

**•COLLEGE SENATE•**

*Official Abridged Minutes*

May 12, 2017-Butler 210, 2 p.m.

<u><b>PRESENT</b></u>			<u><b>EXCUSED</b></u>
<b>Bayer</b> <b>Ben-Merre</b> <b>Bewlay</b> <b>Boorady</b> <b>Brickhouse</b> <b>DeWind</b> <b>Ederer</b> <b>Emo</b> <b>Ettestad</b> <b>Floss</b> <b>Gellin</b> <b>Goodman</b> <b>Grinnell</b>	<b>Hunt</b> <b>Kenyon</b> <b>Kline</b> <b>Knowles</b> <b>LeVine</b> <b>Loehr</b> <b>Maldonado</b> <b>Mayrose</b> <b>McMillan</b> <b>Mernitz</b> <b>Morales</b> <b>Morrison- –</b> <b>Fronckowiak</b> <b>Nikischer</b> <b>Norfleet</b>	<b>Reid</b> <b>Rosen-Brand</b> <b>Sands O’Connor</b> <b>Santa Maria</b> <b>Sarratori</b> <b>Shandomo</b> <b>Severson</b> <b>Shephard</b> <b>Sherman</b> <b>Shively</b> <b>Vince Garland</b> <b>Wall</b> <b>Wilson</b> <b>Zhang</b>	<b>Ben-Merre</b> <b>Conway-Turner</b> <b>Ninacs sabbatical</b> <b>Perreault</b> <b>Qualls</b> <b>Velez</b>  <div style="border: 1px solid black; padding: 2px; display: inline-block;"><u><b>ABSENT</b></u></div> <b>Abass</b> <b>Baker</b> <b>Davis</b> <b>Djirakor</b> <b>Gordon</b> <b>Grant</b> <b>Jacobi</b> <b>Newland</b> <b>Owens</b> <b>Potts</b> <b>Raleigh</b> <b>Sharma</b> <b>Stewart</b> <b>Toohey</b> <b>Ukah</b>

**•COLLEGE SENATE MEETING•**

*Official Abridged Minutes*

**May 12, 2017**

**CALL TO ORDER:** *Senator McMillan* called the meeting to order at 2:01 p.m.

**ADOPTION OF THE AGENDA:** *Senator McMillan* asked to amend the agenda to include the withdrawal of a motion from By-Laws & Elections on reducing the number of undergraduate student senator seats. The amended Senate agenda was approved.

**PRESENTATION OF THE MINUTES:** *Senator McMillan* presented the minutes of April 14, 2017. The minutes of 4.12.17 were accepted without modifications.

**REMARKS OF THE PRESIDENT**

***Vice President of Finance and Management-Michael LeVine***

Good afternoon everybody. I want to send the Regards of the president and the provost - they are busy doing important things with our graduates. I just have one thing I want to do really quickly; on behalf of the President and the Provost, I want to thank Amy for her leadership in the Senate. You've been a strong advocate for students, staff, and faculty. We appreciate your collaborative, transparent, and direct leadership style. We wish you luck in your new leadership role as Interim Director of the Honors Program, and would like to present you with this certificate which acknowledges your dedication, and contributions as chair of the Senate for the past two years, and for six previous years in various roles.

**REMARKS OF THE CHAIR**

***Senator McMillan:*** Thank you very much Mike, I'm always surprised at these things, I never expect them. And I want to thank the President for her generosity of providing the Senate with a lunch buffet. As you know, I tend not to make comments before the meeting, but today you have to indulge me because this is my last meeting as Senate chair, at least for the near and potentially far future. I just want to start by saying thank you to everybody who's been here, and it's a little light today because of the graduation ceremonies. I want to thank the senators, administrators, chairs of the committees, and of course the observers/visitors. I really appreciate your commitment to shared governance at Buffalo State. Your involvement, including observers, and all of the people who are in this room every second Friday, is really what makes this governance your governance. And we would not have that kind of experience without these people in the room. Thank you all for bringing your unique and diverse perspectives to the things we talk about. I think it's been a really successful year. Senators especially, thank you so much for your time and efforts. Many of you I have or David has asked to serve on special committees and sit through other kinds of things. Especially for those people who put that extra time and effort in, thank you so much, it does not go unnoticed. I also want to make a mention of the people who've served in various roles and for various amounts of time. ***David Ben-Merre*** is not here today but I want to thank him for serving as Vice Chair, and of course ***Slade Gellin*** who has been an amazing parliamentarian. He taught me a lot, and he's been very patient. So thank you very much Slade. And Senate Chairs, thank you all, you have been amazing, and I really could not do this job effectively without you in any way, because you do most of the work.

This meeting of course ends my time as Senate Chair. The last two years have been amazing for lots and lots

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of reasons; primarily getting to know you all, but also getting to know the functions and the processes of this campus. I really knew nothing after twelve years here, which I know now.

