b>Sutherland</b>	
<b>Fish</b>	<b>McCarthy</b>	<b>Vince-Garland</b>	
<b>Fujiuchi</b>	<b>McMillan</b>	<b>Wall</b>	
<b>Furby</b>	<b>Mernitz</b>	<b>Warford</b>	
<b>Gellin</b>	<b>Miller</b>	<b>White</b>	
<b>Goodman</b>	<b>Nemard</b>	<b>K.Williams</b>	
<b>Gradwell</b>	<b>Paterson</b>	<b>T.Williams</b>	
<b>Grant</b>	<b>Payne</b>		
<b>Grinnell</b>	<b>Ponton</b>		
	<b>Potts</b>		

**•COLLEGE SENATE MEETING•**

**Official Minutes**

***September 12, 2014***

**CALL TO ORDER:** *Senator Carson* called the meeting to order at 3:01 p.m.

**Welcome to President Katherine Conway-Turner**

***Senator Carson:*** Hello and welcome. I am ***Dr. David Carson***, and I will be your host for the coming academic year, and it is once again my pleasure to chair the Senate. I thank you for the trust you placed in me by re-electing me to this position, and I look forward to sharing with you another year of challenges and possibilities.

- Welcome to ***Dr. Katherine Conway-Turner***
- ***President Conway-Turner*** is unable to be with us today. She is at a meeting of SUNY presidents and will join us at our October meeting. I have asked the president and ***Provost Ponton*** to report to the Senate on these meetings of Presidents and Chief Academic Officers, and I would also invite ***Vice Presidents Payne*** and ***LeVine*** to report on their SUNY wide meetings as well. One thing I would like to do this year is to help make us as a Senate more aware of how SUNY policies are handed down and how they affect us, of our role in a system, and our relationship to the other campuses. I am not a fan of the word “systemness,” but during my years in the University Faculty Senate, I learned the value of knowing that—whatever we are facing as a campus—there are 63 other campuses out there that are going through something very similar, and we can benefit from that knowledge.

**ADOPTION OF THE AGENDA:** *Senator Carson* presented the agenda, and asked for a motion to approve. *Senator Sands O’Connor* moved and *Senator Lysiak* seconded. The agenda was approved.

**ADOPTION OF THE MINUTES:** *Senator Carson* asked for a motion to approve the minutes of May 9<sup>th</sup> 2014. The minutes of May 9, 2014 were approved.

**PRESIDENT’S REMARKS**

***Provost Ponton:*** *President Conway-Turner* asked me to express gratitude to the campus for welcoming her to SUNY Buffalo State and providing opportunities for her to experience and learn so much about the campus – all to affirm that this is the place for her. Appreciation is extended to all for getting the academic year off to such a great start.

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An inauguration is planned for the period October 14 – 21. The investiture ceremony will be during Bengal Pause on Tuesday October 21 in the Performing Arts Center. Saturday October 18 will be designated as a Day of Service for Buffalo State in the community. Please watch for future announcements describing all events and participate to the extent you can.”

The Agenda Committee chair requested that we report on meetings of the President and chief academic officers. Chief Academic Officers typically meet twice a year. The last meeting was in May. We met at the same time as the SUNY Conference on Instruction and Technology. We had reports from SUNY on various initiatives. The highlight of the May meeting was the opportunity to participate in the in the conference and see presentations by Buffalo State colleagues.

I wanted to address another item: retention. This is very important to us, in terms of student population sustainability. The more we look at the data, we see that we have nothing to be ashamed of in terms of retaining 1<sup>st</sup> year students when compared to peer colleges across the country. However we have not done a lot to increase retention in the last 10 years. When you think of retaining 1<sup>st</sup> year students, some best practices tend to evolve from successful programs. Getting 1<sup>st</sup> year students connected with people and with the institution, and providing 1<sup>st</sup> year students with proactive advisement. Use early warning for students in trouble; a big part of academic warning being midterm grades and stressing the importance of class attendance. Communicating with students to make sure we have the right fit in terms of course and program offerings. We do retention reports every year. We have retention reports listed from the last 13-14 years on the Buffalo State website, including transfer retention and graduation. We have some programs that do very well in retention—the Education Opportunity Program, Student Service Support Program, Honors Program, Intercollegiate Athletics Program. What can we do to improve retention as we look at a large 1<sup>st</sup> year class this fall 2014 Student Affairs had indicated they are expanding the compass program and expanding contact with new students to welcome and support them. There is a new tutoring system working in the residence halls, it was put into place last year and is being expanded this year. We have an early warning system called ‘Map-works’ and are expanding the use of that. Intercollegiate Athletics continues to focus on the academic aspects of the college experience and require study session. In Academic Affairs, we did a wonderful job of making sure courses were available, adding sections to address student needs. We’re very sensitive with course placement of 1<sup>st</sup> year students, using what we know about them to make sure we are putting them in the appropriate courses, particularly in the math/science courses. The deans are now talking about peer support modules that we can use with courses that typically have a high failure/withdrawal rate. We’re also looking at some national models for retention; some colleges are looking at college transition collaborative, which focuses on the mindset of students and the campus. We also know that the John Gardner Institute for Excellence has a new retention performance program and are looking for institutions to partner with. We’ve talked about

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retention of 1<sup>st</sup> and 2<sup>nd</sup> year students, but we have other retention concerns as well; the retention of transfer students, as well as retaining students between years 2 and 3.

