

• COLLEGE SENATE MEETING •

SMS-SENATE MEETING SUMMARY-Draft

April 8, 2016 Butler 210, 3:00 p.m.

1. **CALL TO ORDER:** *meeting commenced at 3:03 p.m.*

2. **ADOPTION OF THE AGENDA**

- The Senate meeting agenda was moved by **Senator Floss** and seconded by **Senator Mernitz**. It was then approved.

3. **PRESENTATION OF THE SENATE MINUTES**

- Minutes of 3/11/16 were presented. The Minutes were accepted without contest.

4. **REMARKS OF THE PRESIDENT** *–full remarks will appear in the full Senate minutes.*

President Conway-Turner updated the Senate on:

- **Admissions:** Approximately 12,700 freshman have applied for Fall 2016. We have accepted 6,559 to date. May 1st is our priority commitment date to see what the final freshman class will look like. We had an open house last Saturday, and also have had several events in NYC to attract students for enrollment. Many are interested but we have to wait and see the final outcome.
- **Residence Hall Occupancy:**
 - 2,779 living on campus, 60 are still living off campus at Canisius, and 33 at Medaille Colleges.
- **The Provost** will take a team to attend the **AAC&U Institute on High-Impact Practices** summer institute. Our team will be going to an institute on June 21st - 25th. We were selected, along with teams from 38 other colleges/universities, to talk about student engagement, retention, inclusion, and success. This should help us shape and sharpen our ideas around retention and high impact practices.
- **StartUp NY Plan**-We have revised our plan and have identified space at Buffalo Freedom Trade on River Rock Dr. & Randall St. This was approved by SUNY in February and by the Empire State Development in March. We are in communication with several companies about affiliations with BSC. Our Small Business Center is taking the lead in making connections with those companies throughout the area.
- **Budget**- No tuition increase, no maintenance of effort was included in the budget. No funding for negotiated salary increases. Buffalo State did receive funding for critical maintenance. Through the SUNY investment plan we received resources to increase our EOP population by 100. We also received \$250K to implement a concept 'virtual concierge service' - a one stop center to connect students to services we have now. We are working on that now. There was no discussion from the floor.

5. **COMMITTEE REPORTS***-full details in the complete Senate Minutes*

- **Academic Plan Committee (APC)**–Jason Grinnell, Chair

- **Senator Grinnell** Gave a brief update on the CPC and the Strategic Planning Process.
 - CPC met on March 18TH to begin organizing the results of the fora. We will meet again on April 22nd to discuss a draft of the language for the Strategic Plan.
- **By-Laws & Elections Committee (BL&E)**-Kevin Williams, Chair
 - **Senator Williams** updated on the elections. Two At-Large Senate seats, one UFS seat and one Alt UFS seat. We have one nomination for UFS and two for At-Large. Elections begin on April 18 and run through the 29th at 11:59 p.m.
- **College Senate Curriculum Committee (CSCC)**- Marc Bayer, Chair
 - Update the Senate on the current workflow improvements. Using Dooli and Wufoo has helped us be more informative. However, we are trying to stop using the blue routing form in going electronic. Kiss Flow is being tested and so far everyone likes its simplicity. Has track progress, can see where with whom and how long it has been sitting, they will receive emails until they act on their part to move the item forward. Hoping to role this out in Fall 2016, when all Associate Deans and Dept. Chairs will be trained on the KissFlow workflow process.
- **Faculty & Staff Welfare Committee (FSW)**-Amitra Wall, Chair
 - Presented **Community Policing Philosophy Policy**
 - <http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/Documents/BSC%20Campus%20Community%20Policing%20Philosophy%20%20FINAL%202015.pdf>
 - **The Senate endorsed the spirit and intent of this policy and recognizes the value of positive relationships between all members of the community and the University Police at Buffalo State College.**
 - Presented for discussion **The Buffalo State Creed policy**. There was discussion on the language, along with the idea of a catch-phrase; suggested by **Senator Knowles**.
 - **The committee will revise, and bring back to the May 6th Senate meeting for vote.**
- **Instruction & Research (I&R)**- Scott Goodman, Chair
 - Presented a revision on the **Distance Education Policy** for discussion. The previous name of this policy was Distance Learning Policy. The committee is proposing a revision be made utilizing separate sectors, rights and responsibilities. There was extensive discussion. A vote on this policy revision will occur at the May 6th Senate meeting.
 - **Academic Calendar Policy**-**Senator Goodman** talked about the concern that the current policy was not in compliance with SUNY's guidelines for the amount of teaching days required.
 - **There was extensive discussion** about whether we need to change the policy to be more in compliance with SUNY's requirements. For example, SUNY policy is to teach 15 weeks inclusive of final exams. This equates to 42 MWF days per semester. Buffalo State had 39 MWF days in the fall 2015 semester.

