

•COLLEGE SENATE •

Official Meeting Minutes

September 11, 2015-Butler 210, 3 p.m.

<u>PRESENT</u>			<u>EXCUSED</u>
Abass	Kline	Reid	Adamo
Bajus**	Knowles	Rosen-Brand	Aina
Bayer	LeVine	Sarratori	Conway-Turner
Bewlay	Lewis	Shandomo	*Hunt(fall sabb.)
Ben-Merre	Maldonado	Shephard	Leminger
Boorady	Marren	Sherman	Miller
Brickhouse	Mayrose	Stewart	Sands O'Connor**
Conway-Turner	McCarthy	Tucceri	(1 yr. Sabb.)
DeWind	McGovern	Velez	
Djirakor	McMillan	Vince Garland	
Emo	Mernitz	Wall	
Ettestad*	Morales	K.Williams	
Floss	Ninacs	T.Wright	<u>ABSENT</u>
Frezza	Payne	Zhang	
Fujiuchi	Perreault		Irion
Gellin	Potts		Jorden
Gleckel			Marcus-White
Goodman			Richards
Grinnell			
Hotchkiss			

•COLLEGE SENATE MEETING•

Official Minutes

September 11, 2015

CALL TO ORDER: *Senator McMillan* called the meeting to order at 3:04 p.m.

Hello Senators, Administration, visitors. I am the new Senate Chair, Dr. Amy McMillan and will be at the helm of this amazing body of people for the coming year. I want to thank you all for serving as senators, administrative members and appointees, or attending as visitors. I appreciate the trust you have given me by electing me to this position. I will do my best to serve you well.

ADOPTION OF THE AGENDA: *Senator McMillan* presented the agenda, then asked for a motion to approve the agenda. It was moved and seconded. The Senate agenda was approved.

APPROVAL OF THE MINUTES: *Senator McMillan* asked for a motion to approve the minutes of May 8th 2015. It was moved and seconded. The minutes of May 8, 2015 were approved.

REMARKS OF THE CHAIR

Senator McMillan: Today we are doing things in a slightly different order than previous meetings. Normally you would get the President's remarks first and mine second but, for reasons that may become clear, that order has been swapped just for today.

- I'd like to start by recognizing and welcoming our new senators. Thank you all for taking on this responsibility and we welcome you!
- Now I'd like to say a few things before we launch this meeting. I'd like to start with a remembrance... We all have a few events in our lives we'll remember forever. I remember my dad telling me when I was a kid that he remembers exactly what he was doing and where he was when he heard President Kennedy had been assassinated. Today is a day I will always remember, as I am sure will many of you. In 2001 I was working in the lab at the Environmental Protection Agency in Cincinnati – my lab partner and I were, as usual, listening to NPR's Morning Edition while working on our respective projects so we heard when the broadcast was interrupted with the most horrific news I had heard in my lifetime. We stopped what we were doing – and sat in silence, with tears running down our faces, as we listened to a journalist describe the sight of the second plane crashing into the second World Trade Center tower and the horror of the rest of that morning unfold.
- Every September 11th I take a moment to remember the people involved in that tragedy. The people on the planes, the first responders, the people in the towers, the families, friends, loved-ones of those individual lives that ended because of the terrorist act of Sept. 11, 2001. I think about the citizens of and visitors to New York City, and all the waves of people affected by this tragic event. After I have given my silent tribute to those people unknown to me, I then take a moment to be grateful for the people I treasure in my life – my daughter, family, friends, colleagues – and remember that I must appreciate every day, because it could be the last for someone I hold dear, it could be the last for peace and love as I know it. And so I take a moment to take care of my little circle.
- Although what we do in the College Senate at Buffalo State may not be extremely significant or memorable or heroic – and hopefully it will never be tragic like this day 14 years ago, it is important. It

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can be life-affecting, maybe sometimes even life-changing for the students, staff, faculty, and administration at Buffalo State. It is our way of taking care of our corner of the world, by being aware of things that may have consequences for our constituencies; making well-informed, collective, fairly debated, and sometimes crucial and long-lasting decisions for our institution.