- **Senator McMillan** acknowledged all those with a certificate of service. The certificates are given for one (for students), three and six (two three-year terms) of Senate service.
- The following were thanked for their service:

#### **Presidential Liaison-One Year**

- **James Mayrose** (Presidential Liaison)
- **Mark Severson** (Presidential Liaison)

#### **Senators- Three Years-(one 3 yr. term, can run for re-election)**

- **Marc Bayer** (Library)-Re-elected 2017-2020
- **Kenneth Mernitz** (SNSS)- Re-elected 2017-2020
- **Daniel Potts** (SNSS)
- **Deborah Sarratori** (Prof. Staff)- Re-elected 2017-2020
- **Arlesa Shephard** (SOP)- Re-elected 2017-2020
- **Ron Stewart** (At-Large)
- **Krista Vince Garland** (SOE)- Re-elected 2017-2020

#### **Senators- Six Years-(two 3 yr. terms, cannot run for election)**

- **Patrick DeWind** (Prof. Staff)
- **M. Scott Goodman** (UFS)
- **Jason Grinnell** (SAH)
- **Amy McMillan** (At-Large)
- **Karen Sands O'Connor** (SAH)
- **Hibajene Shandomo** (SOE)
- **Barbara Sherman** (SOP)

#### **Senate Vice Chair**

**David Ben-Merre** (SAH)

#### **Senate Parliamentarian**

**Slade Gellin**

#### **Committee Chairs**

- **Jason Grinnell**-Academic Plan Committee
- **Fred Floss**-BSAC-Budget Staff and Allocations Committee
- **Lynn Boorady**-By Laws & Elections Committee
- **Karen Sands O'Connor**-College Senate Curriculum Committee
- **Maria Brickhouse**-Faculty and Staff Welfare Committee
- **Scott Goodman**-Instruction and Research Committee (I&R)
- **Heather Maldonado**-Standards for Students Committee
- **Gianna Norfleet** (Chair)-Student Welfare Committee
- **Amy Rosen-Brand** (faculty V. Chair)-Student Welfare Committee

#### **Student Service-One Year**

- **Iddris Abass**
- **Marcel Baker**
- **Jeffrey Davis**

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- Chanel Djirakor
- Terron Grant-(USG President)
- Ayana Gordon
- Justine Jacobi-(Grad. Student, Senate Agenda rep.)
- Isaac Newland
- Gianna Norfleet-(Chair, Student Welfare Committee)
- Monique Owens-(Graduate Student)
- Keziya Raleigh
- Vivian Ukah

### **COMMITTEE REPORTS**

**All completed Final Reports are on the Senate website at this link:**

**<http://collegesenate.buffalostate.edu/college-senate-standing-committees>**

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

- Final Report.

#### **By-Laws & Elections Committee (BLEC)-Lynn Boorady, Chair-Elections 2017**

**Motion to reduce the number of Senate student seats.** (withdrawn)

**Senator Boorady:** The motion that we had brought up last time about reducing the undergraduate student senate seats and keeping the two for graduate students we're withdrawing the motion. We want the By-Laws & Elections Committee proposal to amend the bylaws as far as separating specifically the undergraduate and graduate senators this is not merely a technical change. So what we're going to do is propose the new language to the Senate and with you, with the Senate approving the new language, it will go out to the campus as a whole, and we will be doing that in the fall. There was extensive committee and constituent discussion following the April 14<sup>th</sup> Senate meeting, that further work must be done before this motion could come before the senate for an actual vote. The motion may be brought back to the Senate in the fall in another form.

**Senator McMillan** stated that **Senator Amy Rosen-Brand** the 2017-18 Chair of By-Laws will work further on this with her committee next year.

**BLEC Final Report** will be completed by **Senator Boorady** following the election results for Chair of the College Senate by the end of May. (Final report has been submitted and is now on the webpage)

#### **College Senate Curriculum Committee, Karen Sands-O'Connor, Chair**

- Final Report.

#### **Faculty & Staff Welfare Committee, Maria Brickhouse, Chair**

- Final Report.

#### **Instruction and Research- Scott Goodman, Chair**

**DOPS Graduate Thesis Project Continuation Policy revision** – for vote (See Appendix A for motion)

This was introduced at the April 14 Senate meeting. To recap; graduate thesis project continuation policy, which is the policy that exists we passed about six or seven years ago. That required students to finish their thesis, or project with a certain time period, after completing a certain number of graduate credits etc., and or

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they start to get charged one credit per semester after that. So the new policy has been rewritten to some degree, which is to just clarify things a little bit. The difference with the previous policy; it sort of started the clock after 24 credits had been reached now it's going to be when the student is done with everything in this new policy. The other big change is that the clock before the students starts to pay after they finish their project or thesis, if they don't complete that, which is not unusual, they previously got two years to finish it. The new policy that we're proposing has a one year time before they have to start paying. So I think that the new policy provides essentially eighteen months for a student to finish because you have the semester you signed up for for the thesis, plus one more year.

