



BUFFALO STATE
The State University of New York

believe. inspire. achieve.

•College Senate Meeting•
Minutes/Summary

May 10, 2019-Bulger 215, 2 p.m.

<u>PRESENT</u>			<u>EXCUSED</u>
Bajus Barnum Ben-Merre Bewlay Brickhouse Cole Conway-Turner D'Angelo Du Ederer Ettestad Fronckowiak Fujiuchi Fulcher-Rood	Garrity Gellin Goodman Gordon Holland Kenyon Knowles Loehr Macho Maguire Marren Mayrose Mernitz Morales Nikischer	Rosen-Brand Santa Maria Sarratori Schmidt Severson Sharma Shephard Shively Todd Vince Garland Wadsworth Wall Wilson Zhang	Adamo Carson on Fall 18' FML and Spring 2019 sabbatical Devonish Kline on Spring 19 sabb. Patti Nailor Williams Kevin
			<div style="border: 1px solid black; padding: 5px; display: inline-block;"><u>ABSENT</u></div> Boakye Fortner Kelly McKillip Murray Rickard Patwardhan Ware Williams Kyosha Yusuf

•SMS•

May 10, 2019

*The Official Record of the Senate-Audio Podcast:

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-may-10>

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

CALL TO ORDER: *Senator Marren* officially called the meeting to order at 2:04 p.m.

ADOPTION OF THE AGENDA: *Senator Marren* presented the agenda, he asked for a motion to adopt the agenda, it was moved and seconded. The May 10th, 2019 agenda was adopted.

PRESENTATION OF THE SENATE MINUTES: *Senator Marren* presented the minutes of April 12th, 2019. *Senator Marren* asked for any other substantive changes. Hearing none. The minutes of April 12, 2019 were accepted.

For completed viewing of minutes past and presented, go to:

<https://collegesenate.buffalostate.edu/senate-minutes>

REMARKS OF THE PRESIDENT

****To hear *complete* Remarks of the President, start @ 00:54 into recording:**

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-may-10>

President Conway-Turner gave several updates.

- Today we had our Mexican Fiesta inside, hopefully you were able to stop by.
- We have met with Crystal People Stokes from the Education Pipeline Initiative. Discussion on the need of more diverse teachers is a goal. Buffalo State has a long history of being a teaching college and has graduated many that became teachers.
- The idea of training teaching assistants to become teachers is a part of the discussion, however many women and women of color cannot afford to get that training. I am pleased to announce that Crystal People Stokes has generously donated \$500,000 to the BSC budget, that will go directly to train teaching assistants to become teachers. Today I will be leaving the Senate early, to attend a press conference with Crystal to announce this great process. Developing programs and policies will be a large focus to make this happen.
- We continue to celebrate our students, with one week left of celebrations and commencement next Saturday.

Vice President Barnum gave a complete Facilities update and Budget Report to the Senate via a Power Point. The report begins at 4:33 into podcast recording. Go to the Senate's reports page to *see a pdf of the entire power point presentation:*

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/REPORTS>

[%20TO%20THE%20SENATE%202018-](#)

[19/facilities%20report%20to%20the%20college%20senate%205-10-19%20.pdf](#)

You can listen to **VP Barnum's** report on the podcast, inclusive of extensive questions and answers that followed the reports.

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-may-10>

- **President Conway-Turner** addressed a Constituent Question on the new Retention Advisor position:
 - The senior adviser will coordinate and oversee retention efforts. Other institutions have a retention specialist. Also, various programs will be supervised by this position. Grant allocations will fund this position and the grant funds are temporary. This position will have a direct influence on our enrollment. It is a coordinated entity that will work with the VP areas, and directly with the Provost.
- **President Conway-Turner** addressed a CQ that was submitted in advance of the Senate meeting on; "Why have we not heard about the budget for next year?" The budget will close out on July 1st. We have been talking about the budget for the past several months. We will have more information in the fall. For the newer employees that may be why this question came up, as they may not have heard our discussions on the budget.

