

# Buffalo State College

The State University of New York

## • COLLEGE SENATE MEETING •

### Minutes/Summary

SEPTEMBER 13, 2019-BULGER 423, 3 P.M.

| <u>PRESENT</u> |           |             | <u>EXCUSED</u>  |               |
|----------------|-----------|-------------|---|---------------|
| Adamo          | Grinnell  | Santa Maria | Christy   |               |
| Bajus          | Hopkins   | Sarratori   | Denysschen  |               |
| Barnum         | Knowles   | Sharma      | Jean-Baptiste   |               |
| Brickhouse     | Lazich    | Shephard    | Kline   |               |
| Carson         | Loehr     | Shively     | Rosen-Brand   |               |
| Carter         | Macho     | Todd        | Schmidt   |               |
| Cole           | Maguire   | Wadsworth   | Toohy   |               |
| Conway-Turner  | Maldonado | Williams    | Vince Garland   |               |
| D'Angelo       | Marren    | Zientek     | Woznick   |               |
| Delmonte-Bido  | Mayrose   |             | Zhang   |               |
| Du             | Mernitz   |             | <table border="1"><tr><td><u>ABSENT</u></td></tr></table> | <u>ABSENT</u> |
| <u>ABSENT</u>  |           |             |   |               |
| Easy           | Moise     |             | Boakye  |               |
| Edmond         | Morales   |             | Jairam  |               |
| Ettestad       | Nikischer |             | Land  |               |
| Fujiuchi       | Nweke     |             | Mosley  |               |
| Fulcher-Rood   | Patti     |             |   |               |
| Garrity        |           |             |   |               |
| Gellin         |           |             |   |               |
| Gordon         |           |             |   |               |

Final draft for ESP send-out on October 3, 2019.

## The Senate Meeting of September 13, 2019

### \*The Official Record of the Senate- Audio Podcast:

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-september-13-2019>

\*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 3:04p.m.

**ADOPTION OF THE AGENDA:** *Senator Marren* presented the agenda. Hearing no substantive changes or objections, The September 13, 2019, Agenda was adopted as presented.

**PRESENTATION OF THE SENATE MINUTES:** *Senator Marren* presented the minutes summary of May 10<sup>th</sup>, 2019. 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-meeting-summaries>

### **REMARKS OF THE PRESIDENT**

**To hear the President's full detailed report, go to podcast @ 1:37 into podcast**

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-september-13-2019>

**President Conway-Turner** welcomed everyone to the 2019-2020 academic year.

The President addressed the Senate on these topics:

- **BSC Summer 2019:**
  - Construction processes ongoing
  - New student orientation and registration
  - 46 new faculty and staff have joined our campus; 23 faculty and 23 staff
    - Encourage everyone to meet our new colleagues, all outstanding members of our community. Please make them feel welcome when you meet them.
- **Urban engaged campus and our theme: "Believe. Inspire. Achieve."**
  - You all have the capacity to do great things; each can inspire your colleagues
  - These words also apply to the Senate you all have the capacity to do great things at BSC; can achieve the goals for our campus
  - We will out compete other campuses for graduating our students
  - Lead in areas of engaged teaching
  - BSC is a diverse and inclusive campus, making it the best of the best!
- **Enrollment status?**
  - Enrollment is down, but we have a strong first year class.
  - Full enrollment and retention report will be given at the October 11<sup>th</sup> Senate meeting and how we will handle the budget
  - Departmental contracts will be migrating to one platform; Drupal.
  - Trying to not use duplicate software to conserve funds.
- **Good News!**
  - Buffalo State was named one of the 'best bang for your buck' campuses in Washington Monthly; the highest rating in all of WNY
  - Less we

Final draft for ESP send-out on October 3, 2019.

