

# •COLLEGE SENATE MEETING-SMS•

## Senate Minutes Summary

November 10, 2017-Butler 210, 3 p.m.

<u>PRESENT</u>			<u>EXCUSED</u>
<b>Alford</b> <b>Bajus</b> <b>Bayer</b> <b>Ben-Merre</b> <b>Blakes</b> <b>Boorady</b> <b>Boyd</b> <b>Brickhouse</b> <b>Carson</b> <b>Conway-Turner</b> <b>D'Angelo</b> <b>Emo</b> <b>Ettestad</b> <b>Floss</b> <b>Gellin</b> <b>Gordon</b>	<b>Harris</b> <b>Hunt</b> <b>Kline</b> <b>LeVine</b> <b>Loehr</b> <b>Macho</b> <b>Maldonado</b> <b>Marren</b> <b>Mayrose</b> <b>Mernitz</b> <b>Morales</b> <b>Nikischer</b> <b>Ninacs</b> <b>Perrault</b>	<b>Reid</b> <b>Rosen-Brand</b> <b>Santa Maria</b> <b>Sarratori</b> <b>Severson</b> <b>Sharma</b> <b>Shephard</b> <b>Shively</b> <b>Snow</b> <b>Velez</b> <b>Wall</b> <b>Williams</b> <b>Wilson</b> <b>Zhang</b>	<b>Bewlay</b> <b>Ederer</b> <b>Fronckowiak</b> <b>Fulcher*</b> (for Qualls) <b>Kenyon</b> <b>Oyer</b> <b>Patti</b> <b>Louis</b> <b>Qualls*</b> (on Fall leave) <b>Vince Garland</b>  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"><b><u>ABSENT</u></b></div> <b>Ameyaw</b> <b>Dupree</b> <b>Francois</b> <b>Garrity</b> <b>Jean-Baptiste</b> <b>Knowles</b> <b>Ndiaye</b>

\*Senate Audio Podcast is at: <http://collegesenate.buffalostate.edu/senate-meeting-podcasts>

*The podcast will let you hear the official audio with full dialogue on reports, discussions, etc. from each Senate meeting.*

**CALL TO ORDER:** *Senator Reid* officially called the meeting to order at 3:02 p.m.

**ADOPTION OF THE AGENDA:** *Senator Reid* presented the agenda, which had to be amended to include a report from Academic Plan Committee. Hearing no objections, *Senator Floss* moved and *Senator Loehr* seconded. The November 10, 2017 amended Agenda was approved.

**PRESENTATION OF THE SMS-MINUTES:** *Senator Reid* presented the minutes summary of October 13<sup>th</sup>, 2017. Hearing no substantive changes, the minutes were accepted.

### **REMARKS OF THE PRESIDENT**

***Provost Perreault gave remarks for Dr. Conway-Turner***

***The Provost*** addressed several topics on behalf of the president. She congratulated the great job being done which has made the first time ever success of mandatory advisement on campus. Enrollment for J-Term is up, at 542 enrolled. Students are getting better advisement and this has helped with the increase in this number.

She thanked the faculty and staff for their work and efforts in making this improvement.

The president has formed an Academic Calendar Committee; which was announced in the November 10<sup>th</sup> Daily B. This is to set the academic calendar for the next five years. Originally up until last year, our calendar was not in compliance with SUNY, and thanks to former ***Chair of I&R Scott Goodman*** and his committee for addressing and putting it more in line now. I & R, currently chaired by ***Senator Arlesa Shephard***, will continue to have a role in the academic calendar process.

The ***Provost*** introduced ***Dr. James Mayrose***, Interim CIO and VP of Enrollment Management, Marketing and Communications who presented an update for Online Evaluation. There were questions/discussion following ***Senator Mayrose's*** report.

- Departments should be able to customize their evaluations according to their courses, as each department will have unique areas different from other departments.
- Want to phase out Scantron, it is outdated.
- We have Blackboard, Enterprise and Evaluation Kit Sheet. Evaluation Kit is much easier to use.
- It takes a student approximately 5-10 minutes to complete an online evaluation.

\*Hear the complete report/update and discussion on our podcast:  
<http://collegesenate.buffalostate.edu/senate-meeting-podcasts>

### **Campus Budget Committee Announcement-Vice President LeVine**

The President announced this week the formation of the Budget Campus Support Group (BCSG) that will be part of the formal budget process initiated in the future. BSAC will be linked via ***Senator Floss*** along with one other from BSAC will also serve on the BCSG and ***Senate Chair***,

the next two weeks.