The final comment I would make would be about our strategic plan at Buffalo State for 2014-2017. We have a strategic plan which was completed last year. I had conversations with some of you regarding follow-up on strategic plan initiatives. At this point the president is discussing the plan with the cabinet so we can move forward with implementation.

**Senator Grinnell:** May we have an update on the academic program array? There seems to be some confusion about deadlines.

**Provost Ponton:** I don't think deadlines have been established. The Academic Program Array is a process we started last year that functions to: create a list of potential new programs for Buffalo State, and to take a further look at the programs we do have. We have data of 3-5 year trends of enrollment and graduation in undergraduate and graduate programs. We have information on the percentage of contributions a department makes to another program. We used SUNY cost analysis methods to look at program costs. We then compared costs with enrollment and tuition to get a sense on how programs are doing with revenue. This information will be sent to department chairs next week. What is coming out of this is we have a lot of programs, we some around 150 undergraduate programs and I don't think we need that many. We have programs which offer both BA/BS and almost all of the students are choosing one or the other. We also know which programs are generating the most applications. Since I mentioned cost, all of our graduate programs had a net revenue exceeding costs except for 1, and about 20 out of 112 undergraduate programs did not cover costs. What we will do is ask deans to work with departments to take a look at this in order to give feedback by early November.

### **Science Building Water issues Update: Vice President LeVine of Finance and Management-**

**Vice President LeVine:** Last Senate meeting in May we reported that we are doing an RFP to find a specialist to study the water situation in the new building, and we were continuing the chlorination and flushing of the system until the specialist developed a testing plan. In June we completed the RFP process and selected a firm called Special Pathogens Laboratory.

After developing a project plan, SPL did baseline testing of the water systems on July 10<sup>th</sup>. They found the hot and cold potable water to be typical for building water systems, but that chlorine levels were elevated. This was expected because of the regular chlorine injections we were doing in the building. They also found bacteria levels in the reverse osmosis/de-ionized (DI) water systems (used for research) exceeded specifications.

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As a result of the baseline testing SPL recommended suspension of the chlorine injection and daily flushing, weekly manual flushing of the eye wash and DI water outlets, and increased temperature on the building hot water systems.

In August, SPL completed a faculty survey to identify the major concerns on the water quality, and on August 21<sup>st</sup> performed a second sample to determine the impact of the changes since the baseline test.

Results of the second round of testing showed comparable results to the baseline for cold water, but an increase in bacteria in the hot water, along with reduced chlorine levels and higher hot water temperature. The DI water system continued to have total bacteria that exceeded specifications.

Plans are to focus on the DI water system, implement some short term engineering controls, and determine what long term actions may be necessary. We are also scheduling a town hall meeting for mid to late October so that SPL can provide their results to the campus community and answer any questions that people may have. We decided that we are not going to lift the current restrictions on the water in the building until we have the town hall meeting and everyone's questions are addressed.

Questions?

**Senator McMillan:** Are they going to start chlorine flushing again?

**Vice President LeVine:** We're waiting for recommendations, but the plan is not to do that. We want to find the source of the problem and address it.

**Senator McMillan:** If they are only working on the DI system, what does that mean for drinking water?

**Vice President LeVine:** They are telling us the drinking water is fine because it is cold water. We're still going to have to address the hot water, as bacteria tends to grow more in hot water, but they're going to have to come up with recommendations to address everything but the focus right now is on the DI; the results of the faculty survey showed that is the most important, so that is what we're focusing on but they need some additional time.

