

Buffalo State College

The State University of New York

•COLLEGE SENATE MEETING-SMS•

Senate Minutes Summary

December 14, 2018-Bulger 217, 2 p.m.

<u>PRESENT</u>			<u>EXCUSED</u>
Adamo	Holland	Rosen-Brand	Bajus on Fall 18' sabbatical
Barnum	Kline	Sarratori	Carson on Fall 18' FML and Spring 2019 sabbatical
Ben-Merre	Knowles	Schmidt	Devonish
Bewlay	Maguire	Severson	Garrity
Brickhouse	Marren	Sharma	Loehr
Cole	Mayrose	Shephard	Macho
Conway-Turner	Mernitz	Todd	Nailor
D'Angelo	Morales	Wadsworth	Patwardhan
Du	Nailor	Wall	Santa Maria
Ederer	Nikischer	Ware	Shively
Ettestad	Patti	Williams Kevin	Vince Garland
Fronckowiak	Perreault	Wilson	ABSENT
Fujiuchi		Zhang	Boakye
Fulcher-Rood			Fortner
Gellin			Kelly
Goodman			Kenyon
Gordon			McKillip
			Murray
			Rickard
			Williams Kyosha
			Yusuf

•SMS•

December 14, 2018

*The Official Record of the Senate- Audio Podcast:

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-december-14>

*Please go to the Official Podcast to hear all audio with full dialogue on reports, discussions, etc. from each Senate meeting.

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

ADOPTION OF THE AGENDA: *Senator Marren* presented the agenda, there were no objections/changes. It was moved and seconded. The December 14, 2018 Agenda was adopted.

PRESENTATION OF THE SENATE MINUTES: *Senator Marren* presented the minutes summary of November 9th, 2018. *Senator Mernitz* asked to amend the minutes to include further language under the Safety report from Chief Carey. *Senator Marren* asked for any other substantive changes. Hearing no further changes. The amended minutes of November 9th 2018 were accepted. For completed viewing of minutes past and presented, go to: <https://collegesenate.buffalostate.edu/senate-minutes>

REMARKS OF THE PRESIDENT

Go to 3:37 into recording to hear the beginning of the President's Remarks

President Conway-Turner wished Provost Perreault well in her new position as Provost at Towson University. She thanked her for her service and work she has done here at Buffalo State.

The President then gave a brief report on the November 27th 2018 SUNY President's meeting. Some featured discussion focused on guest speaker Ted Mitchells talk on education and how families of color understand what a transformative process education is. Discussion on process of engaging students; process of galvanizing a campus. There was a budget discussion and the serious financial problems throughout SUNY. All comprehensive colleges then moved into sector meetings. The Chancellor trying to have endowed professorships. We will continue to leverage individuals. We may have more endowed professorships on our campus. More research faculty. I shared with colleagues the research we do here at Buffalo State College.

In early spring semester, Vice President Barnum will provide a budget update. There is still a ban on travel to North Carolina for SUNY campuses; presenting problems for traveling for conferences. We had successful open houses this fall with 29% more participation than last year.

The *President* deferred 2 Constituent Questions to *Provost Perreault*:

1. Status of the Strategic Plan (SP)
2. And the SOS-Student Opinion Survey

Both were sent in advance to the President; to hear **Provost Perreault** who spoke to the CQ's on the status of the Strategic Plan (SP), go to the Podcast @17:18 into recording.

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-december-14>

CQ-1: The office of Institutional Effectiveness is gathering data and once the data is clean and makes sense then we can see real time reports. The CPC-College Planning Council is overseeing the progress of the SP. They will meet again in the spring semester with **Luke Krieg** and have the executive summary put up onto the website.

CQ-2: We have a SOS-Student Opinion Survey, the information is with the department chairs and the results have been shared across campus. There were no further questions.

Please go to the Podcast to hear the full Constituent Questions and responses in their entirety:

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-december-14>

REMARKS OF THE CHAIR

Senator Marren: To hear the Chair's Remarks, go to the Podcast @23:24 into recording.

