

# Buffalo State College

The State University of New York

## • COLLEGE SENATE MEETING •

### Minutes/Summary

OCTOBER 11, 2019-BULGER 423, 3 P.M.

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

## The Senate Meeting of October 11, 2019

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

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-11-2019>

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

**CALL TO ORDER:** *Vice Chair, Senator Grinnell* officially called the meeting to order at 3:00p.m.

**ADOPTION OF THE AGENDA:** *Senator Grinnell* presented the agenda. Hearing no substantive changes or objections, *Senator DeNysschen* moved and *Senator Loehr* seconded, the October 11, 2019, Agenda was adopted as presented.

**PRESENTATION OF THE SENATE MINUTES:** *Senator Grinnell* presented the minutes summary of September 13<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>

*Senator Grinnell* explained to the Senate that he will be chairing the meeting on behalf of *Senate chair, Joe Marren* who is receiving an award at the 183rd Fall UFS Plenary in Albany. *Senator Grinnell* then gave a brief update on the provost search:

### **SEARCH | PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS**

- Position advertised, September 1, 2019
- To date 30 applicants
- Deadline to apply, November 3, 2019
- Review of applicants by committee members, September 1 – November 18, 2019
- Committee meeting to select candidates for Neutral Site Interviews, November 20, 2019
- Neutral Site Interviews to be held January 14-15, 2020 (8-10 candidates)
- On campus interviews to be held end of February through mid-March, 2020 (3-5 candidates)
- Start date, July 1, 2020

There was no discussion.

### **REMARKS OF THE PRESIDENT**

**To hear the full detailed reports, go to podcast**

<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-11-2019>

*Interim Provost Mayrose* welcomed everyone. *Dr. Mayrose* began by introducing CIO and VP of Enrollment, Marketing and Communications, *Jackie Malcolm*. *Vice President Malcom* gave a full detailed Enrollment and Retention report via a power point. **Please go to: 2:45** into podcast where the report begins. You may also view the full report on the Reports to the Senate webpage: <https://collegesenate.buffalostate.edu/reports-senate-2015-2019>

Following the enrollment report, *Vice President Malcolm* took questions from the Senate floor. There was an *extensive* question and answer period.

**Interim Provost Mayrose** then introduced **Vice President Laura Barnum** of Finance and Management. **Vice President Barnum** gave a lengthy Budget Report via a power point You can view the report on the Reports to the Senate webpage:

<https://collegesenate.buffalostate.edu/reports-senate-2015-2019>

**Please listen to the podcast to hear the entire Budget Report beginning at 33:59 into podcast with an extensive question and answer period that followed.**

**<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-11-2019>**

**Dr. Mayrose and the administration addressed several Constituent Questions-CQ's please go to start time of: 1:07:43 into the podcast to hear the complete answers to the list of CQs. (please note there were some problems with the podium microphone, please turn up your volume)**

*The following CQ's were sent to the Chair of the College Senate in advance of the October 11<sup>th</sup> Senate meeting.*

**CQ-1-** *Students are frequently found smoking marijuana in outdoor public spaces on campus. Given smoking-related health concerns, the impact of substance use on academic performance, and the potential consequences of college policy and state/federal laws violations related to these choices, what is being done to address this student behavior and help students develop into better decision makers?*

**Reply to CQ #1: Vice President Gordon answers:** *The trends we are seeing at the college are similar to those seen on campuses around the country. Marijuana has often been viewed as a "less harmful" choice and its use has increased as states have decriminalized use. At Buffalo State we address behavior through education related to not using as a stress reduction tool (education is imbedded in Wellness workshops on stress), educational sanctions/workshops for students responsible for possession due to residence hall or campus violation, and through social norming efforts and education in collaboration with ICHP. This behavior is also addressed in conjunction with UPD should a suspected violation be reported. Marijuana use is still illegal according to federal and NYS law and the President has tasked a group with examining responses to use under an overall examination of smoke free campus commitment and policy.*

**CQ-2-** *Has the college reviewed the impact of removing some registration holds—like outstanding bills of \$499.99 or less—on student persistence, retention, and graduation that was implemented based on CUR recommendations a number of years ago? How do retention rates compare today versus before the policy change? How does the average outstanding balance of a student who was not retained compare today versus before the policy change?*