**Senator McMillan:** Are there any comments or discussion about this policy?

**Senator Sands O'Connor:** I just have to say that this would actually negatively impact our students, some of who take a little bit longer in my department. On the record.

**Senator Goodman:** So noted. I would say the committee had lots of comments on that issue. The twenty four months certainly was debated last time this came up in the Senate. As well, there were some on the committee who thought zero was the appropriate time; that there should be no lag, once you do complete the overall requirements. Two years seemed too long to most people, so the one year was sort of a compromise.

**Senator McMillan:** No other comments, questions or discussion. Motion passed.

- Final Report.

#### **Standards for Students- Heather Maldonado, Chair**

**DOPS policy revisions related to Undergraduate academic program credit overlap for Dual Degrees, Single Degree/Second Major, and Minors – for vote. (See Appendix B for motion)**

- There was no discussion. The motion was approved by the Senate.

**Resolution to Establish an Acknowledged Deadline for Matriculating Undergraduate Students- for vote. (See Appendix C for resolution)**

- Introduced at the April meeting the resolution that came forward from the Standards for Students committee to establish and knowledge the deadline that we enforce for matriculating undergraduate students. Largely the rationale here is to make sure that we have adequate time to prepare our students for successful entry into Buffalo State. This resolution recommends this to be two weeks prior to the first day of classes for the semester and anyone who acknowledges after that would be offered deferred admission. Their acknowledgement date would be for the following semester, and this is a resolution this differs from a motion, in that, it is sort of advice from the Senate body to the administration about practice that we would like to see changed, as opposed to a specific policy change, or something like that.

**Senator McMillan:** Are there any comments/discussion about the resolution?

**Senator Floss:** As chair of BSAC I would just quote the president of the college and say; 'that this is a wonderful aspirational goal', but I do think that we at BSAC would just be concerned given the financial issues that are involved in this. I would hope that people would understand that this needs to be balanced if we're

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going to go on in the future.

**Senator McMillan:** This is a resolution to the president, and, as such, this resolution from the Senate says; 'this is something we really care about and we would like you to consider it.'

**Senator Sherman:** I understand **Senator Floss's** concern and appreciate it, however as a faculty member and dealing with students coming in and being advised; at that point they really do need that two week period. We should be able to go with the spirit of this, and make it happen because it's best for teaching our classes, and keeping students on track and not getting them behind so early in the semester which is very detrimental to their success at school.

**Senator McMillan:** No more discussion. Resolution was approved.

- S4S Final Report.

#### **Student Welfare Committee-Gianna Norfleet, Chair and Amy Rosen-Brand, Vice Chair**

- Final Report.

#### **Special Business**

- **Administrative Review Process** update, **Jonathan Hulbert, Director of Leadership and Organizational Development**

*Power Point report is at: <http://collegesenate.buffalostate.edu/reports-senate-2015-2017>*

There were no questions or discussion.

#### **Unfinished Business**

There was no Unfinished Business.

#### **New Business**

There was no New Business.

#### **Constituent Questions-CQ's** *(full details; you can listen to the podcast):*

<http://collegesenate.buffalostate.edu/senate-meeting-podcasts>

Several **CQ's** were addressed by **Vice President LeVine**

- **Hotel Henry (new) driveway in at Rockwell Rd, do we need a crosswalk?**
  - In our negotiations with them, we discussed this, their plan was to put in a crosswalk. After this semester they will be putting in a painted one. And to meet with our standards, we have scheduled to put in red brick and appropriate curb cuts - late summer or early fall for completion.
- **Crosswalk safety enhancements at curve on Iroquois Dr. to Campus House?**

- Additional enhancements are planned, including additional lighting for nighttime crossing and cars to see pedestrians at crosswalk or crossing. In addition to the striped crosswalk and a pedestrian sign, they will add a sandwich board similar to the ones at the Burchfield crosswalks. It is a 25mph speed limit and it needs to be enforced.

- **Pre-graduation/graduation updates?**

Changes made to time schedule for ceremonies to eliminate overcrowding, rowdiness, accommodating all the schools more easily. Also to fit in line with fire codes with amount of people allowed in at one time. There are three ceremonies:

- 9am: Individualized Studies, SOE, and SOP
- 1pm: SAH and SNSS
- 5pm Masters and Advanced Degrees
- Moved overflow to Student Union and there will be refreshments provided.