There was no discussion following **Vice President LeVine's** report.

### **REMARKS OF THE CHAIR**

**Senator Reid:** Most years the senate begins rather leisurely. The first meeting focuses upon getting rosters approved. Then it takes a while for the committees to gear up. And before you know it the fall semester is over - 4 meetings, a few presentations, nice snacks, and we break for the holidays.

It is evident, however, that this year is decidedly different.

I want to compliment the administration upon being so forthright in providing information. At the Sept meeting VP Levine gave a very informative review of our budget situation. The message was clear, BSC is facing significant financial challenges. However, there is also good news to share. As you all know, at the October meeting VP Mayrose provided an enrollment update, and it is certainly better to be having the numbers going up rather than down.

And it is evident that the administration has taken numerous steps designed to respond to our budget challenges including substantial restrictions on spending and hiring (I didn't say that all of the steps would be popular) and we are going through a period of very rapid and significant change, much of it designed to increase retention. These include an ambitious strategic plan, Starfish, an Honors College, and enhanced focus upon advisement to name just a few.

While the budget imposes limits upon our initiatives, it is also important to note that these initiatives are collectively designed to improve the education of our students. Unfortunately, while there is cause for optimism, clearly more needs to be done, and thus we are probably in for even more change, and change is stressful.

So what is our role as senators during this period? Some members of the college community have the luxury to emphasize the negative. And if you really look you can always find something to complain about. I hope that each of us will take a different approach. As senators we need to be involved in finding solutions. And as senators we have a special responsibility, not to prevent change but rather to ensure that the changes that are implemented are optimal for the challenges they are designed to address. In other words, we need to be engaged in the process of governance.

In Dante's Inferno, the sign over the gate to hell reads "abandon all hope ye who enter here". I suggest that the senate should be known as the anti-Dante, and that over the door our sign should read "enter here to collectively embrace the future". I am confident that doing so has a number of benefits. It is probably psychologically positive for each of us and it is also undoubtedly good for the institution, and everyone associated with it.

I am, therefore, pleased with the president's announcement in the Daily of a Budget Committee Support Group. This is a broad effort to address our budget challenges. I was asked to identify senate representatives, and I am happy that senator Floss, current chair of BSAC, as well as Ted Schmidt, who was a former chair and is currently a member of BSAC, will be serving on this important committee. And I want to thank the administration for appointing me an ex officio member.

In closing, it is November. It is cold outside. It is only our third meeting and we are well underway in the senate.

And I thank you.

### **COMMITTEE REPORTS**

#### **Academic Plan Committee-(APC)- Kimberly Kline, Chair**

**Senator Kline** presented a PowerPoint report on **Elements of General Education:** She introduced **Senator Emo**, who gave the report. Report officially posted on the Report's to the Senate webpage: <http://collegesenate.buffalostate.edu/reports-senate-2015-2018>

There was some Senate discussion.

**College Senate Curriculum Committee-(CSCC)- Ann Emo, Chair**

**Senator Emo** presented for vote a Motion/resolution for DOPS Certificate policy. **SEE APPENDIX A for motion with revised language.**

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

Presented Report/Review for endorsement on Micro-Credentialing:

<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-18REPORTS%20TO%20SENATE/Micro%20Credentialing%20Review%20for%20Nov%20Senate.pdf>

**Standards for Students-(S4S)- Amy Wilson, Chair**

**Senator Wilson** presented this motion for vote on revisions to DOPS Policy for transfer students with transfer of credit hours from a regionally accredited baccalaureate degree granting institution from 88 to 90. **See APPENDIX B for motion-with revised language.**

**Senate Reid:** All in favor of this motion? The motion was unanimously approved.

**Unfinished Business**

There was no Unfinished Business.

**New Business**

There was no New Business.

**Constituent Questions-CQ's** (there were no CQ's presented):

**Senator Hunt:** When will be getting a full enrollment report?

**Provost Perreault:** We can give that at the December Senate meeting.

**There were no further CQ's.**

**Senator Reid** asked for a motion to adjourn. It was moved.

**Adjournment: 4:08 p.m.**

**Appendices**

**APPENDIX A**

*Motion to amend DOPS regarding Certificate Policy at Buffalo State  
Introduced by the College Senate Curriculum Committee, Ann Emo, CSCC Chair October 13, 2017*

*Presented for vote at the November 10, 2017 Senate Meeting.*

**Motion to amend DOPS regarding Certificate Policy at Buffalo State** Whereas current policy in DOPS reflects only upper division project courses; and,

**Whereas** the College Senate updated the current policy in December 2012 that outlined procedures for undergraduate and graduate level Course by Contract, Independent Study and Projects which require students to have completed 30 or more credits,

**Whereas** the Office of Undergraduate Research has recently put in place programs that support projects for first and second year students,

**Whereas** there is currently no policy in place for students with fewer than 30 earned credits to get credit for projects,

Therefore, the College Senate Curriculum Committee recommends that Buffalo State adopt changes to DOPS that reflect the addition of lower division project courses, as detailed below.