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-december-14>

COMMITTEE REPORTS

Instruction & Research Committee, Arlesa Shephard, Chair

(See resolution in Appendices-Appendix A)

Senator Shephard brought back the resolution for vote, on an addition to DOPS for Course Audit Policy. Her committee revised the resolution based on feedback and discussion at the October 12, 2018 Senate meeting.

Senator Marren asked for any discussion. Hearing none, all in favor of this resolution? The resolution was approved unanimously by the Senate. This will now be sent as a recommendation to the President.

Standards for Students Committee, Amy Wilson, Chair

(See resolution in Appendices-Appendix B)

Senator Wilson brought back a resolution on for addition to DOPS on Repeating Courses for vote. This was brought to the Senate at the April 2018 Senate meeting. It was re-introduced at the October 12, 2018 Senate meeting. Senator Wilson explained that her committee made the revisions to the resolution based on feedback/discussion from the Senate.

Senator Ben-Merre made a motion to amend the resolution. He explained the language to his amendment.

Senator Marren asked for a second. There was no second. **Senator Ben-Merre's** motion to amend was disqualified.

There was further/extensive discussion on this resolution. It was found not in the favor of the Senate. To hear complete discussion go the podcast:

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-december-14>

Senator Marren reminded the Senate that the committee did fulfill its charge, but the committee can expand on the resolution from today's discussion/feedback.

Senator Sharma made a motion to send this back to committee for further revisions, instead of a vote. **Senator Ben-Merre** seconded the motion.

Senator Goodman spoke against this resolution along with **Senator Knowles**.

This resolution will now come back to the Senate at the February 8th Senate meeting.

Senator Wilson then introduced a resolution on DOPS Policy for Upper Division, (see resolution in Appendix C).

Senator Marren asked for discussion. There was no discussion. This will come back to the Senate at the February 8th 2019 Senate meeting.

Unfinished Business There was no Unfinished Business.

New Business There was no New Business.

Constituent Questions-CQ's

Two CQ's were addressed under the Remarks of the President. There were no additional CQ's.

Senator Marren asked for a motion to adjourn. It was moved.

Adjournment: 2:55 p.m.

APPENDICES

Appendix A

DOPS Addition: Course Audit Policy

Introduced at the October 12, 2018 Senate Meeting by the Instruction & Research Committee (Arlesa Shephard, Chair) and Standards for Students (Amy Wilson, Chair)

WHEREAS there is currently no policy for auditing courses at Buffalo State

WHEREAS it is important to have clear definitions of auditing

WHEREAS it is important to be able to document the number of people who are auditing at Buffalo State

WHEREAS it is important to have an accurate course roster for the purposes of safety and risk management

WHEREAS having a formal auditing procedure will help facilitate appropriate access to technology (e.g. Blackboard) and resources (e.g. library) for non-degree-seeking students.

WHEREAS a formal audit policy will enable appropriate offices on campus to assess the application of appropriate fees (e.g. technology) which are currently covered by enrolled students

THEREFORE BE IT RESOLVED that Buffalo State College adopt the following course audit policy.

BE IT FURTHER RESOLVED that the administrative units involved be given ample time (at least one year from the adoption of this policy) to make the necessary updates to forms and processing technology (e.g. Banner, Degree Works, Blackboard), in order to update and test the function of Banner to ensure that records will be processed properly prior to fully implementing this policy.

Buffalo State College
Director of Policy Statements

Policy Number: I:09:01 (*proposed number*)

Date: October 2018

Subject: Course Audit Policy

Types of auditors

- Currently enrolled students
 - With instructor permission, students who are currently enrolled in the college may audit classes. Students will be required to complete the Audit form. Audit courses do not count toward full-time status.
- Faculty and Staff/Research Scholars
 - Faculty and staff may audit courses. Auditors must complete the audit form.
- Non-degree-seeking students
 - Students who have completed the non-degree-seeking application through the Admissions Office may audit classes. Auditors must complete the Audit form and may have limited access to campus services and technology.