- I hope first that you all take a moment to appreciate the good things you have in your life on this day of tragic remembrance. And I encourage you to tell those people that are important to you how much their presence in your life means to you. We should all do that every day - but today especially. And then I ask that you consider the importance of your involvement with this shared governing body of Buffalo State that we call the College Senate. This is a place for us to all share the table and affect policy and direction at our institution – our short- or long-term home. I am doing this job as chair of this body because I love Buffalo State and the people here. I want to continue moving our campus in a positive direction – and help us as best I can get through the challenges we face in the larger SUNY community and the changing face of higher education. I hope I can do that well by facilitating the business and goals of our College Senate. I am so grateful to each of you for giving up some of your time and energy to work on that business. Thank you, every one, for serving this year with me.
- I am certain (because I've either been here or looked at old notes) that most Senate Chairs claim that every year is a critical or important year... well this one really is – I swear!
- First, we are welcoming new leadership at a number of levels – our new **Provost, Dr. Melanie Perrault**, new **CIO Dr. David Demers**, new **Dean of the School of Professions Dr. Jim Mayrose**, and celebrating the completion of our **President, Dr. Katherine Conway-Turner's** first year and beginning of her second year at Buffalo State. Second, this year brings Strategic Planning and the revival of the College Planning Council. The Provost will be talking more about that soon – and it will be in progress for the rest of the year. Third, we will be submitting our Performance Plan for SUNY Excels and competing for funding at the State level... we will be getting regular updates from the President and Provost on this process. Fourth, the first University Faculty Senate Plenary is on our campus in October – more information will be shared by our UFS senators, **Joe Marren** and **Scott Goodman**. Finally, we will be dealing with all the business the Senate is usually faced with- policy changes, proposals that will suggest ways to improve our campus, new and challenging SUNY issues, and anything else that comes to our floor.
- And so, thank you all again for your time and effort to keep our college moving forward and thank you for bringing your unique and thoughtful perspective.
- With that, I would like to turn the floor over to the President's remarks. **Dr. Conway-Turner** couldn't be with us today and so **Dr. Perrault** will be giving the President's report.

REMARKS OF THE PRESIDENT

Provost Perreault: Amy, thank you for the kind words and I share your sentiments about this day. The College Senate asked me to provide a few updates, including SUNY Excels. There are 2 main components to Excels. The first is a performance improvement plan, which is a set of goals that we are to establish on our own, which must also support SUNY's 2020 goals. These goals include graduation rates, retention rates, time-to-degree, and other similar metrics - with the greater goal being a larger number of graduates from SUNY schools. The target number is 150,000. So there is a lot of heavy lifting that has to be done between now and

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2020. The second part of SUNY Excels is a performance investment fund, which is a fund designated to achieve some of the aforementioned goals. So we have to submit some proposals to SUNY and are awaiting approval to move forward with larger proposals. If we are selected to go ahead with any proposals, we would submit a longer 15 page proposal.

We submitted 5 proposals:

- 1) Expansion of EOP program
- 2) Pathways to college program
- 3) Develop predictive analytics program
- 4) Virtual concierge for student services
- 5) Centralize academic support in the library

I am told that we may hear which proposals will be moving forward on Monday. There will also be an open meeting on SUNY Excels held in this room on 9/15 during Bengal pause.

The second thing I was asked to give an update on was strategic planning, specifically the college planning committee. We have shrunk the committee size to 29 people and are still waiting to hear back from a handful of folks on whether or not they will be serving on the committee. We will also be reaching out to groups on campus beyond the committee to gain a broader input. We will be posting drafts online, as the planning will be transparent. Next meeting we will have a full enrollment report, a student census is to be taken on 9/18.