- **Graduation regalia?**

- New regalia for students to wear for graduation. Students wanted a new design and are thrilled with the new graduation regalia, and were included in the design process. **Lynn Puma**, manager of Barnes and Noble negotiated reduction in prices. Special thanks to her and the bookstore. The total cost is \$17.00 more, but this year we only charged students half of that (\$8.50), and next year students will pay the full \$17.00 increase.

- **Adjuncts in A&H?**

- **Concern:** Adjuncts allowed to take on no more than two classes in their individual contracts for Fall of 2017. And other courses have to be listed as staffed until they reach a certain minimum level, at which time they can be added to adjunct's load. The concern is it impacts consistency in long term adjunct quality we are able to attract.  
**CQ:** Please ask the Administration for explanation and justification for this change. Are other Dean's areas doing this, or have proposals like this been in the works to change their policy?
- **A: Message from Provost Perreault:** Apparently there is a change in Arts & Humanities, but it is common practice in other schools. The main reason is to avoid paying people to teach if a class doesn't hit the minimum enrollment. We have far too many classes with fewer than ten students enrolled. While for some sections this is good, to have fewer than ten for those under that number, should not go forward unless there is another compelling reason. Chairs can and should open and assign sections as soon as enrollment gets close to whatever minimum is appropriate. Additionally if there is a strong history of a class filling up with incoming students, Chairs should assign those also. The Provost's goal is to raise adjuncts pay for the spring semester 2018. Insuring that we are not offering classes with a very low enrollment is an important strategy to be able to pay for that.

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- ***There was some brief questions and discussion.***

**Additional Comments:**

- ***Senator Vince Garland*** added that students are excited about the new regalia.

***Senator McMillan*** then gave closing statements. She invited the Senate to enjoy the wine she provided, the food from the President and the cake. She also thanked Vince and Elie for their work in making things move within the Senate.

- ***Senator Stewart*** capped discussion with a challenge to his colleagues to be more involved and more outspoken within the Senate, stressing the importance of our voices being heard/shared for our campus, and campus governance. Lots of changes in his 27 years and the need for hiring more full-time faculty. He lauded that Buffalo State is a great college, and both of his children graduated from here and represent the school well in their good jobs they have. Want people to be advocates of what we do. We are asked to do more with less so we should hold the administration accountable.
- ***Senator Shandomo*** added that though some voices are not heard within the Senate, the additional work on the committees and sub-committees that senators do outside of the main senate is also part of our voices being heard.

**11. Adjournment: 3:30 p.m.**

**APPENDICES**

**Appendix A**

**Graduate Thesis Project Continuation motion-presented by Instruction & Research Committee-Scott Goodman, Chair**

**Graduate Thesis/Project Continuation Policy**

**Senate I&R Committee**

Introduced at the April 14, 2017 Senate meeting

**Voted on and approved by the Senate on May 12, 2017**

BE IT RESOLVED that the College Senate recommends that Buffalo State adopt the following revised Graduate Thesis/Project Policy to take effect in fall 2017:

- Graduate students who do not complete their capstone thesis or project requirement by the end of the term in which they have registered will receive an IP grade on their transcript.
- Once a graduate student (a) has registered for the maximum number of credits included in their graduate program's standard curriculum,\* (b) has received IP grades in the required thesis or project course(s), and (c) has not completed the thesis or project requirement after 2 additional semesters have elapsed (not including summer or J-term), then the student must register for 722 Thesis/Project Extended (non-credit-bearing but billable for 1 credit at existing graduate tuition rates) for each fall and spring semester until the thesis or project has been completed. If the student does not register for the 722 course, he or she will become an inactive student and will have to reapply for admission to the Graduate School and pay all other appropriate fees before the capstone project or thesis can be completed. Reapplication must be made in accordance with the established deadline dates and current admission requirements.
- 722 courses will receive a grade of NR.
- Once a student has completed the thesis or project, the IP grade(s) will be changed to the appropriate grade.

\* A list of credits required in each graduate program will be created and reviewed by the academic departments. This list will be maintained and updated as necessary by the Graduate School.

**Appendix A. Draft list of programs, credit requirements, and capstones.**

(An approved list should be developed by the Graduate School in consultation with Departments)

