•College Senate Meeting•
Minutes/Summary

April 12, 2019-Bulger 215, 3 p.m.

PRESENT			EXCUSED
Adamo	Garrity	Santa Maria	Adamo
Bajus	Gellin	Schmidt	Bewlay
Barnum	Goodman	Severson	Carson on Fall 18' FML and Spring 2019 sabbatical
Ben-Merre	Gordon	Sharma	D'Angelo
Brickhouse	Kenyon	Shephard	Holland
Cole	Knowles	Shively	Kline on Spring 19 sabb.
Conway-Turner	Loehr	Todd	Rosen-Brand
Devonish	Macho	Wadsworth	Sarratori
Du	Maguire	Wilson	Vince Garland
Ederer	Marren		Wall
Ettestad	Mayrose		Williams Kevin
Fronckowiak	Mernitz		Zhang
Fujiuchi	Morales		
Fulcher-Rood	Nailor		ABSENT
	Nikischer		Boakye
	Patti		Fortner
			Kelly
			McKillip
			Murray
			Rickard
			Patwardhan
			Ware
			Williams Kyosha
			Yusuf

•SMS•

April 12, 2019

*The Official Record of the Senate-Audio Podcast:

https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

<mark>*Please go to the Official Podcast to hear *full* detailed dialogue on reports, discussions, etc.</mark>

<mark>from each Senate meeting.</mark>

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

ADOPTION OF THE AGENDA: *Senator Marren* presented the agenda, he asked for a motion to adopt the agenda, it was moved and seconded. The April 12th, 2019 agenda was adopted.

PRESENTATION OF THE SENATE MINUTES: *Senator Marren* presented the minutes of March 8th, 2019. *Senator Marren* asked for any other substantive changes. Hearing none. The minutes of March 8, 2019 were accepted.
For completed viewing of minutes past and presented, go to:
https://collegesenate.buffalostate.edu/senate-minutes

REMARKS OF THE PRESIDENT

   **To hear complete Remarks of the President, start @: 1:10 into recording:
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

President Conway-Turner gave several updates.
- One month left until we hold our three commencement ceremonies.
- Commencement Committee is working hard to accomplish and finalize commencement plans. Actor and BSC alum *Jessie Martin* with be the guest speaker this year. He is most known for his role as; 'Ed' in Law & Order, and in RENT on Broadway.
- I have just completed a walk-thru for our *Bengala Gala* tomorrow evening.
  - Annual gala that benefits scholarships to students.
  - Scholarships are generous and made possible by friends of the college and alum.
  - This is showcasing our students, and also there will be a student performance on stage.
- Later this month I will be traveling to Albany with *Vice President Gordon* for the Chancellor's Awards. Students receive and are honored with medals; also signaling that graduation is right around the corner.
- On April 6th BSC hosted the largest ever open house with 1,200 guests.
  - Thanks to all of the faculty, staff and a special congratulations to the Admissions Office for their hard work in putting this together.
  - The on-campus reception celebrated our accepted prospective students, and their parents.
- We also hosted a reception for accepted Honor students.
  - 120 guests were in attendance.
- Our enrollment tracking goal for 2019 is good and it looks like we will make our goal.

- We should congratulate ourselves, because this means that to many students Buffalo State is a great option for them.
- Retention efforts, final numbers won't be known until September 2019.

- As part of the focus on retention, the President announced that:
  - o *Interim Provost James Mayrose* and *Vice President for Student Affairs Timothy Gordon* will serve as the new co-leads on undergraduate retention, providing cabinet-level oversight, coordination, and assessment of retention initiatives across campus. The provost and the VPSA will also serve as the new co-chairs for the Committee on Undergraduate Retention.

  - o Additionally, I have approved a new position—senior adviser for student success and retention—to manage day-to-day retention operations and services. The senior adviser will be responsible for the coordination, success, and efficiency of the college's completion and retention programs and services. To that end, the position will report directly to the provost but will work across all divisions with an especially close tie to the Division of Student Affairs.