End of Remarks of the President

REMARKS OF THE CHAIR

Please go to 35:37 into recording to hear beginning of Remarks of the Chair

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-may-10>

Senator Marren announced the names of all those Senators receiving one, three, and six-year Senate Service Certificates; (***please see Appendix A for list of names***). He thanked them for their service. Certificates were available on the table adjacent to the sign-in table. He also mentioned that **Senator Heather Maldonado** is the new UFS Senator. She assumes the seat that **UFS Senator Amitra Wall** has held for the last three years. He thanked **Senator Wall** for her great work and efforts on behalf of the College Senate and as a representative to the UFS at all of the UFS Plenaries. **Senator Marren** then thanked all of the Senate Committee Chairs for their work and collaborative efforts in keeping the Senate running.

COMMITTEE REPORTS

Begin at: 41:22 into podcast All Senate Standing Committee Final Reports are posted to the Senate website's Standing Committee's webpage:

<https://collegesenate.buffalostate.edu/college-senate-standing-committees>

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-may-10>

APC-Academic Plan Committee-David Ben-Merre, Chair

Senator Ben-Merre presented his Final Report to the Senate: (click on link to access the APC Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/ACADEMIC%20PLAN%20FINAL%20REPORT%202018-19.pdf>

BSAC-Budget and Staff Allocations Committee-Ted Schmidt, Chair

Senator Schmidt presented his Final Report to the Senate, along with an addendum Power point with additional information: (click on link to access the BSAC Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/BSAC%20FINAL%20REPORT%202018-19.pdf>

BYLE-By-Laws & Elections, Amy Rosen-Brand, Chair

Senator Rosen-Brand gave the results of the Senate Caucus (Election of all Senate Officers for 2019-2020) There was a contested nomination for Vice Chair of the College Senate. **Senator Jason Grinnell**, and **Senator Aimee Woznick** are candidates for a runoff election scheduled for May 15-17th. Vince will send you an email with further information for the electronic voting site, et al.

Senator Rosen-Brand provided the Final Report as of May 13th: (click on link to access the BYLE Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/BY%20LAWS%20FINAL%20REPORT%202018-19%20ARB.pdf>

CSCC-College Senate Curriculum Committee, Bhakti Sharma, Chair

Senator Sharma introduced a resolution for the **DOPS Policy: New & Revised Curriculum Proposals** (see *Appendix B* for resolution)

Senator Marren explained that this resolution is being introduced and will come back to the Senate in the Fall (*upon the formation of the 8 Senate Standing Committees and roster approvals*) for a VOTE. He asked if there was any discussion? There was none.

Senator Sharma then presented her Final Report to the Senate: (click on link to access the CSCC Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/CURRICULUM%20FINAL%20REPORT%202018-19.pdf>

FSW-Faculty & Staff Welfare, Maria Brickhouse, Chair

Senator Brickhouse presented her Final Report to the Senate: (click on link to access the FSW Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/FAC%20STAFF%20WELFARE%20FINAL%20REPORT%202018-19.pdf>

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

Senator Shephard brought back for a **VOTE**, the resolution for Addition to DOPS: Online Hybrid Courses

(See Appendices-Appendix C for motion)

Senator Marren asked for any discussion. Hearing none, he then asked; All those in favor of this motion? The Senate approved of the resolution. This will now be sent and recommended to the President via a memo for her consideration and approval.

Senator Shephard then presented her Final Report to the Senate: (click on link to access the I&R Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/INSTRUC%20%20RESEARCH%20FINAL%20REPORT%202018-19%20Shephard.pdf>

Standards for Students Committee, Amy Wilson, Chair

Senator Wilson brought back for a **VOTE**, the motion on; **DOPS Policy revision 1:04:00-Collegewide Degree Requirements for Baccalaureate Degrees (Residency)**. 30 credit hours must be completed through the college. **(See Appendix D for resolution)**

Senator Marren asked for discussion. There was some brief discussion from the Senate floor. Senator Marren then asked for further discussion, hearing none; “all those in favor of this resolution?” Motion carried, approved. There was one nay. This will now be sent and recommended to the President via a memo for her consideration and approval.

Senator Wilson then presented her Final Report to the Senate: (click on link to access the S4S Report directly.)

<https://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/FINAL%20REPORTS%20STANDING%20COMMITTEES%202014-2015/2018-2019%20Final%20Reports/S4S%20Final%20Report%202018-2019.pdf>

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business.

Constituent Questions-CQ's

Senator Marren asked if there were any further CQ's. There were none.

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

Adjournment: 3:43 p.m.