- SUNY Wide:
  - The Chancellor has said that SUNY will be searching for 11 new SUNY presidents this year; a time for change for the entire system.
  - All employees must take *state mandated* sexual harassment training before October 9<sup>th</sup>
  - The training provides information on how to deal with these unfortunate situations and there are two parts: an information part and then a 21-question quiz you must take. We need 100% participation.
- Buffalo State's annual Bengal Care Days is next Saturday, September 21, to color the City of Buffalo Orange and help out the city.
- Encouragement to attend the 11<sup>th</sup> annual Anne Frank Festival on October 1<sup>st</sup> and 2<sup>nd</sup>.

### **The President addressed several Constituent Questions-CQ's**

- **CQ-1:** Software contracts on campus?
  - This is maintained by IT on campus, for more information on our software contracts, please contact IT directly. We have worked hard not to duplicate software, and we have seen a large cost savings by doing this. If anyone wishes to explore the specific use of software application, please contact IT directly.
- **CQ-2:** Why is some retention data on the BSC website missing?
  - The data was missing because Marketing and Communications is migrating to one new platform. If you find a broken link, please contact Marketing and Communications. We have a continuous tool that scans the website, but we have many pages. There was a page we found that only had 2013 data listed. Its on the IR site.
  - Regarding departmental websites; eventually we will migrate to one platform Drupal.
  - Broken links, please bring it to someone's attention in Marketing and Communications; we have a tool that crawls the web to find them, but we have many pages.
- **CQ-3:** When Buffalo State conducted its last search for a Provost, the committee was co-chaired by the VP for Student Affairs and the Chair of the College Senate, and there was at least one Dean on the committee. This time the search committee is chaired by the VP for Student Affairs and there is no co-chair and no Deans. This composition appears to de-emphasize academics. Will you make the Chair of the College Senate a co-chair and add a Dean to the search committee?
  - The search committee has been formed, (19 members, 15 from Academic Affairs and 4 in other areas) it includes another VP and the \*\*Chair of the Senate. We had not searched for a provost for almost two decades before the last search. I have asked the Chair of the search committee to inform \*\***Senator Marren** so he can update the Senate on the search status.
  - Last time the search wasn't set up as standard as past years.
- **CQ-4:** You have twice put notices in the Bulletin that you believe in performance evaluations and expect them to be carried out each year for all employees. In that spirit,

does this include all administrators, including the President, and will you welcome an evaluation consistent with SUNY's faculty review of college administrators?

- I, like all presidents, are reviewed yearly, the same format as all leaders by the Chancellor. The Chancellor does a full 360 review every 3 years. I am in my sixth year.
  - Various individuals on campus are solicited by SUNY to have input in the evaluation
  - The SUNY Chancellor conducts the evaluations for SUNY Presidents.
  - There is a rotation system for the evaluations.
  - **President Conway-Turner** has had one major evaluation. She is on the rotation list for another review. The Chancellor's Office will let the presidents know a year in advance for a full 360 review.
- **CQ-5:** BSC is going through a challenging period, as is clear from our declining enrollments, dramatic turnover in administration, change in admission standards, and redefinition of faculty expectations. There is a perception that the college is consistently in the position of reacting to these challenges rather than being pro-active, anticipating and planning for them. Would you clarify how you envision changing this perception that we are adrift, to a perception that we have campus-wide understanding of how we are in control of our fate?
    - Giving my annual fall talk on October 17<sup>th</sup> at the Burchfield Penney Auditorium.
    - I will discuss our challenges and plans for the direction of Buffalo State.
    - Issues of retention, on all of our minds.
    - Issues of how to provide the best education we can.
    - Plans to move forward will be discussed at my talk.

**Senator Mernitz:** Could we have information on the timeliness of the provost search from **Senator Marren** since he is on the search committee?

**President Conway-Turner:** There have been 11-12 people that have applied, since September 1<sup>st</sup>, which is the best time to advertise and get key people to apply for such a position. We are on schedule. My expectation is that we will keep pace.

## **REMARKS OF THE CHAIR**

To hear the Remarks of the Chair, go to 13:56 into the podcast

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-september-13-2019>

**Senator Marren** began his remarks with a warm welcome to everyone and asked for all new Senators to stand.

Shared learning is a vital part of shared governance. Here, we are brought together under the blanket of a culture of learning where everyone has a part.