End of Year Report
President's Marketing and Communication
Advisory Committee
2014-2015 Academic Year Report-presented by Tim Walsh, Committee Chair

Committee Membership

Timothy Walsh, Associate Vice President for College Relations, Chair
Bonnie Durand, Chief of Staff, President's Office
Susanne Bair, Vice President for Institutional Advancement
Erin Alonzo, Associate Vice President, Enrollment Management
Jerod Dahlgren, Public Relations Director
Christine Lai, Associate Professor, Business/Marketing Department
Seth Oyer, Assistant Professor, Communications Department
Kevin Railey, Associate Provost and Dean of the Graduate School
Deborah Silverman, Communications Department
Carmela Thompson, Director, Admissions
Kevin Williams, Earth Sciences/Science Ed
Robert Wood, Professor, Design Department
Danny Velez, Associate Vice President, Student Success
Undergraduate Student Representative

The President's Marketing and Communication Advisory Committee met five times in 2014-15: January 28, March 9, April 13, May 11, and June 15.

2014-15 Charge:

The President's Marketing and Communication Advisory Committee will develop recommendations to enhance or facilitate Buffalo State College's communication/marketing messages or broaden the range of messaging to prospective students or others that influence the college choices of current students.

Marketing and Communications Advisory Sub Committees 2014-15:

Developed and initiated during the Committee's 2013-14 meetings under interim president Howard Cohen, the 2014-15 Committee continued under President Katherine Conway-Turner to hold discussions relating to four key groups:

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- College Relations Marketing Updates, Plan, Strategies, and Actions
- Parent Communication
- Undergraduate Student to Graduate School
- High School Admissions Counselors

In addition to the established sub committees, the group discussed opportunities, initiatives and recommendations to increase Buffalo State's marketing and communication presence via:

- New York City/Long Island Metro Region
- Digital Video Marketing Content
- Buffalo State's Brand Identity Communication Standards and Policies

OVERVIEW OF COMMITTEE'S WORK:

- **College Relations Marketing Updates, Plan, Strategies and Actions:**
At each committee meeting the College Relations Office presented a brief update related to current Buffalo State marketing plan strategies and activities that occur throughout the academic year from July 1, 2014 to June 30, 2015
- **Highlights:**
 - Coordination and implementation of President's Blog (Tumblr, Twitter, and Facebook- weekly insights and reflections) – Throughout the year
 - Transfer Student Opportunities Campaign - July/Aug
 - Graduate School Open House Call-to-Action Campaign – Sept
 - Undergraduate Open House Call-to-Action Campaign – Sept/Oct
 - Continued Buffalo State Identity Campaigns to increase awareness and encourage applications from September through January
 - Presentation and coordination of the Buffalo State Visual Identity Program (VIP) Communication Standards and Policies
 - Buffalo State Points of Pride items for web, social media and "Did You Know" Publications
 - Presentation of marketing assessment/ROI reporting
 - Preview 2015-16 Marketing Plan Overview
- **Parent Communication Recommendations and Activities:**
Parents are increasingly involved in a student's decision on where they attend college all the way through their time as students enrolled in college. The ability to engage parents in parallel to the prospective student through impactful and important information is essential. The committee has spent time discussing how the campus can execute this type of communication with the current resources across various departments.
Highlights:
 - Seek best practice examples of electronic communication (enhanced email, eNewsletters, social media) to parent populations (both prospective students and enrolled) from private and public colleges.
 - Recommending the development of a system, through Admissions and Registrar, to capture parent email contact information garnered from the prospect, applicant, and enrolled stages of a student's cycle.
 - Once targeted email lists are secured, develop appropriate messaging for each stage.
 - Enhance important, impactful content within Buffalo State's "Parents and Families" website on Buffalostate.edu.
 - Noted discussion on the research pointing to the increasing Hispanic population of students attending college. How can we develop unique, targeted marketing initiatives to address this increasing audience?

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- Small campus committee formed to discuss Hispanic parent communication, culture, challenges:
 - When recruiting Latinos, it is important to recruit the “entire family,” as there is a strong family bond and an “overprotectiveness” that can occur
 - Consider a dedicated Spanish speaking staff member in various areas including Admissions, Financial Aid, and Orientation.
 - Currently, existing Spanish-speaking staff members are often asked to assist on “an as needed basis” in various scenarios with students and parents
- Seek to continue additional student campus tour guide training from the Athletics Department in support of Undergraduate Admissions program.