**Senator Carson:** Do we still not know the source of the bacteria?

**Vice President LeVine:** They have not identified a source.

**START-UP NY –update-Vice President LeVine**

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- Buffalo State was the first campus to submit its campus plan to SUNY and the Research Foundation (Dec 2013 submission, April 2014 approval by ESD)
- The campus plan allocated the B wing of Buckham Hall for StartUP NY. This required renovations to clear asbestos and bring the space up to code. We were informed that State funds, including our Capital funds, could not be used for renovating space for StartUP NY. Repeated efforts to clarify this have not been successful to date, making Buckham Hall B wing not usable for our StartUP NY initiative.
- In May 2014, an amended campus plan was drafted to expand the space for StartUP NY to include the remainder of Buckham Hall except for the wing that currently houses the Child Care Center, as well as the Pierce Arrow building off-campus. The space in the Pierce Arrow building includes some campus leased space currently used for our Center for the Development of Human Resources (CDHS), as well as the remainder the building which is considered off-campus space and limited to 200,000 square feet.
- Multiple revisions to our amended plan have been requested, many as a result of ongoing changes in ESD requirements. In addition, floor plans required by ESD for the Pierce Arrow building did not exist and had to be contracted for by the building owner.
- We also held up the submission of the amended campus plan because of the change of campus leadership - we needed to ensure that this initiative was still a campus priority. Discussions with the President and Provost led to a decision that this was still something that we think is important to participate in, but because of changes in campus priorities for the use of Buckham Hall, we would not be putting START-UP NY companies in on-campus space.
- A third version of an amended plan was submitted earlier this week, but we have not received any response to it at this time.
- We also have plans to meet with local Empire State Development officials to see if any other off-campus space options might be available to the campus.
- Related to business interest - Since the submission of our original plan our Small Business Development Center has been talking to about 60 companies that are interested in participating in StartUP NY with Buffalo State. 8 to 10 of these have gone through an academic review process and are ready to participate if we had an approved plan and available space.

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Questions?

### Enrollment and Housing Preliminary Report-Vice President Payne of Student Affairs

- **Vice President Payne**

- Preliminary Enrollment Update- (as of 9.12.14)

- Fall 2014 applications for new Freshman and transfer students increased 10.2%; second largest increase for university colleges in SUNY.
    - Undergraduate enrollment up over Fall 2013.
    - Currently there are 10,557 students given a target of 10,750. Additional contract students are not included in this total at this time.
    - With enrollment numbers up this year, there will be no budget cuts.
    - There are 1,882 freshman students and 1,040 new transfer students.
    - Total enrollment for Freshmen is up 40% over Fall 2013; 1882 in Fall 2014 compared with 1348 in Fall 2013.
    - 6, 429 returning students. Retention for returning and continuing students needs to improve. Will be looking at ways to improve retention in this area.
    - Graduate students there are 357 new Grad students; and 818 continuing.
    - Housing is a challenge with Tower One off-line this year. There are 2,826 in residence. 1,396 returning, 231 transfers, 1,145 first year and 81 RA staff.
    - Only one hotel accepted our proposal to house students off campus. Therefore,
    - Canisius College is housing 160 students in their dorms, including 6 RA staff members.
    - Students living 35 miles or more are asked to live on campus; however, under our policy, local students are being housed on campus only in special circumstances.
    - Because of enrollment increase, freshman students are living in triples (1,141 total triples), a record number.
    - **VP Payne** thanked the faculty, many staff and administrators for their herculean efforts to enroll and retain these students.
    - Some questions were taken from the floor regarding VP Payne's report.
    - **VP Payne** also stated that a Housing Master Plan is being developed with consultants and also with **VP LeVine**. This HMP would develop physical housing options for students on our campus.
    - Further discussion ensued.
    - **VP Payne** indicated a more *in depth report would be forthcoming at the October 10<sup>th</sup> meeting of the College Senate.*
    - **VP Payne** introduced **Erin Alonzo**, the new AVP for Enrollment Management to the Senate.

**Senator McMillan:** Did we lose any of the students who were within 35 miles of Buffalo State that can't live here?

**Vice President Payne:** We have a pretty high melt in the summer and in the first 2 weeks of class. This year we are expecting that melt to increase. Right now I can't be specific and say that we lost a large number of the local students. As I said, where local students felt that this was critical to them, we worked to shoehorn them in. As far as I can tell, 100% of the students who called us to say that this was a problem, we got them in. I

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was very worried about that. But my thinking is that we probably did not lose an extraordinary amount of these students.

**Senator McMillan:** You mentioned GPA scores from 2013-2014. Do you have equivalent SAT score averages from these 2 years?

**Vice President Payne:** Well, we have them from the previous year. As you know we never report on that at this meeting, we don't have all of the data aggregated yet. We will have that in the October meeting. We will also get it out to the faculty as soon as we have it because I know there were a lot of concerns about that.

Sen. Miller question for Payne: One thing that comes to my mind is the quality of experience of students living at Canisius. You know, getting to campus events and activities, or interacting with students who are living on campus for projects and things that might be part of their academics. Is there a regularly scheduled after hour shuttle program going back and forth?

Payne response: The housing staff has worked to not only schedule shuttles to run during the academic day, but they run late on evenings and on weekends. They run especially late when we have special events, there is a need to pay additional money for some of that late night transportation. I have authorized the staff to expend that money if necessary. We do have the challenge of negotiating those additional hours.