  - o The senior adviser will coordinate and oversee programs within Academic Commons, Student Success, and special focus populations on campus (i.e., Honors, EOP, Compass, Say Yes, and Pipeline Programs). The senior adviser will ensure that effective data collection and analysis are occurring in all areas, that this information is properly coordinated, and that evidence-based recommendations are made to the co-leads on undergraduate retention and the President's Cabinet. A search is currently underway for the position.

The *President* then referred three Constituent Questions related to the budget (CQ's) to *Vice President Laura Barnum*. Please listen to the podcast for the complete detailed report.
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

CQ: *"Where are we with rebalancing efforts?*
Response: We have exceeded our targets for the second year.
- *VP Barnum* met with *Senator Schmidt* Chair of *BSAC* yesterday to share data on preliminary report for 2017-18 and 2018-19 budget stats.
- Work still being done, it is early in the accounting cycle.
- All numbers must be vetted before we can share with a larger group.
- Began this process in 2017-18 and will see the full effect of first 2 yrs. of cuts in 2018-19.
- In August/September we will have more official outcomes, and books are closed.
- We will have an update about this at the May 10th Senate meeting.

CQ: *"Where do we stand in comparison to SUNY Fredonia?" Are we in worse shape or far behind them?*
Response: *VP Barnum* stated that she is not able to confirm information/data for Fredonia.
- We have 8-9% reserves.
- Good news, that two years ago, our President began a rebalancing effort earlier, and are on track and have reserves we can work from.
- Work before us is critical.
- Launching strategic resource planning process for 2020-2021 cycle.
- Launching cross-divisional collaborative groups; i.e. the Capitol Development Board, Enrollment Resource Planning Task Force and others.

CQ: "How are we planning to right the ship"?

Response: ***VP Barnum*** stated the through many projects in the works such as; Academic Resource Planning, look holistically at all areas; such as enrollment, facilities, work force planning, academic planning, and fund raising. Where we need to invest. Where we need to realign our resources, this is how we will do this.

Senator Schmidt commented on the updates and was glad to have met with ***VP Barnum*** at the BSAC meeting and for presenting the preliminary data.

End of Remarks of the President

REMARKS OF THE CHAIR

Please go to 13:17 into recording to hear beginning of Remarks of the Chair
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

Senator Marren announced on behalf of ***Dr. Heather Maldonado***, the SUNY Library Consortium Town Hall with negotiations with Elsevier. Buffalo State will host one of the eight Town Halls on, April 30th during Bengal Pause in Bulger 214. Senators are encouraged to attend, here or at UB.

COMMITTEE REPORTS-begin at: 17:46 into podcast
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

Standards for Students Committee, Amy Wilson, Chair
(see Alternate Methods of Earning College Credit resolution in Appendices-Appendix A)
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

Senator Wilson brought back for a vote, the resolution on the DOPS Policy for Alternate Methods of Earning College Credit (IB Credits). This was introduced to the Senate at the March 8, 2019 Senate meeting.

Senator Marren asked for any discussion. Hearing none, he then asked; All those in favor? The Senate unanimously approved of the motion. This will now be sent to the President as a recommendation from the Senate.

Senator Wilson then presented for VOTE a resolution for DOPS Policy on Repeating Undergraduate Courses- ***(see Appendix B for motion)***

Senator Marren asked for discussion. There was some brief discussion.

Senator Goodman moved to amend the language: change 'higher of the grades' to; 'most recent'. ***Senator Schmidt*** seconded.