**Reply to CQ #2: Vice President Malcolm answers:** *This summer we had a working group comprised of; our Student Affairs folks, Financial Aid, myself, VP Barnum, and some of our business personnel. We looked at ways we could better assist our students to meet their financial and unmet needs. One thing in regard to retention, as it relates to when we changed the threshold, which is now \$500.00. We found over all; we looked at EFC is an indicator; it is not statistically significant as it relates to retention. If a student has an outstanding bill that they are continually trying to contend with, it does have a negative impact on their ability to persist. What we've found in looking at the data is that it is not significant as it relates to retention.*

**CQ 3-** *Does the college have a policy about Facilities and Maintenance vehicles' use of pedestrian walkways? These vehicles sometimes infringe on pedestrian passage by driving or parking on sidewalks which becomes highly problematic if people have mobility issues, are wheeling bags/carts, or are trying to get around during muddy/wet/snowy conditions. Can you please let the campus know what the expectation is for service vehicles' use of pedestrian walkways and what steps should be taken if sidewalks are blocked?*

**Reply to CQ #3: Vice President Barnum answers:** ANSWER (provided by Steve Shaffer)

- Finance and Management has a **procedure** in place that is communicated to all staff that drive college vehicles. The procedure emphasizes that in general, **vehicles are not permitted to drive on walkways.**
- **Notable exceptions include:**
  1. Emptying of dumpsters and the more than 120 trash bins along campus sidewalks.
  2. Maintenance vehicles at times need to utilize heavy tools in, or deliver heavy equipment to, landlocked buildings such as Cassety and Perry halls and even the Classroom Building, using sidewalks since no roads service these buildings.
  3. Mail service to landlocked buildings also makes use of these sidewalks. When this occurs, staff are instructed to yield to pedestrians, and when they must park on sidewalks to do so without blocking passage by pedestrians.
  4. The sidewalk in front of Rockwell Hall and the route between Houston Gym and Cover Field are approved shortcuts for University Police and maintenance vehicle access, to be used in urgent situations such as response to a maintenance emergency or fire alarm. These routes have been designated as they bypass signals and traffic on Grant Street and Elmwood Ave thereby improving response time.
- **If faculty or staff see a vehicle blocking a pedestrian route**, they can call Facilities at 6111, noting the vehicle number and location. The driver will be notified by 2-way radio to confirm that it is there in response to an emergency situation.
- In addition to this active procedure, a formal motor vehicle **policy is being developed** for addition to the Administrative Policy Library.

**CQ 4-** *Presently Buffalo State is searching for a Provost and VP for Academic Affairs, as well as a Dean of Natural and Social Sciences. Candidates for these positions will need to understand and share an academic vision for Buffalo State. What is YOUR academic vision for this institution, and how do you plan to realize that vision?*

**Reply to CQ #4: Dr. Mayrose shared a response from President Conway-Turner:** *The academic vision for the college (both mine and yours) is grounded within our Buffalo State mission, vision and values. These materials will be provided to all interested candidates and are*

*easily available on the Buffalo State web pages. As you know, these statements not only ground our work as an institution but give clear direction for our campus across all divisions. So, I would suggest anyone interested in academic leadership to review these materials carefully. And more specifically, our academic vision, goals, and directions are specified within our current strategic plan. Both goal 1 and goal 2 provide clear goals for academic affairs as we meet our campus mission. These well-articulated materials developed collaboratively and endorsed by me, the college council, and the trustees are the statements anyone interested in leadership at Buffalo State can and should turn to understand my academic vision and that of the campus. We will together meet the vision of an outstanding urban engaged campus, by achieving and/or exceeding the goals articulated in our strategic plan.*

**Several additional advanced CQs from another Senator, were sent to the Senate Chair after the ESP was sent out to the Senate:**

**CQ-1:** Why is the Faculty/Staff Research & Creativity Fall Forum being held so late this year?

**Reply to CQ #1: Dr. Mayrose:** *Because Houston Gym was not available on the dates we originally requested.*

**CQ-2:** What is the status of the Continuing Professional Studies Office?

**Reply to CQ #2: Dr. Mayrose:** *There will be a search for a new director of Continuing Education in November.*

**CQ-3:** Why were dozens of faculty members asked to re-take the second half of the Sexual Harassment training? Is there a problem with the training in Blackboard?