**Senator Stewart:** You stated that you regret having to invoke the 35 mile rule in terms of students being able to live on campus. Assuming that buff state is experiencing a boom in terms of enrollment, which we have experienced this semester and may continue next fall, have you thought about what you might do in terms of some of these concerns? Because I do feel like we lost some continuing/returning students as a result of this housing situation. So have you thought ahead to what we can do to not have to invoke the 35 mile rule?

Payne response: Well, the melt out of housing on continuing/returning students was probably not greater than in the past. I think we're looking at a melt total of 91 students last year and a melt of 80 students this year.

**Senator Stewart:** Define melt for us please.

**Vice President Payne:** Melt is the number of students who are in the program and have filed and application and registered, but then informed us that they weren't coming. So in terms of occupancy, we're actually down. And of course the continuing/returning students; they have the first crack at this. So our continuing/returning students applied in the spring and held on to their rooms; unless they had not registered by mid-August. So we had reason to think that continuing students who were not in our system were not intending to come. But you raised a very good point. VP Levine is leading, and I am working with him in effort to conduct a housing master-plan study. And we will be contacting many people in this room, students, faculty and staff to participate in that study. A consultant has been hired who did the same thing at Binghamton University, and

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what we want that housing master-plan study to do is to take a look at, you know what is our optimal enrollment, and what percentage of that enrollment should be students living on campus; and how do we develop physical plans to house those students. For example, new resident halls and renovated buildings that might be used as resident halls. That is a very important question and we do plan to look at this issue very thoughtfully with the consultant we have hired.

**Senator Schmidt:** You said that we typically have students in triples every year and over 1,000 this year. So how does this compare to previous years?

**Vice President Payne:** It's madness, we've never had this many students in triples. We normally would have 1/3 or at the very most 2/3. But to have our entire freshman class living in triples is madness. And this is not desirable. So this housing master-plan study has to help us figure out how we can avoid this problem in the future.

**Senator Grant:** I have a suggestion, I believe we should make a quality freshman experience committee because I remember my freshman year at buffalo state and I couldn't imagine myself living in a triple and with all freshman living in triples. I believe we should closely monitor this, to make sure it does not have an adverse effect on retention.

**Vice President Payne:** That's an excellent suggestion and it's consistent with what the provost said about looking at national freshman experience.

**Senator Goodman:** You mentioned our policy is to make sophomore and freshman stay on campus. Is there a special consideration made to allow sophomores to move out of the dorms and are sophomores being tripled as well?

**Vice President Payne:** As I mentioned, as continuing returning students they are able to apply early and register early, they stay in the same or improved situation as their freshman year. One of the advantages of staying in the dorms through the sophomore year is that you have better facilities. We are much more willing to allow students out of the requirement in a circumstance like the one we are in now. If a sophomore says they want to live off campus, we will more than likely be permitted to do so in these circumstances.

**Senator Vince Garland:** What type of considerations you are including when looking at retention rates?

**Vice President Payne:** We will have to take a look at that, the sense we have, and it is not based on the best data in the world; this is where Professor Craig is helping us. The sense we have from the past is that it is not impacting enrollment. Off-site housing has not impacted enrollment, but we have never done it at another college. I don't think that being at a hotel with a bar and maid service negatively impacts enrollment, but I do think that what we are doing at Canisius College may impact return rates. We will definitely be looking at these things as we allow the housing master plan committee to look at this. We will be trying to make future decisions based on what we have learned. Finally, I would like to introduce **Erin Alonzo**; Erin is our new Associate VP

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of Enrollment Management. Erin has a master's degree from Indiana University and a bachelor's degree from Geneseo. And she comes to us from experience at Lone Star College in Texas and St. Bonaventure in NY; as well as other schools in Texas and Indiana. So please help me welcome Erin Alonzo.

**CHAIRS REMARKS**

**Senator Carson:** Before I introduce the new Senators, let me thank you for your cooperation in finalizing the Senate Committee rosters in advance. This new process allows us to free up time during the first meeting which in the past has been consumed by a procedure which was cumbersome at best, but is still consistent with our bylaws. I also want to thank **Vice Chair Bill White** and **Chair of Bylaws and Elections, Amitra Wall** for helping us with this new process. My hope and expectation is that we will use that extra time today to discuss the agenda for the coming year, and I want to hear from you.

But first, we need a motion to approve the Senate roster. It went out with the electronic packet. Is there a motion to approve the Senate roster? **Senator Lysiak** moved and **Senator Grinnell** seconded. Those in favor, please say aye. Those opposed? The Senate Roster is approved.