- **Senator Goodman** showed current calendar practices of several other institutions in comparison to those at Buffalo State.
- **Discussion continued.** Several Senators suggested they favor changes to our current calendar to put us in compliance with SUNY. Suggestions were made to which days should be 'eliminated' to put us at 42 teaching days. Concerns for staff holidays were voiced and options discussed.
- **Senator Goodman** noted the new suggested policy recommends a two-day fall recess, no time off for Veteran's Day, and one day off for President's Day.
- **The discussion continued** with several concerns that the Senate was being asked to support a motion that was not in compliance with SUNY policy. **Senator Sherman** suggested eliminating those one day holidays and having Thanksgiving week in place of. **Senator Goodman** stated that SUNY does not spell out 42 days, but 15 weeks of instruction. **Senator Gleckel** stating that this was an issue of practice not of policy.
- **Senator McMillan** received formal advisement from **Parliamentarian Gellin** that we needed to accept this motion as a technical change for a new 'status quo' with no vote – because if we voted 'no' to it we would revert back to the old status quo - which put us out of compliance.
- The Senate has therefore accepted this policy as the new guidelines for constructing the calendar. **Senator McMillan** explained that senators or administrators could choose to bring an amendment to this new policy at any time to her so that it could be discussed on the floor (if senators want to get to 42 teaching days, for example).
- **Standards for Student Committee (S4S)- Heather Maldonado, Chair**
 - **Leaves of Absence motion**-for vote. There was discussion. **Senator Maldonado** responded to discussion/concerns. **Senator McMillan** then called for a vote.
 - **The Senate approved of the Leaves of Absence Policy.** (The Senate Chair will send the President a memo of recommendation for her approval.)
 - **'J' Term limit Policy**-for vote. There was discussion. **Senator McMillan** then called for a vote.
 - **The Senate approved of the 'J' Term Limit Policy.** (The Senate Chair will send the President a memo of recommendation for her approval.)
- **Student Welfare Committee (SWC)- Joe Tucceri, Chair and Amy Rosen-Brand, Vice Chair**
 - **Senator Tucceri** presented for vote the **Broad Based** fee motion. **Senator Floss** restated BSAC's support to the SWC and this motion. **Senator McMillan** then called for a vote.
 - **The Senate approved of the Broad Based Fee Motion.** (The Senate Chair will send the President a memo of recommendation for her approval.)

7. UNFINISHED BUSINESS

- **Retention Update**- presented by **President Conway-Turner** (full report/discussion disclosed in the full Senate minutes).
 - **The President** explained the need to spend the time to look deeper into what is needed to improved and maintain retention by having a group of faculty, staff and students look at retention practices and data from our and other campuses. She asked that we consider well documented practices and come up with short and long term recommendations that suggest which practices would be best for Buffalo State

to retain those first year students and the other students we lose along the way. SUNY has asked us to make some goals, which may help guide us to better support them.

- **Senator McMillan** added supportive remarks to those people who are dedicated to working on retention for our campus.
- **Senator Kline** and **Senator Maldonado** shared presentation time. **Senator Kline** presented a PowerPoint on how to work towards a plan for retention improvement for our campus. **Senator Maldonado** discussed the work done by the Campus Advisement Committee including potential budgetary issues with advisement.
- **There was extensive discussion**. (full discussion disclosed in the full Senate minutes)

8. NEW BUSINESS-(Complete report and stats will be in the full Senate minutes)

- **Bookstore Report**
 - **Lynn Puma- manager and Rebecca Lucas, textbook manager of Barnes and Noble @ Buffalo State**
 - Presented a PowerPoint on the stats of book orders/adoptions and the importance of timely ordering of books for students.
 - Consequences of not having the proper books/materials for student success is significant extra costs for students.

9. CONSTITUENT QUESTIONS-CQ's (None)

10. Adjournment- The meeting adjourned at 5:31p.m.

SENATE ELECTIONS BEGIN MONDAY APRIL 18TH -29TH 2016

Next Senate Meeting: Friday, May 6th 2016 @ 2 pm, in Butler 210.

The Annual Senate Caucus will be held from, 12:15-1:30 p.m., on May 6th in Butler 210 prior to the 2 p.m. Senate meeting.