Early universities prided themselves on scholarly objectives such as the constant exercise of one scholar professing knowledge in a subject or subjects before students and colleagues. As such, students would listen, ask questions, and construct their own contextual understanding of a topic. This was done cooperatively and collectively within a community of scholars, each of whom had equal rights to ask questions and seek clarification.

Final draft for ESP send-out on October 3, 2019.

The Thomistic approach—which was not specific to Aquinas—was to pose a question, note common objections, then announce a “sed contra” (on the contrary) to those objections, respond (“respondeo”) with replies to objections.

So, universities were established to examine—and sometimes criticize—their own core precepts via inquiry, debate, and introspection. And that’s precisely why universities are important and worth having, despite the waves of anti-intellectualism that sometimes roll through the populace. We here are not complacent. We question, we learn and we teach. I hope this upcoming academic year is rich in those practices for all of you.

**New Senators 2019-2022 (3 yr. term)**

**Aaron Daniel Annas-SAH  
Carol DeNysschen-At-Large  
Karen Edmond-Professional Staff Caucus  
Jason Grinnell-SAH  
Michael Lazich-SNSS  
Heather Maldonado-UFS Senator  
Julie Wieczkowski-Alternate UFS Senator  
Aimee Woznick-Professional Staff Caucus**

**1 yr. term 2 Grad-Student Senators 9 Undergrad Student Senators  
(need 1 undergraduate student as of 9.4.19)**

**Brittany Boakye- USG-Under-Grad Student  
Sherice Carter- Under Grad Student  
Diana Delmonte-Bido- Under-Grad Student  
Tiffany Easy- Under Grad Student  
Ryan Hopkins- Under Grad-Student  
Lakeram Jairam- Under-Grad Student  
Gaelle Jean-Baptiste- Under-Grad Student  
Paul Land- Grad-Student  
Bianca Moise- Under Grad Student  
Jazmene Mosley- Grad Student  
Chioma Nweke**

**COMMITTEE REPORTS**

**All Committee Rosters can be viewed at: <https://collegesenate.buffalostate.edu/college-senate-standing-committees>**

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

**Senator Grinnell** presented his committee’s roster to the Senate  
**Senator Marren:** All in favor of this roster? Approved.

**Budget & Staff Allocations Committee-(BSAC)- Ted Schmidt, Chair**

**Senator Schmidt** was unable to attend, so **Senator Marren** presented the committee’s roster on his behalf to the Senate. It was noted that the BSAC administrative liaison is Vice President of Finance & Management, **Laura Barnum**, not Jim Thor. Correction was made.  
**Senator Marren:** All in favor of this roster? Approved.

Final draft for ESP send-out on October 3, 2019.

### **By-Laws & Elections Committee-(BYLE)- Julian Cole, Chair**

**Senator Cole** presented his committee's roster to the Senate.

**Senator Marren:** All in favor of this roster? Approved.

**Senator Cole** asked for a nomination for Chair of the Student Welfare Committee (SWC). He also added that a nomination for a student representative to the Senate Executive Agenda Committee (SEAC) is also open.

There was much discussion amongst the student senators.

**Senator Hopkins**, via the advice of the parliamentarian, made a motion to postpone this election until the end of the meeting.

**Senator Marren** asked for a second.

**Senator Loehr** seconded the motion.

**Senator Marren** then announced that this election would take place under New Business.

### **College Senate Curriculum Committee-(CSCC)-Bhakti Sharma, Chair**

**Senator Sharma** presented her committee's roster to the Senate.

**Senator Marren:** All in favor of this roster? Approved.

### **Faculty & Staff Welfare Committee-(FSW)-Maria Brickhouse, Chair**

**Senator Brickhouse** presented her committee's roster to the Senate.

**Senator Marren:** All in favor of this roster? Approved.

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

**Senator Shephard** presented her committee's roster to the Senate.

**Senator Marren:** All in favor of this roster? Approved.

### **Standards for Students Committee-(S4S)- Meg Knowles, Chair**

**Senator Knowles** presented her committee's roster to the Senate.

**Senator Marren:** All in favor of this roster? Approved.

### **Unfinished Business**

**Senator Sharma** provided an update to the General Education Ad Hoc Task Force on Curriculum aka GEATFC. She summarized the goal for the Fall semester, including meeting with the administration, to seek their input on overarching goals.