## BUFFALO STATE COLLEGE DIRECTORY OF POLICY

### STATEMENTS

Policy Number: I:04:01 Date: October 13, 2017 SUBJECT: **Proposals for Addition of Undergraduate Lower**

#### **Division Project Courses**

In order to facilitate lower level undergraduate, credit-bearing project courses, special provision must be made to assure adequate planning and approval.

**COURSE DESIGNATION:** (Prefix will indicate department) Project (295 –

Undergraduate)

Undergraduate students may undertake a project related to a required course for up to 3 credit hours per project. No more than 6 credit hours of academic project work is allowed. Application forms are available in the academic department and the Registrar's Office, and must be filed with that office by the deadline date published in the class schedule each semester.

**Title Variable:** Yes

**Repeatable:** Limit 2 times

**Credits:** Variable 1-3

**Course Description:** Scholarship or Creative work conducted under the supervision of a faculty member

**Prerequisite:** Instructor permission.

1. The College Senate Curriculum Committee does **not** review lower level project courses.
2. Submit three copies of the Lower Level Project Course Form, initiated by faculty, approved by department and Dean.
3. Dean forwards form to Academic Affair

**Policy Number:** (attachment)

Three copies of this form must be submitted to the Dean's Office at least two weeks in advance of proposed instructional dates.

FORM FOR 295: LOWER LEVEL UNDERGRADUATE PROJECT COURSE

Department

Faculty Member

Description of Research Activity:

#### **DEPARTMENTAL ACTION**

Course Offering Schedule: This course will be offered:

Approved with confirmation that all necessary laboratories, studios, resources and facilities for support of this course are available.

Date Signature of Department Chairperson Department Forward three (3) copies forwarded to

Dean.

DEAN'S ACTION

Approved with confirmation that all necessary laboratories, studios, resources and facilities for support of this course are available.

Date Signature of Associate Dean

#### ACADEMIC AFFAIRS ACTION

Date Signature

### APPENDIX B

*Motion to revise DOPS regarding Transfer Students  
Introduced by the Standards for Students Committee, Amy Wilson S4S Chair*

#### **DOPS Revisions: Transfer Students**

Introduced at the October 2017 Senate meeting by the Standards for Students Committee  
Presented for vote at the November 10, 2017 Senate meeting.

WHEREAS, New York State has recently implemented The Excelsior Scholarship, which requires students to take 30 credits per year towards degree completion for scholarship eligibility; and

WHEREAS, the current transfer credit limit from a baccalaureate degree granting institution is 88 credits, per the Transfer Students DOPS policy (1:01:05), which renders students who transfer to Buffalo State ineligible for The Excelsior Scholarship, as they would need to have obtained 90 credits (30 credits per year) for eligibility; and

WHEREAS, multiple SUNY comprehensive colleges accept 90 credits or more from a baccalaureate degree granting institution (Brockport, Geneseo, Oswego, New Paltz); and

WHEREAS, a change in the transfer credit limit would also result in a necessary change in the Collegewide Degree Requirements for Baccalaureate Degrees (1:04:00) to reduce the minimum number of credits to be completed at the college from 32 to 30 credits;

THEREFORE, BE IT RESOLVED that Buffalo State amend its DOPS policies on **Transfer Students** and **Collegewide Degree Requirements for Baccalaureate Degrees** as revised in this document to enhance transfer student eligibility for the Excelsior Scholarship.

BE IT FURTHER RESOLVED THAT the college catalog and college website be updated to ensure that DOPS language is consistently reflected in the catalog and on the website for these policies.

#### **DOPS Policy Number: I:01:05 (sections noted with recommended changes)**

##### **Subject: Transfer Students**

Admission is based on academic performance in college and on space availability. A minimum cumulative GPA of 2.0 out of 4.0 is necessary for consideration, although some programs are very competitive and will require a higher minimum cumulative GPA for admission. Transfer students with more than 45 credit hours are encouraged to apply for and be admitted to specific programs. Those with less than 60 credit hours may be undeclared. No student who is on academic probation at another institution or who has been academically dismissed in the past year will be accepted.