Following, *there was an extensive and lengthy discussion and debate (please listen to the podcast for the entire discussion)* and discussion from several Senators. ***Senator Ben-Merre*** spoke against ***Senator Goodman's*** proposed amendment to the resolution. ***Senator Wadsworth***

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spoke in favor of **Senator Goodman's** proposed amendment. There was further lengthy discussion. **Senator Mernitz** spoke against this amendment. *Extensive* discussion pursued until; **@ 43:26 Senator Loehr** moved to; call the question= *(this ends the discussion).*

Senator Marren then asked the Senate to vote on the; 'call the question'. All those in favor? Motion carried. Motion to end discussion is approved.

Senator Marren reminded the Senate that we are now back to the proposed amendment moved by **Senator Goodman. Senator Marren** asked: All those in favor of the motion to amend the resolution in front of us? The Nays were dominant, thus **Senator Goodman's** proposed amendment failed.

Senator Wilson did say she would take considerations back to her committee.

Senator Marren: Any further discussion on the original policy? Hearing none. All those in favor of the resolution at hand? Motion carried, motion approved. This will now be sent to the President as a recommendation from the Senate.

Senator Wilson then introduced a motion on; DOPS Policy revision 1:04:00-Collegewide Degree Requirements for Baccalaureate Degrees (Residency). 30 credit hours must be completed through the college. *(See Appendix C for resolution)*

Senator Marren asked for discussion. Hearing none, he told the Senate, that this will come back for a vote at the May 10th Senate meeting.

By-Laws & Elections, Amy Rosen-Brand, Chair
(See BSC nomination information in Appendices-Appendix D)
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

Senator Cole on behalf of Senator Rosen-Brand briefed over a *UFS referendum, and the outcome of the comprehensive college's elections.
Senator Cole then explained to the Senate about upcoming events, nomination/elections periods:
- Nominations begin April 15-19th and Elections to be from: April 22-26th. 2 At-Large seats, 1 UFS seat and 1 Alt UFS seat. All elections information will be posted in the Daily. Please email Vince if you are interested in nominating someone or yourself.
- The Senate Caucus will be on May 10th from 12:15-1:15 in Caudell 110. Elections of all Senate Officers takes place.
- There will be a parliamentarian training session scheduled for May 28th in Cleveland Hall 418.

There was no further discussion.

CSCC-College Senate Curriculum Committee, Bhakti Sharma, Chair
https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

Senator Sharma presented two resolutions for VOTE to the DOPS Policy:
- Topics Course Policy *(see both motions in the Appendices-Appendix E-one document contain both motions-please scroll to see)*

- o Lower Division for Option of Topics courses for Graduate courses.
- o Upper Division for Option of Topics courses for Graduate courses.

Senator Sharma explained that revisions to the language has been done with feedback from the March 8th Senate meeting, along with language changes from the Dean of the Graduate School.

Senator Marren asked for any further discussion. Hearing none, he then asked; All those in favor of this motion? The Senate approved of both motions. These will now be recommended to the President for her consideration and approval.

I&R-Instruction & Research Committee, Arlesa Shephard, Chair

https://newsandevents.buffalostate.edu/podcasts/college-senate-meeting-april-12

Senator Shephard brought back for a vote, the resolution on DOPS Policy on Grading. *(see Appendices-Appendix F)*

Senator Marren asked for discussion.

Senator Wadsworth moved to amend the resolution in the first sentence under the 'N' grade paragraph, to read; "are given for internships and research projects." Rather than just; 'internships.'

Senator Loehr seconds the motion to amend.

Senator Marren asked for further discussion.

Senator Goodman spoke in favor of the 'N' grade.

Senator Ben-Merre asked if research projects are defined by a course number.

Senator Marren asked for further discussion.

A lengthy discussion ensued. There were unrecorded conversations going on within the Senate floor.

Senator Santa Maria then moved to amend *Senator Wadsworth's* amendment.

Senator Mernitz seconded.

Senator Marren asked *Senator Santa Maria* for specific wording for her proposed amendment.

Senator Fronckowiak asked what impact this will have on the Registrar's Office.