<b>Program</b>	<b>Credits</b>	<b>capstone</b>
Adult Education (M.S.)	30	no
Applied Economics (M.A.)	30	0-6
Art Conservation (M.A. and C.A.S.)	73	12*
Art Education (M.S.Ed.)	30	3-6
Biology (M.A.)	30	0-6
Biology Education (7-12, M.S.Ed.)	30	3-6
Business and Marketing Education (M.S.Ed.)	33	3
Career and Technical Education (M.S.Ed.)	30	3
Chemistry Education (7-12; M.S.Ed.)	30	3-6
Childhood and Early Childhood Curriculum and Instruction (M.S.Ed.)	33-36	3
Childhood and Early Childhood Education (Birth-Grade 6; M.S.Ed.)	60	3
Creative Studies (M.S.)	33	0-6
Criminal Justice (M.S.)	36	0-3
Earth Science Education (7-12), M.S.Ed.	30	3-6
Educational Technology (M.S.Ed.)	33	3
English (M.A.)	30	0-6
English Education (7-12; M.S.Ed.)	30	0-6
Foreign Language Education (1-6 Extension; 7-12) (M.S.Ed.)	30	3-6
Forensic Science (M.S.)	31	6
Great Lakes Ecosystem Science (M.A.)	30	6
Great Lakes Ecosystem Science (M.S.)	32	3*
Higher Education and Student Affairs Administration (M.S.)	36	0-3
History (M.A.)	30	6
Industrial Technology (M.S.)	30	0-6
Literacy Specialist (Birth Through Grade 12; M.S.Ed.)	36	0
Mathematics Education (7-12; M.S.Ed.)	30	3-6
Multidisciplinary Studies (M.A. and M.S.)	30	3-6
Museum Studies (M.A.)	33	3-6
Music Education (M.M.)	30	3-6
Physics Education (7-12; M.S.Ed.)	33	3
Physics Education (7-12; M.S.Ed. with Alternative Certification)	45	3
Professional Applied and Computational Mathematics (M.S.)	30	3
Public Administration in Public and Nonprofit Management (M.P.A.)	36	3
Science Education (M.S.Ed.)	37	6
Social Studies Education (7-12; M.S.Ed.)	30-36	0-6
Speech-Language Pathology (M.S.Ed.)	57-60	3-6
Technology Education (M.S.Ed.)	30	3-6

\*internship

**NOTES:**

0-6 usually means that a student may either complete an exam (0), a project (3), or a thesis (6)

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3-6 usually means that a student must complete either a project or a thesis (an exam may also be required)

3 means project

6 means thesis (exception: Science Ed.)

### Appendix B. Data from current policy

**Table 1.** 721/722 numbers from 2010-2016. Note: students very often take 721 multiple times (up to 4)

Prefix	721	722	Prefix	721	722
AED	40	2	GEG	3	0
BIO	59	16	GLC	3	0
BUS	6	2	HEW	10	0
CHE	14	2	HIS	105	22
COM	7	0	HPR	10	0
CRJ	12	0	INT	39	8
CRS	27	0	MED	109	1
DES	3	0	MET	3	0
ECO	56	1	MST	76	8
EDC	1	0	MUS	3	0
EDF	75	16	PAD	155	12
EDU	5	1	PHY	17	0
ENG	84	11	SCI	35	1
FAR	7	0	SPF	7	3
FOR	5	0	SSE	3	0
			TED	6	0

**Table 2.** 722 students by program over a 6-year period (2011-2016)

Prefix	Total number of 722 students	Number of different 722 students
HIS	22	16
PAD	12	9
EDF	16	7
BIO	16	5
ENG	11	5
INT	8	7
MST	8	4
SPF	3	3
AED	2	2
BUS	2	1
CHE	2	1
ECO	1	1
EDU	1	1
GES	1	1
MED	1	1
SCI	1	1
<b>Total</b>	<b>107</b>	<b>65</b>

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## **Appendix B**

*DOPS Policy Credit Overlap resolution-introduced by Standards for Students Committee-Heather Maldonado, Chair*

### **DOPS Revisions:**

#### **Dual Degree; Second Major, Single Degree; Student Eligibility for an Academic Minor; Proposal for Minors**

Introduced at the April 14, 2017 Senate Meeting by the Standards for Students Committee

**Voted on and approved by the Senate on May 12, 2017**

**Whereas** SUNY does not have policies related to the Dual Degrees or Second Major, Single Degree, or Minors policies, nor does the State Department of Education review minors;

**Whereas** the Standards for Students was asked by the Provost at the end of Spring 2016 to review the credit overlap elements of the [Second Major, Single Degree DOPS policy](#) (I:06:01);

**Whereas** the Academic Standards Office has received numerous inquiries related to credit overlap and related issues to the [Student Eligibility for an Academic Minor DOPS policy](#) (I:08:00) and the [Proposal for Minors DOPS policy](#) (IV:05:00);

**Whereas** there is lack of coherence among the credit overlap requirements of the [Dual Degree DOPS policy](#) (I:01:03) and the Second Major, Single Degree policy and the Minors policy that results in uneven academic integrity for individual programs and Buffalo State degrees;

**Whereas** our current policy that requires 152 credits for a Dual Degree and our policies that fail to require a specific number of distinct credits for Dual Degrees and Second Major, Single Degree are inconsistent with similar policies in effect at other SUNY institutions; and

**Whereas** the lack of specificity about permissible levels of credit overlap in these policies creates ambiguity in policy interpretation which leads to difficulties in academic advisement, course selection, and degree conferral.