I want to now introduce the newest members of the College Senate. I would ask you to hold your applause until all are introduced

**New Faculty and Professional Staff Senators**

**Josef Bajus**

**Marc Bayer**

**Lydia Fish (sitting for Patrick McGovern on fall sabbatical)**

**Victoria Furby (sitting for David Ben-Merre on a yearlong sabbatical)**

**Jill Gradwell**

**Kenneth Mernitz**

**Daniel Potts**

**Deborah Sarratori**

**Arlesa Shephard**

**Ron Stewart**

**Krista Vince Garland**

**New Student Senators**

**Stacy Creech (Grad Student)**

**Yasmin Declet**

**Terron Grant**

**Jalia Hines**

**Nicholas Irion**

**Ashley Lanning (Grad Student)**

**Tahnee Marcus-White**

**Janey Nemard-(sitting for Serenity Smith studying abroad)**

**Diaisha Richards**

**Jennifer Rodriguez**

**Serenity Smith**

*Ashleigh Sutherland (USG President)*  
*Trevon Williams*

**Senator Carson:** Thank you for your willingness to serve.

**COMMITTEE REPORTS**

**Senator Carson:** At the meeting of the Senate Chairs, we discussed short and long term goals for each of the committees. I have asked each of the committee chairs to give you an overview of the areas of focus for each of the eight committees today. I encourage you to listen closely. At the end of each overview, I will open the floor for questions of that particular chair. At the end of the eight overviews, I will once again open the floor to questions, comments, and suggestions of work that you think the Senate should undertake this year. One of my goals is to receive more input and more discussion from the Senate this year than we had last year. I know that I should be careful what I wish for, but a Senate is by its very nature, supposed to be a deliberative body. This is your chance to deliberate.

**Academic Plan Committee- Senator Jason Grinnell, Chair- presents committee overview**

- The “Save the World” charge to our committee by Senator Carson seeks to improve Buffalo State’s reputation; working to make us the student’s first choice for higher education.
- In hindsight to allocate only 1 year was a bit ambitious, but we are optimistic that the Academic Plan Committee (APC) will be working with the Strategic Plan (Buffalo State has a new strategic plan) moving forward to collaborate with Instruction and Research and Standards for Students to pursue strategic directions for a 20% increase in the number of student undergraduate research experiences; create and support four or more faculty inter-disciplinary research groups; articulate the distinctive features of the Buffalo State educational experience for use in image, marketing, and recruitment; and adopt all college learning outcomes, reflective of Buffalo State’s identity and values. [The strategic plan also] Calls for discipline appropriate hi-impact learning practices:

Internships

Student research

Service Learning

Global Learning, et al.

**Senator Carson** had stated to be proactive rather than reactive, many of the things in the SP we had talked about in the APC and the Senate. There is a nice feedback there. Items we discussed we can now move forward with the implementation of the Strategic Plan.

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**Budget Staff & Allocations Committee (BSAC) Senator Ted Schmidt, Chair- presents committee overview**

- **Senator Schmidt** reads his committee's charge for the new senators;

*"The Budget and Staff Allocation Committee shall gather and analyze all data and policies needed to determine budget and staff allocations. Recommend criteria for all phases of these allocations; transmit data to other appropriate Senate Committees; generate student and faculty input at all policy levels prior to decisions, and recommend to the Senate appropriate action on budget and staff allocations."*

We provide a report on our operating budget for the year and meet often with **VP LeVine**.

We are in the middle of a five year fee policy. SUNY has mandated at all institutions and provide input and feedback on recommendations that come from the administration.

I would like to make an appeal to the students, since we like to work with the Student Welfare Committee; if I could get a student to serve on BSAC or a student from that committee; we like to have dual resources when we are evaluating fee policies.

Another item we have been engaged in the couple of years is a movement towards an all funds budget approach, ( I can take questions) rather than focusing on state operating budget, looking at all sources of funding the institution receives in making decisions based on that. Finally we have been asked to do an administrative array, to evaluate the administration's organizational structure. Higher education has probably had the same institutional/organizational structure for the last 200, if not 1000 years. Going forward into this 21<sup>st</sup> century where we are trying to transform institutions, we need to rethink our organizational structure to make us a more collaborative institution. Any questions?

**Senator Hotchkiss:** Does the structuring include Deans?

**Senator Schmidt:** Yes, we are going to look at not just vice presidential but the academic structure, but what does the overall, not just administration. We and twice as many chairs as his old institution

**Senator Hotchkiss:** It would be nice to have a dean in my school. We haven't had a dean for the last six years. What are we doing about getting a dean?