- **Undergraduate to Graduate School Marketing/Recruitment Recommendations and Activities:**

Under the charge as an “advisory group,” the sub-committee and Graduate School staff developed multiple ideas and initiatives. Many have been implemented in addition to the school’s strategic enrollment plan. The Graduate School leadership and staff members, working in collaboration with various departments and units throughout campus, execute the majority of the activities.
- **Highlights:**
 - Memo to all graduate chairs and coordinators asking them to maintain rolling admissions deadline for their programs, to contact all accepted students to assure they enroll, to contact all rejected students to explore further options.
 - Letters to all Buffalo State seniors encouraging them to consider attending Buffalo State for graduate school.
 - Change in recruitment strategies, reaching out to a wider audience of students.
 - Explored tuition discounting with Adult Education and Institutional Advancement.
 - Dr. Railey gained approval to offer five half-tuition scholarships to out-of-state adult education students from the provost. Only one was utilized. Seek to offer this type of incentive again.
 - Worked with GSA to plan a graduate student conference to which undergraduate students and all accepted graduate applicants were invited.
 - Working with Creative Studies to admit international students into a new program. Looking to create a certificate for another cohort of international students.
 - Will be doing more advertising in Buffalo State publications targeting undergraduate students as well as placing ads in other colleges’ newspapers.
 - Will target undergraduates as well through meetings sponsored by departments and/or schools to discuss graduate education and our programs.
 - Graduate School office held a series of information sessions for undergraduates who had questions about or interest in graduate school. Departments did not accept the invitation to sponsor sessions with their students that the Graduate School would run.
 - Working with departments that have students on probation to see if we can keep these students at Buffalo State.
 - Reviewing all denied applications to see if there is a way to work with these students to improve their credentials.
 - Drs. Severson, Christy and Dr. Paterson solidified a number of new 3+2 agreements with Chinese universities.
 - Recommendations from the Dean and subcommittee moving forward include:
 - The ability for the Adult Education Department to develop an online information session for its program.
 - Streamlining appointment/hiring process for graduate assistants in the sciences.
 - Search engine marketing for specific degree programs including Adult Education and Music Education programs.
 - Work with Alumni Affairs Office to secure a list of alumni of the SPA/HESA program in order to seek their help in recruiting students.

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- **High School Admissions Counselors**

- This subcommittee has established an annual communication plan that communicates to New York State high school counselors through the Admissions Office and survey opportunities related to Buffalo State Awareness.
- Recommended that continued collaboration through Admissions and College Relations through digital communications strategies will increase awareness among this important population.
- The use of video testimonials from students and faculty was recommended as good content within eNewsletters.

- **New York City/Long Island Metro Region**

- Recommended NYC Initiatives from College Relations and committee members include
 - Unique NYC-based PowerPoint and video vignette presentations for prospective student events, web, and social media channels.
 - Utilize Buffalo State students from NYC through video, web, and publication testimonials.
 - Start a “Bengals in the Burroughs” series complete with photos and videos of Buff State students in campus gear at key NYC landmarks.
 - Enhanced email and eNewsletter targeted communication to the metro NYC area prospects.
 - Continue with Search Engine Marketing (SEM) and Facebook targeted paid advertising within key zip codes and community college enrolled students.
 - Support Admissions on-the-ground recruitment at NYC community colleges with student newspaper ad placements promoting Buffalo State.
 - Establish a “Buffalo State and Buffalo” presence in the NYC Admissions Office and meeting space. Campus and Buffalo signage, images and video that reflect the vibrancy of the campus.
 - Narrow down the NYC target market to utilize funds and resources (i.e. Nassau, Suffolk, Westchester counties).

- **Digital Video Marketing Content Priorities:**

Video communication is critical in telling the story of Buffalo State through its people, programming, and activities. The past few years have seen a significant increase in requests and needs related to video student and faculty testimonials, campus and department highlights, special events, web and social media content, and paid television spots.