Auditing Criteria

- General Criteria for all auditors
 - Auditing provides a person permission to regularly attend and participate in a class without receiving a grade or earning credit.
 - Auditors must obtain approval from the instructor of the course.
 - Auditing is a privilege and requires instructor approval. No one can claim the right to audit any course at any given time.
 - An Audit Form that includes approval of the instructor and the department chair must be completed and submitted to the Registrar's Office by the add/drop deadline for the semester in which the audit will take place.
 - Students who have been previously dismissed or are on academic probation must also obtain permission from the associate dean and meet conditions for readmission to the college in order to audit a course.
 - The auditor's role beyond attending the course, such as completing assignments, receiving instructor feedback, and taking exams, should be agreed upon with the instructor.
 - Auditors may be admitted only if the classroom capacity has not been met with regular enrollment. The audit agreement will be voided if maximum classroom capacity has been met by the add/drop deadline.
 - Course auditors may be expected to purchase text books and/or supplies necessary to participate in the course (e.g. art supplies).
 - Auditing is not permitted for:
 - Study abroad programs, student teaching, fieldwork, independent study, thesis, senior projects, SUNY cross registration, or classes that include patient/client contact.
 - Special considerations for laboratory and studio classes:
 - See DOPS Policy I:09:00.
 - Course auditors may be required to pay laboratory or similar fees associated with the course.
- The auditing student will **NOT** receive a grade or earn credit toward a class.
 - Audited courses do not count toward full-time status for enrolled students.
 - Auditors may not retroactively register or request (e.g. petition) to receive credit in a course they are auditing. If a student registers for the same course in a different semester, the student is responsible for completing all course requirements during the semester in which the student is registered.
 - Work completed in an audited course may not be used toward improving a previous grade or for extended registration because of an incomplete "I" grade.
 - A student may not audit a course for which he/she is currently enrolled. The student must drop the course and seek audit approval prior to the add/drop deadline.
- Additional criteria for non-degree-seeking auditors
 - Auditors who are not seeking a degree and/or are not currently enrolled in the college must complete a non-degree application and related documentation through the Admissions Office as well as complete and submit the Audit Form.
 - Non-degree-seeking auditors will not be charged tuition; however, other fees may apply.
 - Non-degree-seeking auditors may be required to pay fees which could include but are not limited to a registration fee, a class or lab fee as well as a fee to cover technology and library use on campus.
 - Auditors 60 years of age and older may be exempt from a registration fee.
 - Non-degree-seeking auditors are expected to adhere to all college policies and the Student Code of Conduct.

- Auditors must adhere to parking rules and regulations and may need to purchase a parking pass if parking on campus.

Appendix B

DOPS Revision: Repeating Courses-Re-introduced on November 9, 2018

Originally introduced at the April 2018 Senate meeting by the Standards for Students Committee, Amy Wilson Chair

Introduced at the April 2018 Senate meeting by the Standards for Students Committee

WHEREAS, the current policy does not allow students to repeat courses outside of Buffalo State; and

WHEREAS, students who wish to improve their academic standing or GPA by completing courses at another institution are prevented by current policy from applying successfully completed transfer courses (except for Cross Registration courses) to their Buffalo State transcripts and from removing the earlier Buffalo State grade from their GPA; and

WHEREAS, students who are able to repeat a course successfully at another institution when that course is not being offered at Buffalo State, may be more likely to recover, maintain their plan of completion, and/or successfully graduate in a timely manner from Buffalo State; and

WHEREAS, 73% of our student population receives federal financial aid that is governed by Satisfactory Academic Progress (SAP) standards (Pace and GPA),

THEREFORE, BE IT RESOLVED that Buffalo State amends its DOPS policy on **Repeating Courses** as revised in this document to enhance student success and completion; and

BE IT FURTHER RESOLVED THAT this policy change would go into effect beginning with the 2019-2020 academic year and that the college catalog and college website be updated to ensure that DOPS language is consistently reflected in the catalog and on the website for this policy.