**Senator Schmidt:** refers this question to **Provost Ponton**.

**Provost Ponton:** Since the School of the Professions has been founded we have had a couple of searches that have been unsuccessful. We did have a search committee which crafted a position description in terms of our inability. We made some adjustments with that and then it was put on hold because of the budget issues. I

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didn't feel comfortable searching for a dean, when we couldn't hire faculty (during a budget crisis). We have had interim appointments in there but we will see what will be done now about this.

### **By Laws & Elections Committee- Senator Amitra Wall, Chair-Election of Student Welfare Committee Chair and Election of Student Senator representative to serve on the Senate Agenda Committee**

**Senator Wall:** This year one of the goals of this committee is look at speeding up the process of electing student senators. The roster approval process was finalized and all of the rosters can be found on the Senate's website.

#### **Student Welfare Committee Election**

**Senator Wall** makes a motion to open nominations for student chair of the Student Welfare Committee, and then it is seconded.

**Senator Ashley Lanning** nominates herself and gives a brief description on her campus status as a graduate student.

**Senator Terron Grant** is then nominated by **Senator Sutherland**.

**Senator Wall** motions to close the nominations, Senator Schmidt seconds.

Both Senator Lanning and Senator Grant give brief statements to the Senate.

Election takes place via election ballots. Ballots were handed out and the votes were tallied with the assistance and witness of **Senate Parliamentarian Slade Gellin** and **Senate Vice Chair, Bill White**.

**Senator Wall** announced to the Senate that **Senator Lanning** had won the election and will now serve as Chair of the Student Welfare Committee.

**Senator Wall** then announces that the election of a student senator representative to serve on the Senate Agenda Committee. **Senator Wall** motions to open nominations, and **Senator McMillan** seconds.

**Senator Grant** nominates himself and **Senator Carlos Jones** seconds the nomination.

**Senator Wall** asks for other nominations, hearing none, she motions to close the nominations, and **Senator Marren** seconds.

**Senator Wall:** All in favor of Senator Grant to serve as student representative?

**Senator Grant** is then elected without ballot to serve on the Senate Agenda Committee.

### **College Senate Curriculum Committee (CSCC)- Senator Karen Sands O'Connor, Chair- presents committee overview**

- The CSCC reviewed 138 curricular proposals last year out of 156 proposals that came in. Main task is to continue reviewing curricular items left over from last year and the many currently coming in for review.

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- Will be looking at ways to make the submission process easier for everyone submitting curricular proposals; last year we added a Minor Routing sheet form to the website.
- Looking at Minors because there should be more now since IF-14 has freed up elective time for students. We will be considering what the by-laws say about minors and will make any necessary adjustments.
- Looking at policy issues with Global Engagement.
- Will be conducting faculty work-shops. Tip sheet will soon be sent out. Associate Deans will be advised that members of the CSCC will be available for those work-shops.
- Response to **Senator Hotchkiss'** question on why there is more interest in Minors:
  - **Senator Sands O'Connor:** Because of the new IF-14 program, the reduction in general education credit hours with the IF-14 program. There are therefore more credits available for the majors, and hence more interest in developing Minors over the last six months or so. Many of the programs were packed full with no wiggle room for credits, but with credit reduction in credit hours for IF-14, people are looking to develop minors for students to take so they have a broader form of education.

## **Faculty & Staff Welfare Committee- Senator Amy McMillan, Chair presents committee overview**

- Goal is to stay on top of the Science Building issues. This affects a lot of faculty and staff.
- Work with **Senator White** on mentoring new faculty (four new faculty this year). Work on a mentoring program that will welcome new faculty, and get them orientated and to increase the retention of our faculty as well.
- We also are talking about developing a mentoring program for women faculty and minority faculty, places we are not yet servicing those faculty members.
- We also have a charge to look at Committee involvement for faculty, the expectation in some areas for faculty to serve on campus level committees has gotten out of control. What is the expectation and how many committees should you be on, what proportion, et al.
- We talked about faculty satisfaction and a survey to be developed; there is already one for staff.
  - What the faculty need? Parallel to the staff survey.

## **Instruction & Research Committee (I&R)-Senator Kevin Williams, Chair presents committee overview**

- Look at a research classification for classes that have a large research component to them, similar to Volunteer and Service Learning designation that currently exists.
- Look at policies for 495 and 499 classes, and addressing concerns there.

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- Work with other committees on the all college learning outcomes, which are in the upcoming Strategic Plan.

**Senator Sherman** asked to summarize the issues for the 495 and 499 classes.

**Senator Williams:** The way the policy is now is that there isn't an opportunity for someone with less than 30 credits to take those courses, and the motivation for the limit of six credits for 495 are unclear. We will also look at whether creating another 400 designated course to address some questions that were raised might work better than modifying the existing courses.