**Reply to CQ #3: Dr. Karen Clinton-Jones:** *In May, Governor Cuomo legislated all NYS employees complete a mandatory sexual harassment training. The College complied with this mandate, informing all employees of this requirement and to-date, most have complied. It is important to state, our colleagues were not asked to “re-take” the training. We understand that many people watched the video, but to complete both part 1 and part 2 of the training, each person needed to wait until the end of the video to “submit” their responses. If they did not submit their responses, we would not see a grade for them in Blackboard.*

*When reaching out to ask them to complete the part, we mentioned they may have watched the video and thought they completed the training, but they needed to go back in and click “submit” to submit their answers into the Blackboard system. For many, if not almost all people, once they went back into the video, it would take them right back to the place where they left off, and they had to watch the last few seconds or minutes until the end of the video, so they could submit their results. On the side of the video, it says something like “please wait until the end of the video to submit your answers.” Further, for those who contacted our office, we walked them through the process to where s/he needed to complete the video.*

*It is important to dispel the narrative that employees were asked to re-take the training.*

**CQ-4:** How are administrators such as the Chief Diversity Officer evaluated?

**Reply to CQ #4: Dr. Mayrose:** *The President evaluates each of her cabinet members each year, this includes the Chief Diversity Officer.*

**CQ-5:** Not all Senate-approved policies from Spring 2019 have been signed by the President. Which policies were not signed and why?

**Reply to CQ #5: From the Office of the College Senate:** *In last week's Daily three more resolutions were approved by the President all from the Spring senate meetings. There were also two more a couple of weeks ago, and one in February, and one in March. That is seven of nine all together have been addressed and finalized. Two more that the CSCC presented for vote at the April 12, 2019 Senate meeting appeared in yesterday's Oct. 10<sup>th</sup> Daily that the President approved: Alternate methods of Earning College Credit, Addition of Lower Division option for Graduate level Topics courses, and the other for Upper Division for Graduate level Topics courses.*

*They are all posted with links on the College Senate website:*

<https://collegesenate.buffalostate.edu/senate-resolutions-recommendations-and-responses>

**CQ-6:** There are still questions about what happened with the closure of CDHS. How much money did Buffalo State actually lose by closing out the majority of CDHS? What was the plan for covering that loss?

**Reply to CQ #6: Vice President Barnum answers:** ANSWER (provided by Donna Scuto):

- **One-time cost of settlements, legal fees and interest:**

- \$8,784,083

- - 5,169,835 SUNY contribution

- =====

- \$3,594,448 total settlement paid by Buffalo State

- **Reduction in RF revenue with the closure of CDHS:**

- In last full year CDHS was operational (2017/18), it generated indirect costs totaling \$3,373,997:

- \$2,843,959 from grants funded by the Office of Child & Family Services (OCFS)

- \$530,038 from the Office of Temporary & Disability Assistance (OTDA)

- Department of Learning, Engagement, and Development Services (LEADS) at Buffalo State continues to receive funding from OTDA for those awards

- In FY 17/18 Buffalo State provided:

- \$1,568,529 in cost sharing commitments; and

- \$1,456,904 in administrative funds to support these grants.

- RF assessed fees of approximately \$590,450. The total of these expenses exceeded the generated overhead by \$241,885.

**REMARKS OF THE CHAIR**

Final draft for Oct. 31<sup>st</sup> ESP.

**Senator Grinnell** shared brief remarks.

## **COMMITTEE REPORTS**

**All Committee Reports can be heard at:**

**<https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-october-11-2019>**

**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.

**Senator Grinnell** asked the Senate for discussion.

**Senator Cole** made a motion to amend the resolution. *(Please see Appendix A for resolution presented, along with the approved amendments in blue.)*

**Senator Loehr** seconded the motion to amend.

**Senator Grinnell** opened the floor for debate/discussion.

**Senator Cole** typed his proposed language into the word document that was projected to the Senate.

**Senator Ettestad** pointed out a typo, which was immediately corrected.

**Senator Grinnell** asked if there was any other discussion? Hearing none, he then asked for the Senate's favor to approve of this motion to amend. All in favor? The Senate voted unanimously in favor. Motion to amend was approved.