Previously earned credit will be evaluated for all transfer students after acceptance, and accepted students will be apprised regarding transferable credit. A maximum of 90 credit hours may be transferred from a regionally accredited baccalaureate degree granting institution with no more than 66 credit hours from a regionally accredited Associates degree granting institution.

The State University of New York (SUNY) Board of Trustees in 1998 adopted a resolution that established a general education requirement for all baccalaureate degree candidates at the university's state-operated campuses. The requirement was instituted with student who entered the SUNY system as first-time freshmen in fall 2000. Community colleges have been working closely with their transfer students to ensure that these students complete most, if not all, of the general education requirements at the community college.

Students transferring to Buffalo State with an A.A. or A.S. degree must complete the remaining hours of the Trustees' general education requirements at Buffalo State College but are not obligated to take additional Buffalo State general education courses (now referred to as Intellectual Foundations courses) beyond those mandated by SUNY.

This continues the policy established in fall 1996 that waives the Buffalo State College Intellectual Foundations requirements for students who enter with an A.A. or A.S. degree.

Transfer students should understand that only credit is transferable. Credit is granted only from institutions listed on the application for admission. Grades, quality points, and cumulative averages do not transfer. Credit hours previously earned will be evaluated for all transfer students upon admission to college. Most credit hours earned at other institutions will be accepted, although the college cannot guarantee how credit hours earned at two-year institutions will relate to bachelor's degree requirements. The most common cases in which transfer credit hours are not accepted are:

1. Developmental courses in mathematics, English, and learning skills.
2. Courses in theology or religion with sectarian emphasis.
3. Courses in programs that do not exist at Buffalo State.

The evaluation of transfer credit hours is recorded in Degree Works, the audit system located at <http://registrar.buffalostate.edu/degree-works>. The system records the major and general college requirements that have already been fulfilled, and those that remain.

Departments reserve the right to refuse to accept transfer credit hours in fulfillment of their own major requirements. Whether or not a course fulfills a major requirement may be open to discussion with the department Chair or academic adviser, and it is useful to have a copy of the catalog from the previous institution.

**DOPS Policy Number: I:04:00 (sections noted with recommended changes)**  
**Subject: Collegewide Degree Requirements for Baccalaureate Degree**

#### Additional Degree Requirements

In addition to the liberal education coursework described on the following pages, all undergraduate degree candidates must meet the following collegewide graduation requirements:

- Successful completion of required coursework in the declared major.
- Successful completion of at least 120 credit hours, of which at least 45 must be upper division. At least 30 credits must be taken at Buffalo State College, including the last 15 credits.
- Final minimum overall cumulative GPA of 2.0.
- Final minimum major GPA of 2.0.
- Successful clearing of all I, N, or X grades.

#### Graduation Requirements

The Application for Undergraduate Degree for undergraduate graduation can be obtained at <http://registrar.buffalostate.edu/graduation-preparation-0>. All students expecting to qualify for a degree must fulfill the following requirements:

1. File Application for Undergraduate Degree with the Registrar's Office by the specified date. Failure to make application before the date may eliminate the student from the commencement program and delay the granting of the degree.
2. Students must meet all financial obligations to the college and return all college property.
3. Students must meet all curricular requirements. They must have completed the prescribed curriculum for their major. If requirements have changed since they were admitted to a program, they may choose to graduate under the old or new requirements.
  - a. Students must maintain a minimum cumulative GPA of 2.0 for all coursework taken at the college. The minimum cumulative GPA for the courses taken in the major field must also be 2.0.
  - b. Students must complete the 39 – 66 credit hours of Intellectual Foundations requirements.
  - c. All candidates must have completed a minimum of 45 credit hours of upperdivision coursework, courses generally considered advanced and numbered 300 – 499.
  - d. A minimum of 30 credit hours, including the last 15, must be completed at the college.
  - e. A minimum of 120 academic credit hours must be completed.
  - f. Students are required to successfully complete two “writing intensive” courses indicated by the designation “W” following the course number.
4. Education majors leading to certification for teaching in the early childhood and upper-elementary grades must fulfill a drug-education requirement and should file a certification application with the Teacher Certification Office.
5. No students will be cleared for graduation until all grades of I, N, or X have been replaced with an appropriate letter grade.