### **Therefore:**

BE IT RESOLVED THAT Buffalo State amend our **Dual Degree; Second Major, Single Degree; Student Eligibility for an Academic Minor; Proposal for Minors DOPS policies** as revised\* in this document to create coherency among these policies and to assist with accurate academic advisement with the intent to improve students' timely graduation in these programs that enhance the value of a Buffalo State degree.

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

(\*Revisions to current policy are noted in the text that follows.)

DOPS

Policy Number: I:06:01  
Date: Updated February 2009  
Subject: [Second Major, Single Degree](#)

A student may fulfill the requirements for two majors and receive a designation on the official transcript indicating the completion of a baccalaureate degree in one major with the fulfillment of requirements of a distinctly different second major. The second major must include at least 15 distinct upper division credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). Upon conferral of the degree, the student's transcript will contain two entries: the major degree and a notation that "this student has also completed all requirements for a second major in the appropriate area."

The student must use the Application for Undergraduate Degree to identify a primary major in which the degree will be awarded, and the second major that will be completed. Students opting for a second major should contact the department involved, request a review of their progress and academic advice concerning the second major, and complete a Change Major/Minor/Concentration Form to be filed with the Registrar's Office. The student's primary major adviser does regular advisement of the student. Only one baccalaureate degree may be awarded for a four-year, 120-credit hour program.

DOPS – track changes Policy

Number: I:06:01  
Date: Updated February 2009  
Subject: [Second Major, Single Degree](#)

A student may fulfill the requirements for two majors and receive a designation on the official transcript indicating the completion of a baccalaureate degree in one major with the fulfillment of requirements of a distinctly different second major. The second major must include at least 15 distinct upper division credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). The student must identify a primary major in which the degree will be awarded. In fulfilling the requirements of a second

DOPS

Policy Number: I:01:03  
Date: Updated February 2009  
Subject: [Dual Baccalaureate Degree](#)

The awarding of two degrees at the baccalaureate level may occur under given circumstances. Coursework in fulfillment of requirements for two baccalaureate degrees (B.S. or B.A. or both) may be undertaken simultaneously or concurrently, but requires significant additional coursework (at least 30 credit hours, usually one additional year) in distinctly different fields with at least 15 distinct upper division credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). The exception to this requirement is the bachelor of fine arts, in which two degrees may be awarded upon the fulfillment of the requirements of each degree. Students must earn a minimum of 150 credit hours to qualify for two baccalaureate degrees. The maximum number of degrees awarded at the baccalaureate level is two.

Students opting for a dual degree should contact the departments involved, request a review of their progress and academic advice concerning the second degree, and complete a Change Major/Minor/Concentration Form to be filed with the Registrar's Office. Students pursuing dual baccalaureate degrees should seek academic advisement from the appropriate faculty advisers or department chairs in both majors to ensure that all dual degree requirements will be fulfilled.

DOPS – track changes

Policy Number: I:01:03  
Date: Updated February 2009  
Subject: [Dual Baccalaureate Degree](#)

The awarding of two degrees at the baccalaureate level may occur under given circumstances. Coursework in fulfillment of requirements for two baccalaureate degrees (B.S. or B.A. or both) may be undertaken simultaneously or concurrently, but requires significant additional coursework (at least 30 credit hours, usually one additional year) in distinctly different fields with at least 15 distinct upper division credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). ~~Exceptions to this requirement are the bachelor of fine arts and bachelor of technology, in which two degrees may be awarded upon the fulfillment of the requirements of each degree.~~ Students must earn a minimum of ~~150~~ 150 credit hours to qualify for two baccalaureate degrees. The maximum number of degrees awarded at the baccalaureate level is two.

~~Students opting for a dual degree should contact the departments involved, request a review of their progress and academic advice concerning the second degree, and complete a Change Major/Minor/Concentration Form to be filed with the Registrar's Office.~~ Students pursuing dual baccalaureate degrees should seek academic advisement from the appropriate faculty advisers or department chairs in both majors to ensure that all dual degree requirements ~~will~~ be fulfilled.

Commented [M41]: This section has been updated to reflect current college degree offerings.

Commented [M42]: This sentence has been moved to place all advisement/procedure guidance in a separate paragraph from the policy paragraph.

~~major, the student will make careful use of electives. The student completes an Application for Undergraduate Degree at the registrar's Office~~

~~indicating on the application the degree major and the second major. Go to <http://registrar.buffalostate.edu/> for a link to a page where students can download a copy of the application. Upon receipt of conferral of the degree, the student's transcript will contain two entries: the~~

major degree and a notation that "this student has also completed all requirements for a second major in the appropriate area."