**Senator Cole** then makes another motion for an additional amendment to the policy resolution.

**Senator Loehr** seconded the motion.

**Senator Cole** then typed in the language he proposed on his second motion to amend the resolution language.

**Senator Sharma** then shared her comments and feedback on this proposed amendment. There was some brief discussion.

**Senator Grinnell** once again then asked the Senate for their favor of this amendment. All those in favor? The Nays carried, the motion to amend was defeated.

The first amendment was approved and will now be included in the final CSCC resolution.

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

**Senator Shephard** presented her committee's resolution with revised added language that the

Final draft for Oct. 31<sup>st</sup> ESP.

President asked to have included. The original resolution was approved by the Senate in spring 2019. The vote will only be for the additional language not on the entire resolution.

**Senator Grinnell:** Is there any discussion?

There was extensive objective discussion over the additional language being presented for this resolution.

**Senator Grinnell** the resolution will have to go back to committee and the administration for further review. **Senator Grinnell** also noted that the Student Welfare Committee will present their roster at the November 8, 2019 Senate meeting, and not as shown on today's agenda.

### **Unfinished Business**

**Senator Sharma** there were no Gen Ed updates at this time.

### **New Business**

**Senator Grinnell** asked if there was any NB. There was no New Business at this time.

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

There were ten Constituent Questions sent in advance, and **Interim Provost Mayrose** along with the **Administration** responded during Remarks of the President.

**Senator Grinnell** asked if there were any other CQ's.

There were several CQs presented.

**Senator Santa Maria** and **Senator Edmond** both asked what can be done about the recent series of violent crimes near campus. They both their shared deep concerns for the safety of all campus employees and students.

An extensive discussion ensued.

**Dr. Mayrose** then asked that this discussion be carried over into another proper forum. He also stated that the administration is taking this very seriously and looking into ways to combat this violent crime spree.

**Adjournment: 5:08 p.m.**

## **APPENDICES**

### **Appendix A**

*College Senate Curriculum Committee, Bhakti Sharma, chair*



Final draft for Oct. 31<sup>st</sup> ESP.

*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.*

**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.*

Final draft for Oct. 31<sup>st</sup> ESP.

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- with approved amendments in blue, please scroll**

## **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).

All curriculum proposals shall follow the submission policy outlined in the next section. A curriculum proposal is any new course proposal, new program (major, minor, certificate) proposal, or proposed revision to a course or program. Templates for curriculum proposals can be found online on the College Senate Curriculum Committee website.

Effective immediately, all curriculum proposals must follow the electronic policy of 2011 cited in the next section. Curriculum proposals refers to course proposals, course revisions, certificate proposals, new programs (majors and minors), and program revisions. Templates for these can be found online on the College Senate Curriculum Committee website.

## **SECTION 1: NEW CURRICULUM ACTIONS AND CURRICULUM REVISIONS**

### ***CURRICULUM PROPOSAL SUBMISSION POLICY:***

- I. Departments should establish their own internal procedures for reviewing curriculum proposals. The College Senate Curriculum Committee asks that one member of each departmental curriculum committee be assigned the function of assessing proposals for conformity to standard format and to make appropriate changes to the curriculum document

as suggested by departmental and dean's level committees. The department should update the 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 curriculum proposal will follow this path toward approval
1. Curriculum proposals 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 proposals.
  3. Proposals **rejected** at the Dean's level will be returned to the department with an explanation and no further action will be scheduled.
  4. Proposals reviewed and **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 curriculum proposal with correct 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 announcement has been posted in the Bulletin, interested parties may review the proposal, 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 curriculum proposal and post contingencies based on its established procedures for review, and make a recommendation to the Senate according to Senate bylaws.
  7. Proposals **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 proposals **approved pending revisions (APR)**, the department originating the proposal 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 proposals 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 curriculum proposal 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.
11. Program proposals shall follow subsequent steps listed in DOPS policy number IV:01:00 Program Proposals and Review following the CSCC and President's approval.
12. Certificate proposals shall follow subsequent steps listed in DOPS policy number IV:06:00 Proposals for SUNY certificates following the CSCC and President's approval.