APPENDICES

A-D

Appendix A

SENATE SERVICE CERTIFICATES **May 10, 2019 Senate Meeting**

Presidential Liaison-One Year

- **James Mayrose** (Presidential Liaison)
- **Mark Severson** (Presidential Liaison)

Sabbatical Senator Liaison-One Year

- **Melissa Holland** (Liaison for David Carson 2018-2019)

Senators- Three Years-(one 3 yr. term, can run for re-election)

- **Holly Bewlay** (SAH)-2016-2019 At-Large (first term, can run again)
- **Jikai Du** (SOP)-2016-2019 (first term, can run again)
- **Martin Ederer** (SNSS)-2016-2019 (first term, can run again)
- **David Ettestad** (SNSS)-2016-2019 (first term, can run again)
- **Lisa Fronckowiak** (Prof. Staff)-2016-2019 (first term, can run again)
- **Melaine Kenyon** (Prof. Staff)-2016-2019 (first term, can run again)
- **Andrea Nikischer** (SOE)-2016-2019 (first term, can run again)
- **Ramona Santa Maria** (SOP)-2016-2019 (first term, can run again)

- **Bhakti Sharma** (SAH)-2016-2019 (first term, can run again)
- **Christopher Shively** (SOE)-2016-2019 (first term, can run again)
- **Amitra Wall** (UFS)-2016-2019 (first term, can run again)
- **Amy Wilson** (SOE)-2016-2019 At-Large (first term, can run again)

Senators- Six Years-(two 3 yr. terms, cannot run for election)

- **David Ben-Merre** (SAH) 2016-2019

Senate Vice Chair 2018-2019

- **M. Scott Goodman** (SNSS)

Senate Parliamentarian 2018-2019

- **Slade Gellin**

Committee Chairs (Certificates)

- **David Ben-Merre-Academic Plan Committee**
- **Ted Schmidt-BSAC-Budget and Staff Allocations Committee**
- **Amy Rosen Brand-By Laws & Elections Committee**
- **Bhakti Sharma-College Senate Curriculum Committee**
- **Maria Brickhouse-Faculty and Staff Welfare Committee**
- **Arlesa Shephard-Instruction and Research Committee (I&R)**
- **Amy Wilson-Standards for Students Committee**
- **Aishwarya Patwardhan (Chair)-Student Welfare Committee**
- **Steve Macho (faculty V. Chair)-Student Welfare Committee**

Student Service-One Year

- **Brittany Boakye**
- **Alexandria Devonish**
- **Julia Fortner**
- **Antoinette Kelly**
- **Ashley McKillip-Graduate Student**
- **Vauhn-Dane Murray**
- **Ayrell Nailor**
- **Aishwarya Patwardhan**
- **Michael Rickard-Graduate Student**

- Quiana Ware
- Kyosha Williams
- Fahad Yusuf

Appendix B

DOPS Revision: New and Revised Curriculum Proposals

Introduced at the May 10, 2019 Senate meeting by the College Senate Curriculum Committee, Bhakti Sharma, Chair

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV.02.00 Updated: April 2012

SUBJECT: New & Revised Curriculum Proposals

The official source for curricular matters is Section IV of the Directory of Policy Statements (DOPS). The following information is presented as a supplement to DOPS. It answers frequently asked questions about issues brought before the College Senate Curriculum Committee (CSCC).

Effective immediately, all course proposals, course revisions, certificate proposals, and program revisions must follow the electronic policy of 2011 cited in the next section.

SECTION 1: NEW COURSES AND COURSE REVISIONS

COURSE PROPOSAL SUBMISSION POLICY:

I. Departments should establish their own internal procedures for reviewing course proposals. The College Senate Curriculum Committee asks that one member of each departmental curriculum committee be assigned the function of assessing course proposals for conformity to standard format and to make appropriate changes to the course document as suggested by departmental and dean's level committees. The department should update CSCC regularly and share with the CSCC the name of the delegate.

The College Senate Curriculum Committee will provide training as needed and requested by departmental, and/or Dean's level, curriculum committees to establish common understandings about content, format, and process.

