

**•COLLEGE SENATE MEETING-SMS•**

**Senate Minutes Summary**

October 13, 2017-Butler 210, 3 p.m.

<b><u>PRESENT</u></b>			<b><u>EXCUSED</u></b>
<b>Alford</b> <b>Bajus</b> <b>Bayer</b> <b>Ben-Merre</b> <b>Bewlay</b> <b>Boorady</b> <b>Boyd</b> <b>Brickhouse</b> <b>Conway-Turner</b> <b>D'Angelo</b> <b>Ederer</b> <b>Emo</b> <b>Ettestad</b> <b>Floss</b> <b>Fulcher*</b> (for Qualls) <b>Garrity</b> <b>Gellin</b>	<b>Harris</b> <b>Hunt</b> <b>Kline</b> <b>Knowles</b> <b>LeVine</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>Oyer</b> <b>Patti</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>Velez</b> <b>Vince Garland</b> <b>Wall</b> <b>Wilson</b> <b>Zhang</b>	<b>Bajus</b> <b>Blakes</b> <b>Carson</b> <b>Fronckowiak</b> <b>Kenyon</b> <b>Loehr</b> <b>Louis</b> <b>Qualls*</b> (on Fall leave) <b>Williams</b> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"><b><u>ABSENT</u></b></div> <b>Ameyaw</b> <b>Dupree</b> <b>Francois</b> <b>Gordon</b> <b>Jean-Baptiste</b> <b>Ndiaye</b> <b>Ramos</b>

**•SMS•**

**October 13, 2017**

**\*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 3:05 p.m., following a short reading from the Buffalo State Senior *Julio Valentine*. *Senator Reid* thanked Julio for his poetry readings.

**ADOPTION OF THE AGENDA:** *Senator Reid* presented the agenda, which had to be amended to include two changes. The Student Welfare Committee roster was being postponed until the November 10<sup>th</sup> meeting, and I&R was presenting a report on Micro Credentialing. Hearing no objections, it was moved and seconded. The October 13, 2017 amended Agenda was approved.

**PRESENTATION OF THE SMS-MINUTES:** *Senator Reid* presented the minutes summary of September 8<sup>th</sup>, 2017. Hearing no substantive changes needed, the minutes were accepted.

**REMARKS OF THE PRESIDENT**

**President Conway-Turner gave a brief report to the Senate:**

<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-18REPORTS%20TO%20SENATE/BSC%20Senate%20President%27s%20Report%2010.13.17.pdf>

No discussion took place following the President's report.

The president then introduced **Dr. James Mayrose**, Interim CIO and VP of Enrollment Management, Marketing and Communications who presented the Enrollment Report:

<http://collegesenate.buffalostate.edu/reports-senate-2015-2018>

\*There were some questions following the enrollment report.

Important response (\*regarding **Senator Sharma's** question on Starfish)

from **Amitra Wall, Associate Provost:** Degree Works Notes should, as of today be able to be viewed in Starfish. But Starfish cannot be imported into Degree Works.

**REMARKS OF THE CHAIR**

**Senator Reid:** The enrollment efforts at Buffalo State are clearly having an impact. However, as is evident from the budget update presented at the Senate meeting, Buffalo State is still facing substantial challenges. And although enrollment is turning in a positive direction, this is not a time for complacency. In fact, I see the Senate playing an active role this year in dealing with the budgetary challenges. Much more needs to be done with retention, and with the budget. And to be successful, BSC will need your ideas, support, and most importantly, your questions/feedback.

In other words as always, Buffalo State College needs shared governance.

## **COMMITTEE REPORTS**

### **Budget & Staff Allocations Committee-(BSAC)- Fred Floss, Chair**

Presented a revised Committee Roster for Senate approval. **Senator Floss** stated he added two student members for his committee. The roster is officially posted on the Senate's Standing Committee webpage: <http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/COMMITTEE%20ROSTERS%202015-2016/2017-18%20COMMITTEE%20ROSTERS/BSAC%20ROSTER%202017-18%20final.pdf>

The Senate approved/accepted the revised BSAC roster.

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

**Senator Emo** Introduced Motion/resolution for DOPS Certificate policy. **SEE APPENDIX A for motion**

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

Introduced Report/Recommendation on Micro-Credentialing:  
<http://collegesenate.buffalostate.edu/sites/collegesenate.buffalostate.edu/files/uploads/2017-18REPORTS%20TO%20SENATE/Micro%20Credentialing%20Review%20for%20posting%20Arlesa%20Shephard%20I%26R%2010.13.2017.pdf>

Micro-credentialing 33 page public discussion report: <http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/plenary/Microcredentialing-Report-Final-DRAFT---9-18-17.pdf>

\*Further discussion will take place at the November 10<sup>th</sup> meeting of the College Senate.

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

**Senator Wilson** Introduced motion for discussion 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. *A vote on the motion will take place at the November 10<sup>th</sup> meeting of the College Senate.*

**See Appendix B for motion.**

\*There was some discussion from the Senate.

**Senate Reid** stated to the Senate that a vote on this motion will take place on November 10<sup>th</sup>.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

There was one item brought forth by **Senator Sarratori**. She announced the renewal of the Buffalo State Rowing Club and an event will be held today officiating its revival.

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

**Senator Reid** asked for a motion to adjourn

**Adjournment: 3:55 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*

**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 \_\_\_\_\_

Final draft of October 13, 2017 Senate Minute Summary for ESP Send out on 11.02.17/11.03.17.

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

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 88 credit hours may be transferred from regionally accredited four-year institutions with no more than 66 credit hours from regionally accredited two-year colleges.~~ **A maximum of 90 credit hours may be transferred from a regionally accredited baccalaureate degree**

Final draft of October 13, 2017 Senate Minute Summary for ESP Send out on 11.02.17/11.03.17.  
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 ~~32~~ 30 credits must be taken at Buffalo State College, including the last ~~46~~ 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 ~~32~~ 30 credit hours, including the last ~~46~~ 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.