Senator Marren asked the Senate for permission to allow the *Registrar, Nigel Mariner* to respond.
The Senate approved of the Registrar to address the Senate.
Please go to the podcast at: 1:09:49 into recording to hear the Registrar's remarks.
The discussion continued with much feedback and concerns over this resolution and the language that was not as inclusive to research projects, and other scholarly areas.

Then a motion was made from **Senator Ben-Merre** to amend another paragraph under; 'IP'. **Senate Parliamentarian Gellin,** called that motion out of order.

Senator Marren redirected the Senate to stay the course on the amendment topic at hand. He asked for the exact wording that would be put into the final resolution.
There was further discussion
Senator Santa Maria composed language shared from **Senator Wadsworth** from the Graduate School Catalog: *"Grade of 'N', may be submitted in the case of research work, or internship that carries forward one semester to another."* She stated that this would be a good standardized language to use for her amendment. She also read additional language in the graduate school document: *"When the work is completed, the instructor submits a grade change replace the 'N' grade with a final grade."*

Senator Marren reviewed the wording that **Senator Santa Maria** provided for her amendment to **Senator Wadsworth's** amendment. Is there a second. Senator Mernitz seconded.
The discussion continued and began to stray from the at hand amendment discussion.
Senator Marren at the advice of **Parliamentarian Gellin,** redacted the discussion back to the amendment from **Senator Santa Maria**.

Senator Schmidt then wanted a 'friendly amendment' (to **Senator Santa Maria's** amendment) to stay consistent with what is in the undergraduate catalog. There was a lot of background discussion going on, and not recorded. Discussion concluded quickly after **Parliamentarian Gellin** interjected with protocol and other advice.

Senator Nikischer then moved to amend under 'IP' to add; 'Master's Project' language.

Senator Marren once again redacted that motion as not part of the current discussion. He asked the Senate to stay on course with the amendment of **Senator Santa Maria.** He asked for any further discussion on this. Hearing none; he then reread the language **Senator Santa Maria** provided.
Senator Marren asked; all those in favor of **Senator Santa Maria's** amendment? The Senate approved.

Senator Marren then returned the attention back to **Senator Wadsworth's** amendment; and asked that he also provide the wording for his amendment.
Senator Marren read the revised language for the amendment and then asked; all those in favor of **Senator Wadsworth's** amendment? The motion carried, motion approved.

Senator Marren asked for further discussion.

Senator Ben-Merre moved to amend under the; 'IP' paragraph to add, 'Master's Project'. **Senator Nikischer** seconded.

There was some discussion. Including using the word; 'thesis' after, 'Master's, to say; Master's Thesis Project.

Senator Marren stated that now a vote on **Senator Ben-Merre's** amendment to the 'IP' paragraph language to add Master's Thesis Project. All those in favor? The Senate approved of the amendment.

Senator Marren then told the Senate they now will vote on the entire thrice amended resolution. All those in favor? Approved. This resolution will now be recommended to the President for her consideration and approval.

Senator Shephard introduced a resolution for Addition to DOPS: Online Hybrid Courses
There was some discussion and suggestions for revising the language. This resolution will come back to the Senate for a vote at the May 10, 2019 Senate meeting. *(See Appendices-Appendix G for motion)*

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business.

Constituent Questions-CQ's

Senator Marren asked if there were any further CQ's. There were none.

Senator Marren asked for a motion to adjourn. It was moved.

Adjournment: 4:45 p.m.

APPENDICES
A-E

Appendix A
DOPS Revision: Alternative Methods to Earning College Credit
Introduced at the March 2019 Senate meeting by the Standards for Students Committee, Amy Wilson, Chair
Voted on at the April 12, 2019 Senate meeting. Approved

WHEREAS, the current policy does not include or currently address credit for International Baccalaureate (IB) courses/exams; and

WHEREAS, our current practices and standards for awarding International Baccalaureate exam credit are higher than those of some of our peer institutions (i.e. Oneonta, Geneseo, and Oswego), who award credit for Standard Level (SL) and Higher Level (HL) exams in which a student earned a 4+; and

WHEREAS, our current practice is to award credit only for SL and HL exams in which a student earned a 5+; and

WHEREAS, Buffalo State may be interested in recruiting students who have successfully completed IB courses and exams; and

THEREFORE, BE IT RESOLVED that Buffalo State amends its DOPS policy on **Alternate Methods of Earning College Credit** as revised in this document to enhance recruitment efforts; and

BE IT FURTHER RESOLVED THAT this policy change would go into effect beginning with the 2019-2020 academic year and 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 this policy.