There were no questions or discussion.

### **New Business**

Final draft for ESP send-out on October 3, 2019.

**Senator Sharma** reintroduced the CSCC's resolution for New and Revised curriculum proposals for the DOPS policy: IV.02.00. The resolution was projected on the screen. She asked the Senate if there were any questions. Hearing none, Senator Marren reminded the Senate that this resolution will come back to the October 11<sup>th</sup> meeting for a vote. **(Please see Appendix A for resolution presented.)**

**Senator Cole** reinstated the nominations for a student senator to chair Student Welfare Committee (SWC) and a nomination is needed for a student representative for the SEAC. He stated that one student could potentially take both positions.

**Senator Delmonte-Bido** nominated **Senator Chioma Nweke** for chair of Student Welfare.

**Senator Cole** then named **Senator Nweke** the new chair of SWC, since there were no other nominations, a formal voting was not needed.

Then **Senator Easy** nominated **Senator Ryan Hopkins** for student representative for SEAC

**Senator Cole** then named **Senator Hopkins** as the new student representative for the Senate Executive Agenda Committee, since there were no other nominations, a formal vote was not needed. We congratulate them both.

### **Constituent Questions-CQ's**

There were several Constituent Questions sent in advance, and **President Conway-Turner** responses during her remarks.

**Senator Marren** asked if there were any other further CQ's. Hearing none he then called for a motion to adjourn.

**Adjournment: 3:50 p.m.**

## **APPENDICES**

### **Appendix A**

*College Senate Curriculum Committee, Bhakti Sharma, chair  
Resolution re introduced on the DOPS Policy: IV.02.00 New & Revised Curriculum Proposals  
Originally introduced at the May 10, 2019 Senate meeting.*

### **Original Policy**

**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.*

Final draft for ESP send-out on October 3, 2019.

## **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.*



**Proposed revised policy below- see below please scroll**

**BUFFALO STATE COLLEGE**

**DIRECTORY OF POLICY STATEMENTS**

Policy Number: IV.02.00

Updated: April 2012

New & Revised Curriculum Proposals

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).

~~Effective immediately,~~ ~~Beginning September 2011,~~ all course proposals, course revisions, and program revisions must follow the electronic policy of ~~2011~~ <sup>certificate proposals</sup> ~~cited in the next section.~~ <sup>listed below.</sup>

**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 <sup>as needed and requested by departments</sup> ~~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 <sup>sent</sup> 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: ~~will be updated to online workflow management system.~~
  - a. Electronic copy to [csc@buffalostate.edu](mailto: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:~~ <sup>initiator at the</sup> ~~the curriculum committee~~ <sup>work-group feedback via the</sup> ~~online workflow system~~ <sup>online workflow system</sup>
8. For course **approved pending revisions**, the department originating the course will be ~~contacted through their associate dean~~ <sup>notified via the online workflow system</sup> 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~~ <sup>updated via the online workflow system under the original proposal.</sup>
9. For courses approved with no changes, <sup>Assistant to the</sup> the Senate ~~secretary~~ will:
  - a. Post the approval in the Daily Bulletin
  - b. Log the approval date <sup>the final proposal</sup>
  - 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 one hard copy will be sent to the following:~~ <sup>The proposal will be archived digitally as per DOPS Policy Number: IV:02:05 Electronic Archive of Course Proposals</sup>
  - a. ~~Chair of originating department~~
  - b. ~~Dean of the originating department~~
  - c. Registrar
  - d. College Archivist