

Buffalo State College

The State University of New York

•COLLEGE SENATE MEETING-SMS•

Senate Minutes Summary

October 12, 2018-Bulger 214, 3 p.m.

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

Final draft of 10.12.18 Senate minutes for ESP/Senate send out on 11.1.18.

•SMS•

October 12, 2018

*The Official Record of the Senate- Audio Podcast:

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-12>

*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 3:03 p.m.

ADOPTION OF THE AGENDA: *Senator Marren* presented the agenda. Hearing no substantive changes or objections, it was moved and seconded. The October 12, 2018 Agenda was adopted as presented.

PRESENTATION OF THE SENATE MINUTES: *Senator Marren* presented the minutes summary of September 14th, 2018. Hearing no substantive changes, the minutes were accepted as presented. For completed viewing of minutes past and presented, go to: <https://collegesenate.buffalostate.edu/senate-minutes>

REMARKS OF THE PRESIDENT

President Conway-Turner introduced CIO and VP of Marketing, Enrollment & Communications, *Jacquelyn Malcolm* who gave a full Enrollment Report via Power Point and commentary. Please go to the Senate Reports. <https://collegesenate.buffalostate.edu/reports-senate-2015-2019>
Please go the Senate Podcast @ 2:33 to hear the start of the enrollment report, and full discussion: <https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-12>

Following the enrollment report, there were questions and answers for *CIO-VP, Malcolm*.

President Conway-Turner then introduced Vice President of Finance & Management, *Laura Barnum*. She gave the Full Budget Report: <https://collegesenate.buffalostate.edu/reports-senate-2015-2019>

Following the Budget report, *VP Barnum* took questions from the Senate floor. There was extensive discussion. **Please go to the Senate Podcast @ 31:19 to hear the start of the Budget report and full discussion:**

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-12>

This concluded the Remarks of the President.

REMARKS OF THE CHAIR

To hear the Chair's Remarks, go to the Podcast @ 1:06:52

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-12>

Senator Marren: As I mentioned at our last meeting, I received a copy of the Provost's Task Force on General Education, co-chaired by *Professor Jason Grinnell* and *Dean Mark*

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Severson, just before our last Senate meeting. I forwarded a copy to all the Senate chairs. That document is a starting point for our discussion on how to re-imagine our Gen Ed program, to make it a true Buffalo State document that emphasizes our strengths as an urban, engaged campus.

I would like to remind everyone that there were several opportunities last academic year to go to presentations on the draft plan and to ask questions, but we did not fully debate the strengths and weaknesses of the proposal. Now is our chance to do so. What we have to do is use the task force's proposal as a base to come up with an organic Gen Ed plan that is faculty, staff and student driven. The final Gen Ed plan that we will send to the administration may closely mirror the task force's proposal, or it may reject most of it, but I suspect we will all meet somewhere in-between those extremes, perhaps at the Golden Mean, to steal a phrase from Aristotle.

So how do we do that? There is precedent for creating a Senate Task Force to examine ways to craft and implement a plan. I'll follow that lead from several years and Gen Ed plans ago and ask the chairs, or a designee(s) from Academic Plan, Curriculum, I&R and Student Welfare committees to form the backbone of an ad hoc task force that will go over the proposal and make suggestions to the various Senate standing committees. I will also invite representatives from each of the four undergraduate schools to send people to the task force. This College Senate Ad Hoc Task Force will be the clearing house, so to speak, to help the process go forward to Senate adoption. The reason we need the ad hoc task force is because the job of coming up with a final plan is too big and too broad for any specific standing committee, what is needed is a nimble task force that transcends traditional charges to committees.

Just a word on how this will work: Ideally, the members of the **Senate Ad Hoc Task Force** will not have also served as members of the Provost's task force. At least they may not be voting members, but they could be ex officio members. The **Senate chair (myself)** and vice chair (**Scott Goodman**) will also be ex officio members and co-chairs until a chair is chosen. The first meeting of the ad hoc task force will be shortly after it is formed.

As with any change, or proposed change, it will not be an easy or a quick task and we may still be debating points at the end of this academic year. But I believe that we can work together in an atmosphere of mutual respect to do what is best for the students and faculty at Buff State. I know we can because I have watched us do so in the past. Thank you.

COMMITTEE REPORTS

Instruction & Research Committee-(I&R)-Arlesa Shephard, Chair

Senator Shephard introduced a resolution on Course Audit Policy for addition to DOPS for discussion.

Please **see Appendix A** for resolution.

To hear presentation and extensive discussion go to the Senate Podcast @ approx.. 1:15:07.

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-12>

Unfinished Business There was no Unfinished Business.

New Business There was no New Business.

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Constituent Questions-CQ's

Please listen to Podcast <https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-12> (Go to 1:43:09 into podcast *for all CQ's and responses.*)

Some CQ's may need further consideration and will be followed up at the next Senate meeting.

- Two were sent in advance and **Provost Perreault** addressed the core of the CQ's.

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

Adjournment: 4:50 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 the processing 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 Directory 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.

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- 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.
 - Audited courses will appear on course rosters and transcripts with an audit designation. This audit designation is not a grade and will not contribute toward a student's GPA, credit count, degree, or financial aid eligibility.
 - 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 "T" 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.
 - 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.