BUFFALO STATE COLLEGE DIRECTORY OF POLICY STATEMENTS

Policy Number: I:16:08

Subject: Repeating Undergraduate Courses

Proposed Revised Policy

Repeating Courses at Buffalo State

Students may repeat once any course in which a C-, D+, D, E, EV, **F or U** grade was earned. **Courses must be repeated in the same grading mode as first attempt.** ~~A course in which a student earned a C-, D+, D, E, or EV cannot be repeated with a Pass/Fail option.~~ All grades remain on the permanent record but only the second grade and those semester hours will be used in calculating the GPA. This policy will pertain *even if* the grade earned during the second attempt is lower than the initial grade. Courses with letter grades A through C cannot be repeated.

Policy regarding practicum courses **and student teaching** may differ. Contact the department in which the course is offered.

Repeating courses may affect financial aid. Students should check with the Financial Aid Office for more information regarding repeating courses and financial aid policy.

GPA calculations are completed at the time the degree or certificate is conferred and are not affected by any subsequent coursework at Buffalo State.

If at the initial time of admission to Buffalo State a student is awarded transfer credit for a course that earned a grade of C-, D+ or D, the student may repeat the course at Buffalo State and the grade and credit of the second course will count in the GPA.

Repeating Courses at Other Institutions

A Buffalo State course in which a C-, D+, D, E or EV was earned may be repeated at another institution with prior department approval of course equivalency on file in the Registrar's Office. The Buffalo State course will be excluded from the GPA and will be so indicated on the transcript. A minimum grade of C is required for transfer credit to be applied. The transfer credit will count toward degree completion, but the transferred course grade will not be included in the overall Buffalo State GPA.

No more than 16 credits may be awarded through course repeat at another institution. Transfer credits obtained through course repeat outside of Buffalo State will count towards the maximum transfer credit allowance.

Current Policy

A student may repeat a given course once for which a C-, D+, D, E or EV grade was earned. The course must have the same prefix number, title, and credit hours. The repeated course must be taken at Buffalo State College. Only the second grade and those semester hours completed will be used in determining the GPA. A student may not repeat a course for a third time.

All grades remain on the permanent record. Students may not use pass-fail to repeat a course for which a C-, D+, D, E or EV grade was earned. A passing grade will not replace an F or a U grade, since F and U are not computed in the GPA. Courses with letter grades above C- cannot be repeated. Courses that were illegally repeated will not be used in computing the cumulative average. Practicum courses may differ. Check with the department that offered the course. Repeating courses affects financial aid. Students should check with the Financial Aid Office for more information regarding repeating courses and financial aid policy.

Once a student has completed a bachelor's degree, a final average for the degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State College.

Appendix C

*Introducing motion on December 14, 2018 for:
DOPS Policy IV:15:01 Upper Division Criteria for Graduate Level Courses
from Standards for Students Committee. Amy Wilson, Chair*

BUFFALO STATE COLLEGE DIRECTORY OF POLICY STATEMENTS

Policy Number: IV: 15:01
Subject: Upper Division Criteria for Graduate Level Courses

Date: Month XX, 2018

Guidelines listed below have been established for the designation as upper division graduate courses. The guidelines should be used when creating new courses and for revising existing courses. The College Senate Curriculum Committee will use the guidelines in the approval process for graduate courses.

A course that has upper division designation (600 or 700 level) reflects evidence of at least two of the following criteria:

- A. Prerequisite course or instructor permission.
- B. Course content, assessment, and learning outcomes demonstrating evidence of greater focus or depth in the content than 500 level graduate courses.

- C. Course content, assessment, and learning outcomes targeting a higher-order of critical thinking (greater application, analysis, synthesis, and evaluation of subject) than 500 level graduate courses.

Course numbers indicate the level of the course and restrictions as follows:

- 500-599 Introductory or survey graduate courses (knowledge, understanding, and application of subject)
- 600-699 Courses which go beyond introductory level and involve in-depth study of a subject at the graduate level and which usually have prerequisites.
- 700-799 Courses designed for and restricted to students matriculated in the departments' degree or certificate program.

NOTE: The catalog provides that all master's degree programs require completion of a minimum of 15 credit hours of 600- or 700-level coursework.