- **Examples of on-going video recommendations, needs and opportunities include:**

- Recruitment Video (best of Buffalo State in 2 minutes) for Web, social media, and eCommunication
- Student Stories (mini student testimonials across departments)
- Faculty Features (in the spotlight)
- Television - :30 second ad spots and YouTube advertising
- Annual Fall Forum Academic Year Highlights
- Transforming Lives Campaign Celebration Video
- Annual President’s eHoliday Video
- College Relations is considering the hire of a TFA student assistant
- Recommendation for campus to hire a full-time staff member as a Digital Video Coordinator to exclusively work on these important marketing content needs

- **Buffalo State’s Brand Identity Communication Standards and Policies**

- The committee was presented an overview of the campus’ Visual Identity Program that includes the official Communication Standards and Policies.

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- College Relations presented multiple “Bengal Pause Buffalo State Open Marketing Sessions” to provide strategies and receive feedback from students, faculty, and staff. Will continue in Fall 2015.
- Discussion was also held in relation to the official SUNY “short-form” name utilized in marketing and campus communication. Buffalo State, Buffalo State College, and SUNY Buffalo State are all approved names for campus to use. President Conway-Turner indicated that the 2015-16 College Planning Council will hold discussions on this during the strategic planning process with additional insight from throughout campus.
- It has also been recommended to seek an updated Buffalo State Awareness and Perception Study within an agreed upon timeframe after the new Strategic Plan for campus has been established.

Key Accomplishments:

- Established marketing plan execution, campus communication, and recruitment initiatives have produced the second year of record applications for First Time Freshmen.
- Greater awareness of Buffalo State’s annual marketing plan, budget resources/distribution, strategies, and actions executed through the College Relations Office via advisory committee engagement, VPIA/Deans meetings, and multiple open “Bengal Pause Marketing Presentations” to campus.
- Continued, enhanced communication on a consistent basis to nearly 4,000 New York State High School Counselors (Admissions messaging and Buffalo State highlights).
- Detailed presentation and discussion on the Admissions Office Recruitment Communication Stream laying out multiple touch points for recruiters to engage with prospective students through college fairs, open houses, electronic communication, direct mail, campus visits, and the web.
- Significant increase in “on-the-ground” and “grass roots” marketing recruitment and awareness planning and activities within The Graduate School.

Challenges and Opportunities:

- Seek to establish a more “unified campus marketing plan” integrating the plans and strategies of College Relations, Admissions, Instructional Resources, and additional entities that represent Buffalo State
- Limited dedicated marketing funds for The Graduate School and Transfer student populations need to be considered when seeking increased applications and enrolled students
- Overall contractual funds available to market and promote Buffalo State to prospective students along with brand/identity campaigns are not maintaining budget levels that compete with competitive colleges and universities
- Declining community and 2-year college graduation rates have a deep affect related to potential transfer enrollment at Buffalo State
- Although Buffalo State’s residence population and interest from students wanting to live on campus have increased, how does our institution balance the positive, increasing interest from a vast pool of students in Metro NYC with the shortage of housing?

Senator McMillan: Are there any questions for **Mr. Walsh?**

Senator Sherman: We have some serious issues with the current website. Particularly with the ability to search. Students are going outside of the website and using google because they have trouble searching for info on the website.

Tim Walsh: Thank you, one thing we have been considering is the integration of a mini google product onto the website, which should aid its navigability.

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Senator Stewart: In terms of the visual identity initiative, what type of imagery do we put out in terms of billboards and bus ads—ads of that nature?

Tim Walsh: Currently, we utilize our budget towards 7 or 8 outlets of advertising including the website, traditional ads (TV/radio), search engine, and social media ads, as well as billboards. We especially focus on September to December, when recruiting peaks. We have recently shifted our budget to focus on more measurable forms of advertising, meaning more is done online.

Senator Wright: Can you elaborate on your NYC marketing plan, as well as on your interaction with high school guidance counselors?