The student must use the Application for Undergraduate Degree to identify a primary major in which the degree will be awarded, and the second major that will be completed. Students opting for a second major should contact the department involved, request a review of their progress and academic advice concerning the second major, and complete a [Change Major/Minor/Concentration Form](#) ~~Change of Major form~~ to be filed with the Registrar's Office. The student's primary major adviser does regular advisement of the student. Only one baccalaureate degree may be awarded for a four-year, 120-credit hour program.

**Commented [MH3]:**

These sentences has been edited and moved to place all advisement/procedure guidance in a separate paragraph from the policy paragraph.

DOPS

Policy Number: I:08:00  
Updated: December 2016  
Subject: [Student Eligibility for an Academic Minor](#)

Buffalo State College academic minors are specifically conceived sequences of courses designed to allow students to achieve important goals. A minor may be used to complement the major course of study, broaden and enhance career opportunities, gain expertise in an area of interdisciplinary studies, or provide in-depth study in a subject of special interest. While an academic minor is an optional study program, students often find it an excellent way to make strategic use of all college elective courses.

Each minor program consists of 18 – 21 credit hours of coursework. A minimum cumulative GPA of 2.0 is required for admission to a minor program and at least three of the courses in each minor must be completed at the college. A minor must include at least 9 distinct credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). A minor may include no more than half of its credit hours at the lower-division level. A maximum of three courses of transfer credit will be permitted. Students may declare up to two minors. Students who complete the minor with a minimum GPA of 2.0 will have the minor recorded on their official transcript.

Only matriculated students who intend to seek an undergraduate degree may be accepted into a minor program. Students interested in selecting a minor program should contact the coordinating department as soon as possible and complete a Change Major/Minor/Concentration Form. A listing of all minors and requirements is on file in each department and dean's office. Only the coordinating department provides advisement on individual minors.

For information regarding the development of a proposal for an Academic Minor, refer to the Directory of Policy Statements, Section IV:05:00.

DOPS – track changes

Policy Number: I:08:00  
Updated: December 2016  
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Only matriculated students who intend to seek an undergraduate degree may be accepted selecting a minor program should contact the coordinating department as soon as possible and Form Change of Major/Minor form. A listing of all minors and requirements is on file in each department and dean's office. Only the coordinating department provides advisement on individual minors.

For information regarding the development of a proposal for an Academic Minor, refer to the Directory of Policy Statements, Section IV:05:00.

**Commented [MH4]:** This restates information from the DOPS minor proposal policy in this DOPS policy related to student eligibility for a minor so these critical minor rules are noted in the college catalog for advisement purposes.

**Commented [MH5]:** Updated to correct form name in DOPS.

DOPS

Policy Number: IV:05:00  
Revised: Spring 2015  
Subject: [Proposals for Minors](#) (Relevant excerpts)

Requirements of Minors

According to College policy, each minor program developed and approved must conform to the following guidelines:

- A. A minor may not be taken from the same discipline as a student's major program.
- B. A 2.0 minimum cumulative grade point average is required for admission to a minor program.
- C. A minor shall consist of no fewer than 18 and no more than 21 credit hours of coursework.
- D. A minor must include at least 9 distinct credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations).
- E. A minor may include no more than half of its credit hours at the lower-division level.
- F. A maximum of three courses of transfer credit will be permitted.
- G. Students may declare up to two minors.
- H. The minor program must include all course prerequisites.
- I. Exceptions to these minor proposal requirements must be requested through the Curriculum Committee of the College Senate with appropriate justifications provided. Student exceptions to any minor program requirements may be petitioned through the Academic Appeals Committee with appropriate justifications provided.
- J. Faculty, through their departments and programs, will define disciplinary individualities. An academic minor at Buffalo State is an optional program of study available to undergraduate students and may not be required for graduation from any degree program. A minor may be used to complement the major course of study, broaden and enhance career opportunities, gain expertise in an area of interdisciplinary studies, or provide in-depth study in a subject of special interest.

DOPS – track changes

Policy Number: IV:05:00  
Revised: Spring 2015  
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A minor may not be taken from the same discipline as a

- B. A 2.0 minimum cumulative grade point average is required for admission to a minor program.
- C. A minor shall consist of no fewer than 18 and no more than 21 credit hours of coursework.
- D. A minor ~~may must~~ include ~~no more than at least~~ 9 total distinct hours-credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations), that overlap with the student's major disciplinary requirements. E. A minor may include no more than half of its credit hours at the lower-division level.
- F. A maximum of three courses of transfer credit will be permitted.
- G. Students may declare up to two minors.
- H. The minor program must include all course prerequisites.
- I. Exceptions to these minor proposal requirements must be requested through the Curriculum Committee of the College Senate with appropriate justifications provided. Student exceptions to any minor program requirements may be petitioned through the Academic Appeals Committee with appropriate justifications provided.
- J. Faculty, through their departments and programs, will define disciplinary individualities. An academic minor at Buffalo State is an optional program of study available to undergraduate students and may not be required for graduation from any degree program. A minor may be used to complement the major course of study, broaden and enhance career opportunities, gain expertise in an area of interdisciplinary studies, or provide in-depth study in a subject of special interest.