**Senator Sherman** asked for clarification that the committee wouldn't be trying to get rid of the 495 and 499 courses.

**Senator Williams:** Not at all. We just want to review them to make them better if possible.

### **Standards for Students- Senator Heather Maldonado, Chair presents committee overview**

- **Senator Jennifer Hunt** presents the overview for **Senator Maldonado**.
- Mission to make our SAT's optional. Discovered that there is a policy.
- Work on freshman policy review. Actually hasn't been reviewed for many years and will be this year, along with work on a freshman with our new AVP
- Carry over from last year; the issue of graduation with honors/criteria for being on the dean's list.
  - There are some credit hours requirements associated with this and residency hours requirements that are problematic for students who take part in study abroad or national student exchange programs. We will review this policy to see whether it makes sense to create exceptions to allow student that participate in those programs to still graduate with honors and to review their information.
- Promotes and encourages attending SUNY Diversity Conference November 12-13-2014- attend if possible. Google- SUNY Diversity Conference for website. Equity inclusion, themed at higher education, faculty staff and administrators. Heather Maldonado is on the program selection committee. Program is very strong and two different tracks of presentations.

**Senator Carson** noted that the **Student Welfare Committee** will report at the October meeting now that they have a new chair. Vice Chair of this committee, **Senator Jill D'Angelo** is on jury duty today.

**UNFINISHED BUSINESS** (formerly 'Old Business')

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### **SIFOC- Intellectual Foundations Update- Senator Amitra Wall**

<http://intellectualfoundations.buffalostate.edu/intellectual-foundations-2014>

**Senator Wall:** Updates concerning IF and IF-14. In terms of reminders; all of our students are in the IF program. Students enrolled from Fall 2006-Spring 2014 are enrolled in the original IF or IF-2006 program. These students received the Provost's waiver; **Provost Ponton** made this announcement in January 2014. The waivers are, and should be reflected into Degree Works.

They eliminated one category from each area:

- Arts and Humanities
- Social Sciences
- Natural Science
- Tech & Society
- 15 credit hours eliminated.

These students because of the waivers are still in the original IF-2006 program and will not move over into the IF-2014 program. They are still responsible for taking the, Oral Communication requirement, and the Writing Intensive requirement, and also for 120 credit hours.

### **IF-2014 Program**

The best place to receive information on this is on the website (at the top of this SIFOC report)

This program is for new and transfer students admitted in Summer 2014 and Fall 2014. This program combined the Oral Communication requirement and embedded it into CWP 102. New students do not have to take Oral Communication and need only take one course from each of the cognate categories. They must take courses outside of their primary major pre-fix.

### **Cognates-IF-14**

There is a list of areas that students with a particular major cannot take. For example, students who are Sociology majors cannot take a SOC course under Social Science. There are two places for you to see the courses that students cannot take. To access, go to Faculty on the Intellectual Foundations Page and click on Cognates and IF 14 Prefix. This information is listed into two different formats. Under IF-14 students take no, Tech & Society, and Oral Communication and take only one course in each of those cognates.

### **Global Engagement IF-14**

There is a fact sheet online for students and advisors. There are four options.

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Option 1 is completed by 95% of students; this is the Foreign Language requirement. Students with one foreign language in high school will be waived or they will satisfy the first option.

Option 2: This is the proficiency exam and students will need to pass this OPI at the novice-high level. If your students desire to take the exam you will contact **Dr. Robert Summers**, Assistant Dean, of the International & Exchange Programs in order for this to take place.

Option 3- Study Abroad

Option 4- Global at Home- or Service Learning-

Guidelines and logistics can be accessed on the IF website. Click for Faculty, Intellectual Foundations 2014, and Global Engagement. The guidelines show what needs to be done in step by step format to follow.

### **Infusion Competencies**

1. Critical Thinking
2. Information Management
3. Writing Across the Curriculum (WAC)

The Oversight and Assessment chairs: **Michelle Ninacs** chair of WAC, **Marc Bayer**, chair of Information Management and **John Draeger**, chair of Critical Thinking Committee, like to call this; 'Internal Designators.' Degree Works will not have a check mark, every program is responsible for identifying major required courses in the major or program. All of our students will have the opportunity to engage in writing, information management and critical thinking. Currently the Oversight Chairs and I have visited department chairs during their meetings. We are laying out a plan: November 1<sup>st</sup> 2014 date for departments to only identify the two required courses so that we can eventually track and assess, and making sure we are meeting the requirements. In terms of assessing this will not be done until 2017, so there is time. On May 1<sup>st</sup> 2015 departments will begin to work on asking department committees for revisions if any are needed.

Resources: Please call **Senator Wall** at, x5906 with questions. The Associate Deans serve as liaisons to the Oversight Committee and Assessment Committee. Contact them or go to the website (at top of my report here).

Assessment- contact **Dr. Rosalyn Lindner**.