Tim Walsh: The main way we market in NYC is by direct mail, with targeting assistance from admissions. We also engage in targeted search engine and Facebook ads. We do not have the budget to market ourselves through traditional ads because costs are about 10 times the rate as they are in Buffalo. As far as guidance counselors, we correspond with them through admissions via surveys and newsletters.

Senator Vince Garland: Are we using, or planning on using seamless transfer as marketing priority?

Tim Walsh: We don't have a plan specifically with seamless transfer. What we do have in place is a twice annual marketing campaign to encourage transfer students, specifically from community colleges. We will use targeted online ads for students who are set to graduate from 2 year schools, again-with the help of admissions. Thank you for bringing that up.

There were no further questions or comments for **Mr. Walsh**.

Community Policing Advisory Committee **End of the Year Report (2014-2015)** **presented by Dr. James Sobol, Committee Chair**

Committee Charge

- **Committee was re-established from a recommendation of Margolis Healy Report**

The Community Policing Advisory Committee will represent the Buffalo State community in creating, evaluating, and implementing a community oriented policing philosophy designed to create an environment that focuses on crime prevention, problem solving and education through partnerships among University Police, students, faculty, staff and campus visitors.

- Review the issues involved in community policing, campus safety and crime on campus;
- Develop ways to increase student, faculty and staff input in University Police functions and initiatives;
- Identify ways to enhance positive interactions between the University Police and their constituents;
- Review complaints, trends and other statistics over regular intervals to determine the effectiveness of community policing programs and highlight any issues that need addressing;
- Advocate for University Police to the campus community and administration to support community policing initiatives;
- Coordinate activities and share information with the Campus Safety Forum;
- Provide advice on other police related issues brought to it by the President or the Vice President for Finance and Management;
- Provide recommendations to the President and the Vice President for Finance and Management on ways to enhance community policing on campus. Recommendations should include performance indicators or assessment strategies to help evaluate the outcomes of the recommendations, as well as an estimate of the financial and human resources needed to implement the recommendations.

Summary

- Identified the need for good data from multiple sources.

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- **Chief Peter Carey** provided the committee with information on how UPD has responded to the Margolis Healy Report.
- Community policing definition
 - Goal – identify and prioritize problems on campus with the goal being to improve the quality of life on campus
 - Recognize the “problem of policing nationwide” and have a statement that Buffalo State is trying to be proactive, to create social equality on campus
 - Will eventually present the strategy to the President of Buffalo State
- Improving attitudes towards UPD
- Judicial Affairs process. How are cases handled and disposed of?
- Police Training. 50% of the UPD completed diversity training in May.
- Fair and impartial police training, considered the best training in “bias-police training”. Scheduled January 2016.
- Arrests are well within the make-up of our population when compared with resident student, race/ethnicity data.
- UPD data collection to include racial characteristics during traffic stops.

Senator McMillan: Are there any questions for **Dr. Sobol**?

Senator Stewart: I would like to say, that recently I have noticed a level of amicability in the UPD and I commend Chief Carey for that. When speaking with a colleague from Ohio State, he shared with me their community policing policy called the 3 C’s, which if looked into, I believe could be a big help here on campus.

Senator Frezza: In light of the recent attacks on campus, will you be discussing protocol for the aftermath of such events, in terms of what we can do for students?

Dr. Sobol: That is a really great point. It may fall outside of the realm of what we are tasked with. We do have a meeting in early October, and that can certainly be added to our agenda-or brought up with another committee best suited to handle it.

There were no further questions/comments for **Dr. Sobol**.

COMMITTEE REPORTS

Senator McMillan: I will introduce each chair of the Senate committees to come to the podium to give their work preview for 2015-16 and to approve each roster. These rosters were sent with the ESP so I hope you have all studied them carefully! Thank you chairs for providing these ahead of this meeting for everyone to review. There have been some minor changes to these rosters and many committees are still looking for student members; if you are interested in any one of these committees missing student members, please see the chair. I would like to suggest we discuss (you can strike members but not add) and approve these rosters with the understanding that small changes may take place in the next month and the rosters will be available on the Senate website as soon as they are finalized

Academic Plan Committee-Senator Jason Grinnell, Chair

- Presented Committee’s Roster for approval. It was moved and seconded. Roster approved.
 - Committee work preview:

Senator Grinnell: I believe the roster above constitutes a good faith effort to represent a variety of constituencies and forms a balanced committee. I thank the Senate for formally approving the roster and allowing us to begin our work.