II. A single course proposal will follow this path toward approval

1. Courses approved by departments will be sent to the Dean's office via the online workflow management system.
2. Deans will follow established procedures for reviewing courses.
3. Courses rejected at the Dean's level will be returned to the department with an explanation and no further action will be scheduled.
4. Courses approved at the Dean's level will be sent to the College Senate Office via the online workflow management system.
5. Once received at the College Senate Office, a log number will be issued and the course with correct course title, number, and catalog description will be sent for inclusion in the next Daily Bulletin. The description will be edited by College Relations prior to publication. Departments should contact their associate dean if there are any problems with the editing. Once the course has been posted in the Bulletin, interested parties may review the course, and, if they so desire, initiate the challenge process (see DOPS IV:04:00) within 15 academic days of posting.

6. The College Senate Curriculum Committee will review the course and posted contingencies based on its established procedures for course review, and make a recommendation to the Senate according to Senate bylaws.

7. Courses rejected will be returned to the initiator (person who initiates proposal in workflow management system) with the CSCC feedback via the online workflow management system.

8. For courses approved pending revisions, the department originating the course will be notified via the online workflow system to make recommended changes to the electronic document or confirm changes that have been made by the CSCC. Once changes are made, the revised document and/or responses to revision requests are updated via the online workflow management system under the original proposal for next steps in the approval process.

9. For courses approved with no changes, the Assistant to the Senate will: a. Post the approval in the Daily Bulletin. b. Log the approval date. c. Forward the final proposal to the Office of Academic Affairs or the President's designee for final review and approval.

10. Once a course has been approved by the President, the title and number will be published in the Daily Bulletin (by the President's Office). The proposal will be archived digitally as per DOPS policy number IV:02:05 Electronic Archive of Course Proposals. Template for new and revised course proposals, program proposals, and certificates can be found online on the College Senate Curriculum Committee website.

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV.02.00 Updated: April 2012

SUBJECT: New & Revised Course Proposals

The official source for curricular matters is Section IV of the Directory of Policy Statements (DOPS). The following information is presented as a supplement to DOPS. It answers frequently asked questions about issues brought before the College Senate Curriculum Committee (CSCC).

Beginning September 2011, all course proposals, course revisions, and program revisions must follow the electronic policy of 2011 cited in the next section.

SECTION 1: NEW COURSES AND COURSE REVISIONS

COURSE PROPOSAL SUBMISSION POLICY:

I. Departments should establish their own internal procedures for reviewing course proposals. The Senate Curriculum Committee asks that one member of each departmental curriculum committee be assigned the function of assessing course proposals for conformity to standard format and to make appropriate changes to the course document as suggested by departmental and dean's level committees.

The College Senate Curriculum Committee will provide training each fall semester for members of departmental and dean's level curriculum committees to establish common understandings about content, format, and process.

II. A single course proposal will follow this path toward approval

1. Courses approved by departments will be to the Dean's office – electronic copy in Microsoft Word format, Course Approval Routing Checklist (on blue paper), and one (1) hard copy. Electronic files should be labeled according to CSCC naming conventions (see Submissions Procedures link on the CSCC website).

2. Deans will follow established procedures for reviewing courses.

3. Courses rejected at the Dean's level will be returned to the department with an explanation and no further action will be scheduled.

4. Courses approved at the Dean's level will be sent to the College Senate Office as follows: a. Electronic copy to csc@buffalostate.edu b. 1 hard copy c. Routing checklist with all appropriate signatures d. For course revisions, submit one electronic copy of existing course proposal.
5. Once received at the College Senate Office, a log number will be issued and the course with correct course title, number, and catalog description will be sent for inclusion in the next Daily Bulletin. The description will be edited by College Relations prior to publication. Departments should contact their associate dean if there are any problems with the editing. Once the course has been posted in the Bulletin, interested parties may review the course, and, if they so desire, initiate the challenge process (see DOPS IV:04:00) within 15 academic days of posting.
6. College Senate Curriculum Committee will review the course and posted contingencies based on its established procedures for course review, and make a recommendation to the Senate according to Senate bylaws.
7. Courses rejected will be returned to originating departments with memorandum of explanation from Chair of College Senate Curriculum Committee.
8. For course approved pending revisions, the department originating the course will be contacted through their associate dean to make recommended changes to the electronic document or confirm changes that have been made by the CSCC. Once changes are made, the revised document and/or responses to revision requests are forwarded electronically through the associate dean to the Chair of the CSCC for final approval
9. For courses approved with no changes, the Senate secretary will: a. Post the approval in the Daily Bulletin b. Log the approval date c. Forward one hard copy, the routing checklist, and one electronic copy of course document to the Office of Academic Affairs or the President's designee for final review and approval.
10. Once a course has been approved by the President, the title and number will be published in the Daily Bulletin (by the President's Office) and one electronic copy and Examination (CPE). Passing grades are required for credit.