**Senator Wall** asked if there were any questions.

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**Senator Stewart** expressed his views on the complexities associated with changing the IF-Program and trying to explain and advise students, which can be very challenging for the professor to do and understand all of the IF intricacies. He wanted to know why there has to be changes.

**Senator Wall:** We know that the IF-Program is the General Arts or Liberal Arts program for Buffalo State; every five years the IF program is assessed and it is reviewed. Two years ago the Senate reviewed the IF program and an external review took place, of which came a recommendation to revise the IF program. There were 66 credit hours required for IF classes, that was more credit hours than some departmental programs have. So we reduced the hours. Students who enrolled from 2006 thru Spring 2014 are in the 'original' IF program, and will not be moved over to the IF-14 program. Students enrolled from Summer and Fall 2014 will be in the new IF-program and must meet all of the requirements to the revised IF-14 program. In terms of changing the IF program next year--to have an IF 15 program. There are no plans to do so. Again, the IF program (or IF 2014) will be reviewed at its appointed time. If there are changes deemed to be necessary, then there will be changes that need to be implemented.

### **NEW BUSINESS**

**Senator Carson:** *Dean Kevin Railey* of the Graduate School has asked to find a temporary replacement to serve as faculty advisor on the Graduate Advisory Committee, while **Senator Patrick McGovern** is on fall sabbatical. This should be someone from the graduate faculty. If you are interested please contact me, and I will inform *Dean Railey*.

### **CONSTITUENT QUESTIONS (CQ's)**

**Senator Carson:** This is an opportunity for Senators to bring questions that have arisen from their constituents to the Senate body. **Senator Carson** brings forth a question that was sent to him. It regards to Online Advisory Committee (OAC) that is taking review and revisions to DOPS without the Senate's input. (see full question>) *'Does the administration want the College Senate to make recommendations for updates to DOPS with respect to course procedures and grading this year, related to online education and suggestions made by Middle States to changes in IF requirements and the American Disability Act?'*

**Provost Ponton** responds.

The OAC established in April 2013 had one charge (of several) to focus on what Buffalo State needs to do to be online friendly and promote online programs. They were to look at policies, practices and protocols we have. Members of that committee reviewed policy suggestions that came out of Middle States, suggestions from national trends with regards to readiness; and our preparation to offer online courses?'

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The committee did go through DOPS policies and looked at places where we need to address online policies. These include areas as college closing, ability of students to complete transactions, and courses offering. The goal is to use best practices with online education and making recommendations to the College Senate in areas appropriate for policy review.

**Senator Carson** asked for further Constituent Questions.

**Senator Fish** asked why we are not getting a hard copy of the campus phone book anymore.

**Provost Ponton** responded by saying that was a decision made in accordance for costs and resources. He will have AVP of Institutional Advancement, Susanne Bair respond in further detail at the October Senate meeting.

**Senator Hunt:** Has there been a review of the number of handicapped parking spots and the unavailability of handicapped parking for those disabilities early in the morning and especially on Academic Drive?

**Vice President LeVine:** We didn't eliminate any handicapped parking, even during any renovations going on. I am not sure how often we compare the number of those spaces to the number of handicapped faculty and staff needing them.

**Chief Diversity Officer, Karen Clinton-Jones:** The ADA does not require that we poll our faculty/staff/students to determine how many require accessible parking, but rather that a percentage of our parking spaces are designated accessible.

**Senator Lysiak:** Why was \$3,000 spent on an outside window cleaning vendor and another \$3,000 to rent the equipment instead of utilizing campus services employees? We have the equipment.

**Vice President LeVine:** Campus services do what they can within their staffing situation. But during peak periods they may have need to accomplish this via an outside contractor. Maybe this was for a special event or special reason/request. I will look into this.

**Senator Stewart** asked when the campus will hear about the UPD review conducted in the Spring from the Margolis Healy Group.

**Vice President LeVine: Interim President Cohen** and I reviewed several drafts of this review. We have another draft of the report. We asked The Margolis Healy Group to come back to campus again. They will be

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here on September 23<sup>rd</sup> to meet with the new president to get her perspective and to review additional documentation that didn't happen during the first review. We may get a final report in October.

**Senator Carson:** It was *Interim President Cohen* desire to share this information with the Senate.

**Vice President LeVine:** Certain of it. I spoke with *President Conway-Turner* and told her that it was the Senate that requested the information from this report.

**Senator White:** The new signage is nice, but what did this cost, and why now?

**Vice President LeVine:** The signage was ancient and in need of replacement; you could tell where you were or where you were going. The decision and initiation was under then *President Podolefsky's* re-branding and image for Buffalo State. It is costing an estimated \$1million, and will soon be completed; main entrance signs are not up yet.

**Adjournment: 5:05 p.m.**