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In addition to the roster the Senate has just approved, Academic Plan has a new Administrative Liaison: **Provost Perreault**. I'd like to take this opportunity to welcome her to our campus and to the committee. I look forward to working closely with her to make Buffalo State even better.

This year poses both challenges and opportunities for us. We will continue to work on issues raised in the recent past, such as

- Identifying appropriate All-College learning outcomes.
- Identifying and pursuing opportunities to expand undergraduate research.
- Exploring additional departmental/disciplinary "honors" programs or other opportunities for talented students to flourish.
- Exploring ways in which academic disciplines, departments, and courses can better complement one another.

Last, but by no means least, we will attempt to be of service to the strategic planning process wherever such service is appropriate. I am hopeful that we will have a productive year.

BSAC-Budget Staff & Allocations Committee-Fred Floss, Chair

- **Senator Floss** first asked for a moment of silence for all those who perished during the 9/11 tragedy. A former student and Vice President for USG were among those who died. A moment of silence ensued.
- **Senator Floss** mentioned that he was still in need of a student member for BSAC. He then presented Committee's Roster for approval. It was moved and seconded. Roster approved.
- **Senator Floss** stated to the Senate that his committee would be particularly looking at the all funds budgeting this year, moving that forward and will have a report for you on that. One of the things to do this year, is to collect and put together data in different ways than we have seen it in the past, and look at the structure of how the budget and staff has operated over the years, to look at ways we have addressed problems as we saw them at the time, and go back to see what works and not works with budget allocations, and tell the story of what's happened at Buffalo State over those periods. Very interested in the Excels program and how it will impact budget over time. Look at strategies in a forward way to work together with **VP LeVine** of Finance and Management; to maximize our return on any of these SUNY initiatives.

By-Laws & Elections Committee-Kevin Williams, Chair

- Presented Committee's Roster for approval. It was moved and seconded. Roster approved.

Senator Williams: We have business to take care of first.

A. Elections of Student Chair for Student Welfare Committee

1. **Senator Williams opened Nominations:** **Senator Tucceri** (graduate student) self-nominated himself. There were no other nominations. **Senator Williams** then called for a motion to close the uncontested nominations. It was moved and seconded. The nominations were closed.
2. **Election:** **Senator Williams** then presented **Senator Tucceri** as the sole nominee for the election. **Senator Williams** then asked for a vote. All in favor. **Senator Tucceri** was elected unanimously without nays or abstentions.

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B. Election of Student Senator representative to the Senate Agenda Committee:

1. **Senator Williams called for Nominations:** *Senator Tuccheri* once again self-nominated himself. There were no other nominations. *Senator Williams* then called for a motion to close the uncontested nominations. It was moved and seconded. The nominations were closed.
2. **Election:** *Senator Williams* presented *Senator Tuccheri* as the sole nominee for this election. *Senator Williams* then asked for a vote from the Senate. All in favor. *Senator Tuccheri* was elected unanimously in favor without nays or abstentions. He will served as both the Chair of Student Welfare Committee and as Student representative to the Senate Agenda Committee.

Senator Williams: There are a few things we will engage in; a review of the Senate by-laws. Looking at a chair of a senate committee that will be going on sabbatical and that protocol.

College Senate Curriculum Committee-Marc Bayer, Chair

- Presented Committee's Roster for approval. It was moved and seconded. Roster approved.

Senator Bayer: Senate Curriculum Committee Objectives for 2015-2016-The CSCC will:

Reduce the number of proposals (course, particularly) that require revision lay the groundwork for a more efficient and productive submission, review, and approval process.