Appendix C

DOPS Addition: Online/Hybrid Course Offering

From the Instruction & Research Committee, Arlesa Shephard, Chair

Introduced at the April 12, 2019 Senate meeting, returning and voted on at the May 10, 2019 Senate meeting. Approved

DOPS Addition: Online/Hybrid Course Offering

WHEREAS SUNY has an initiative to expand online course and program offerings to increase opportunities for online learners.

WHEREAS Buffalo State does not currently have a college-wide policy for online course offerings

WHEREAS it is important to have a policy that outlines a consistent procedure for faculty who plan to teach online/hybrid courses

BE IT FURTHER RESOLVED that the administrative units and academic areas involved be given ample time (at least one year from the adoption of this policy) to identify online processes (forms) for intent and approval of course offerings, training, and course reviews to occur before fully implementing this policy.

Buffalo State College

TITLE OF POLICY: Online/Hybrid Course Offering

Category: Curriculum

Date Established: [Click here to enter text.](#)

Responsible Office: Institutional Effectiveness

Date Last Revised: [Click here to enter text.](#)

Policy Statement

Buffalo State College is committed to providing quality graduate and undergraduate courses online. To help ensure the highest quality online learning experiences for students, the following development and review process shall apply to all academic credit-bearing courses, course sections, and degree programs offered partially or fully online.

Instruction Modalities Definitions

- a. Traditional (SUNY Code 1) - All course activity is organized around scheduled class meetings that may be complimented with web-enhanced online course activity
- b. Asynchronous Online (SUNY Code 2) - All course activity is completed online; there are no required onsite sessions; 100% of the direct instruction occurs under time delay
- c. Synchronous Online (SUNY Code 3) - All course activity is completed online, 100% of the direct instruction occurs in real time without time delay.
- d. Combined Online (SUNY Code 4) - 100% of the direct instruction combines both synchronous and asynchronous type
- e. Hybrid (SUNY Code 5) - Course activity is mixed with classroom meetings where a portion (20% - 80%) of the direct instruction of the course section's curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face-to-face.
- f. Hybrid Plus (SUNY Code 5) - Courses that are mostly online where over 80% of the direct instruction of the course section's curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face to face.

See Instructional Modalities DOPS IV:07:03

See also OPEN SUNY online Learning Data Definitions - (<https://commons.suny.edu/opensuny/files/2018/06/SUNY-and-IPEDS-Online-Learning-Definitions.pdf>)

Intent to Offer an Online/Hybrid Course

Intent to teach a new or existing course as an online or hybrid course in its inaugural semester must be communicated by the instructor to the department chair no later than the semester before (but preferably one year before), the course schedule is input by the department. The instructor will submit a rationale to the department chair that includes a description of how online instruction will provide a benefit to the course/program.

Approval of Online/Hybrid Course Offering

- a. The department chair, in consultation with the associate dean, approves the online course offering.
- b. All faculty teaching an online/hybrid course need to demonstrate proficiency in this delivery method (e.g. completion of an Online/Hybrid Course Development Certificate) as articulated in guidelines for online instruction within the appropriate school.

Training and Development

Online/hybrid course development must be completed by the end of the semester prior to the semester in which the course will be taught (e.g. end of spring for a fall offering). Faculty are encouraged to take advantage of additional training, workshops, and certifications to continue to ensure high quality course delivery. Faculty teaching online/hybrid courses must meet the standards provided by the Departmental Curriculum Committee and department chair.

Review of Online/Hybrid Courses

Online and hybrid courses are expected to meet the same quality standard as face-to-face courses. The course design review process focuses on how instructional design and pedagogical best practices can be applied to online or blended/hybrid courses (e.g. OSCQR Rubric: <https://oscqr.org/>).