### Appendix C

#### Deadline for Matriculating Undergraduate Students resolution-introduced by Standards for Students Committee-Heather Maldonado, Chair

##### **Resolution to Establish an Acknowledgement Deadline for Matriculating Undergraduate Students Introduced at the April 2017 Senate Meeting by the Standards for Students Committee**

**Voted on and approved at the May 12, 2017 Senate meeting.**

**Whereas** the college currently has a May 1 deadline for students to acknowledge<sup>1</sup> their acceptance<sup>2</sup> but it is not enforced;

<sup>1</sup>

**Whereas** matriculating<sup>3</sup> undergraduate students must acknowledge with sufficient lead time for the semester to allow for course selection that supports timely graduation, better on-campus housing availability, processing health insurance waivers, completing the requirements for financial aid packaging (including book deferments), purchasing course materials before the start of classes; and attending classes on the first day of the semester:

**Whereas** students who acknowledge late and who have high-demand majors may not be able to register for classes in their majors or fulfill degree requirements that allow them to make progress toward timely graduation, or meet academic eligibility requirements for financial aid;

**Whereas** there is a considerable time commitment made by staff and faculty to process and advise students who acknowledge late yet these students are retained from fall to spring at a much lower rate compared to students who acknowledge earlier (see data presented below);

**Therefore:**

BE IT RESOLVED THAT Buffalo State College adopt the following policy defining an acknowledgement deadline of two (2) weeks prior to the first day of classes for the semester;

BE IT FURTHER RESOLVED that students who apply or are eligible for acceptance after this date will be notified that their admission will be deferred to the following semester:

BE IT FURTHER RESOLVED that these changes will be reviewed in two (2) years to determine the effects on retention and graduation.

2014 - All Matriculated Full and Part-time Freshmen and Transfers					
Acknowledged Date	Number of students acknowledged Fall 2014	Number enrolled for Fall 2014	% acknowledged students who enrolled for Fall 2014	Number of students who returned Spring 2015	% of students who returned Spring 2015
Prior to 5/1/2014	1479	1252	85%	1136	91%
5/1-7/31/2014	1658	1384	83%	1212	88%
8/1-8/8/2014	104	93	89%	81	87%
8/11-9/15/2014	275	211	77%	176	83%
Total	3516	2940	84%	2605	89%

2015 - All Matriculated Full and Part-time Freshmen and Transfers					
Acknowledged Date	Number of students acknowledged Fall 2015	Number enrolled for Fall 2015	% acknowledged students who enrolled for Fall 2015	Number of students who returned Spring 2016	% of students who returned Spring 2016
Prior to 5/1/2015	1268	1070	84%	977	91%
5/1-7/31/2015	1632	1386	85%	1230	89%
8/1-8/14/2015	161	137	85%	118	86%
8/17-9/15/2015	315	245	78%	182	74%
Total	3376	2838	84%	2507	88%

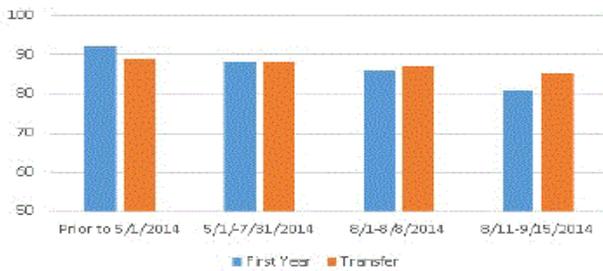
2016 - All Matriculated Full and Part-time Freshmen and Transfers					
Acknowledged Date	Number of students acknowledged Fall 2016	Number enrolled for Fall 2016	% acknowledged students who enrolled for Fall 2016	Number of students who returned Spring 2017	% of students who returned Spring 2017
Prior to 5/1/2016	1150	945	82%	854	90%
5/1-7/31/2016	1472	1202	82%	1068	89%
8/1-8/12/2016	161	136	84%	113	83%
8/15-9/15/2016	298	243	82%	186	77%
Total	3081	2526	82%	2221	88%

**LEGEND**

- retention data (count of students and percentage) for acknowledgements prior to May 1<sup>st</sup>.
- retention data (count of students and percentage) for acknowledgements between May 1st and July 31st
- retention data (count of students and percentage) for acknowledgements between August 1st and August 10th
- acknowledgements after two Mondays before the start of the semester (August 11th – on)

## Retention by Date of Acknowledgement

Percent of Students Returning in the Spring, 2014-15



Percent of Students Returning in the Spring, 2016-17



Percent of Students Returning in the Spring, 2015-16