We intend to reduce course proposal requiring revisions by:

Making the CSCC website more informative (i.e. Roz Lindner's videos), making the templates more informative, making the process more informative and transparent for course authors

We intend to lay the groundwork for improved submission process by:

Using forms (instead of email) for submitting proposals to the senate committee and creating a web resource for submitted proposals by building a digital archive of past proposals

All this while maintaining the service levels required to meet your expectations.

Faculty & Staff Welfare-F&SW- Amitra Wall, Chair

- Presented Committee's Roster for approval. It was moved and seconded. Roster approved.
 - Committee's work preview:
 1. Staff Welfare Subcommittee – will address staff mentoring and staff satisfaction. They will work with the Professional Staff Caucus, Equity and Diversity, and other campus entities to support or initiate programs of interest.
 2. Faculty Welfare Subcommittee – will address faculty mentor and faculty satisfaction. They will work with the Faculty Development Coordinator and other campus entities to support or initiate programs of interest.
 3. Seek to understand the student judiciary process and investigate faculty and staff involvement, particularly in the area of complaints against students.
 4. Continue involvement with Community Policing Advisory Committee, any relevant DOPS policies involving Faculty or Staff issues, and Senate, Buffalo State, or SUNY business that affects Faculty or Staff concerns.

Instruction & Research-I&R- Scott Goodman, Chair

- Presented Committee's Roster for approval. It was moved and seconded. Roster approved.

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- Committee work preview:
- Policy Revisions from the On-line Advisory Committee
 - Course Procedures and Grading
Revision of DOPS Policy Number: I:16:00
 - Student ID Verification
Slight Revision of DOPS Policy Number: IV:07:02
 - Distance Learning
Proposed Revision to DOPS Policy Number: IV:07:00
- Other policies (possibly underway)
 - Interdisciplinary Units
Possible revision of DOPS Policy Number: III:03:00
 - 721/722 policy
I&R worked on this last year, but it was brought back to committee for further consideration.
- New for 2015-2016
 - First day/week of class drop policy and data.
Review and explore the possibility of faculty being allowed to administratively drop students from classes when they don't show up during the first week.
 - Undergraduate Teaching Assistants
Undergraduate teaching assistants are used in some areas on campus to earn course credit by assisting a faculty member in his or her course. What are the scope and limitations of using undergraduates to assist with teaching? Should this be reviewed by I&R? Is there be a policy? Should there be?

Standards for Students-S4S- Heather Maldonado, Chair

- Presented Committee's Roster for approval. It was moved and seconded. Roster approved.
- Committee's Work preview.

Senator Maldonado: At the October meeting, we will be presenting the study on academic advising on campus. There are two sessions next week on 9/14 and 9/15 in Butler 208 if you wish to attend In terms of continuing business, we have been asked to look at a triple major policy, continuing enrollment policy, a review of off campus studying, as well as possible revisions to admissions deadlines.

Senator Sherman: Is the report on advising online?

Senator Maldonado: Not yet, it will be made available to the Senate before the October meeting.

Student Welfare Committee-SWC- Amy Rosen-Brand Vice Chair

Senator Rosen-Brand: The SWC will complete forming the committee and present our roster at the next meeting.

UNFINISHED BUSINESS (formerly 'Old Business')

There was no Unfinished Business.

NEW BUSINESS

Two announcements:

Senate Approved 9.11.15 Minutes for Webposting. Correction to Standards for Students made.

1. **Senator Marren** shared with the Senate information about the upcoming Fall UFS Plenary on October 22-24th to be held here at Buffalo State.
2. **Senator McMillan** shared with the Senate an opportunity to tour the Richardson complex currently being remodeled into a boutique hotel and conference center. The tour is being offered by **Dr. Sharon Cramer** (former Senate Chair and tour docent) for all Senators and UFS Senators. The tours are scheduled for October 17th and 24th. Please email Vince if you are interested or fill out a form that is on the sign in table.

CONSTITUENT QUESTIONS (CQ's)

Senator McMillan: Please send in advance of a Senate meeting any CQ's at: mcmillam@buffalostate.edu

Adjournment: 4:50 pm