- a. For hybrid and online synchronous courses, faculty must include in their syllabus the number of times the class will meet face-to-face throughout the semester, the dates for face-to-face meetings and the duration of those meetings. Faculty must provide a description of the types of course activities that will take place in online and face-to-face environments.
- b. Teaching effectiveness is one of the components evaluated for personnel actions such as re-appointment and promotion. The same standards established by the Curriculum Committee and the department for face-to-face courses should be used for online courses
 - 1. Peer Observation (during the course): Peer observation of online/hybrid course content may consist of an observer being granted access as a guest to the site used for online instruction and/or housing of online content (e.g. Blackboard) with the instructor's permission.
 - 2. Hybrid peer review: For hybrid classes the peer review can be a blended peer review. For example, the peer reviewer can attend a class when it meets face-to-face and when the class meets online. This will provide the peer reviewer with information about how the face-to-face portion connects with the online portion of the class. The blended peer review also enables the peer reviewer to see the instructor's pedagogy, delivery, engagement of and interaction with students as it is done in a physical classroom visitation.
 - 3. See DOPS VI:04:04 for additional methods of evaluating teaching effectiveness.
- c. **Assessment:** Assessment of online and blended courses should follow the same processes as set by the department and school for face-to-face courses and should be a regular part of the department's assessment plan. Assessment should be focused on student learning outcomes.

Links to related policies:

Distance Education Policy [DOPS IV:07:00](#)

Course Procedures and Grading Policies [DOPS I:16:00](#)
New & Revised Course Proposals [DOPS IV:02:00](#)
[Guidelines for Documentation of Teaching Effectiveness DOPS VI:04:04](#)
[ADA Web Content Accessibility Guidelines](#)

Appendix D

DOPS Revision: Collegewide Degree Requirements for Baccalaureate Degrees
Introduced at the April 12, 2019 Senate meeting by the Standards for Students Committee, Amy Wilson, Chair
Voted on at the May 10, 2019 Senate Meeting. APPROVED.

DOPS Revision: Collegewide Degree Requirements for Baccalaureate Degrees

WHEREAS, the maximum number of transfer credits hours increased from 88 to 90; and

WHEREAS, that means the required remaining courses to be completed at Buffalo State College must decrease from 32 to 30; and

WHEREAS, the current policy requires students to complete the last 16 of those 32 credits at the college; and

WHEREAS, the required residency policy does not consider study abroad, cross registration, transfer credit and other alternative methods to earning credit which may come in late, which all become exceptions to the 16-credit residency requirement; and

WHEREAS, the 16 credit on campus residency policy becomes more of an impediment to graduation when it is already implied that at least 32 credits (or rather now 30) must be completed through Buffalo State,

THEREFORE, BE IT RESOLVED that Buffalo State amends its DOPS policy on **Collegewide Degree Requirements for Baccalaureate Degrees** 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.

Policy Number: I:04:00

Date: December 2017

Subject: Collegewide Degree Requirements for Baccalaureate Degrees

Graduation Requirements

All students expecting to qualify for a degree must fulfill the following requirements:

1. Meet all financial obligations to the college and return all college property.
2. Meet all curricular requirements. Students must have completed the prescribed curriculum for their major. If requirements have changed since they were admitted to a program, they may choose to graduate under the old or new requirements.
 - a. Maintain a minimum cumulative GPA of 2.0 for all coursework taken at the college. The minimum cumulative GPA for the courses taken in the major field must also be 2.0.
 - b. Complete the 33-39 credit hours of Intellectual Foundations requirements.
 - c. All candidates must have completed a minimum of 33 credit hours of upper division coursework, courses generally considered advanced and numbered 300 – 499.
 - d. A minimum of ~~32~~30 credit hours, ~~including the last 16,~~ must be completed ~~at the college through the college.~~
 - e. A minimum of 120 academic credit hours must be completed.
3. Education majors leading to certification for teaching in the early childhood and upper-elementary grades must fulfill a drug-education requirement and should file a certification application with the Teacher Certification Office.
4. No students will be cleared for graduation until all grades of I, N, or X have been replaced with an appropriate letter grade.
~~The Registrar's Office updated the graduation application process in December 2017.~~

Undergraduate students are able to apply for graduation online through Banner Self-Service. ~~Students are no longer required to drop-off paper forms at Moot Hall.~~ Graduate students should visit the Graduate School website for degree applications and information about applying for graduation. Students who apply for graduation after the application deadline will not be charged a fee.

After the application deadline has passed, the Registrar's Office will review the records of students who have not applied for graduation but are likely to graduate and will administratively register these students for graduation. These students will be alerted via email that they have been registered for graduation and that they may opt out of review for graduation by contacting the Registrar's Office.