BUFFALO STATE COLLEGE
DIRECTORY OF POLICY STATEMENTS
Policy Number: I:04:01

Subject: Alternate Methods of Earning College Credit (only edited sections included)

Advanced Placement Examinations
Credit may be granted for acceptable scores in approved advanced placement examinations, provided the subjects meet the curricular requirements of the specialized units of the college. Approved examinations include New York State College Proficiency Examinations (CPEP), College Entrance Examination Board Advanced Placement Examinations (AP), International Baccalaureate (IB) and College entrance Examination Board College Level Examinations (CLEP).

Students receiving the lowest passing grade may be admitted to an advanced course but will receive no credit for the beginning course that was exempted. All other passing grades carry college credit. Before taking such an examination for credit, students already enrolled at the college must receive advance approval from the appropriate department chairperson. When the examination subject is the same as or overlaps a college course already credited, no new credit will be granted.

International Baccalaureate (IB) Credits

Credit may be granted for Standard Level IB courses or High Level IB courses for which a score of 4 or better was earned on exams. Credit awarded may range from 3-4 credits and varies per course and level. Students may be awarded no more than 30 credits total through published examinations.

Credit by Evaluation (Undergraduate)
Up to 45 credit hours may be accepted from the following sources:

Source	Maximum Credit Hours
Published Examinations	30

No more than 18 credit hours may be in general examinations.

Course challenge	15
Military Service Courses	15
Non-Collegiate Institutions	15
Proprietary Institutions	15

Published Examinations: Included in this category are nationally given subject and general examinations sponsored by the College Level Examination Program (CLEP), Advanced Placement Program (APP), International Baccalaureate (IB), and College Proficiency Examination (CPE). Passing grades are required for credit.

Examination (CPE). Passing grades are required for credit.

Appendix B
DOPS Revision: Repeating Courses-Undergraduate
Introduced at the March 2019 Senate meeting by the Standards for Students Committee, Amy Wilson, Chair
Voted on at the April 12, 2019 Senate meeting. Approved.

WHEREAS, the current policy does not allow students to repeat courses outside of Buffalo State and penalizes students for a failed repeat at Buffalo State; and

WHEREAS, students who wish to improve their academic standing or GPA by completing courses at another institution are prevented by current policy from applying successfully completed transfer courses (except for Cross Registration courses) to their Buffalo State transcripts and from removing the earlier Buffalo State grade from their GPA; and

WHEREAS, students who are able to repeat a course successfully at another institution when that course is not being offered at Buffalo State, may be more likely to recover, maintain their plan of completion, and/or successfully graduate in a timely manner from Buffalo State; and

WHEREAS, 73% of our student population receives federal financial aid that is governed by Satisfactory Academic Progress (SAP) standards (Pace and GPA),

THEREFORE, BE IT RESOLVED that Buffalo State amends its DOPS policy on **Repeating Courses** as revised in this document to enhance student success and completion; and

BE IT FURTHER RESOLVED THAT this policy change would go into effect beginning with the 2019-2020 academic year and 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 this policy.

BUFFALO STATE COLLEGE
DIRECTORY OF POLICY STATEMENTS
Policy Number: I:16:08
Subject: Repeating Undergraduate Courses

A student may repeat a given course once for which a C-, D+, D, E, EV, F or U grade was earned. The course must have the same prefix number, title, and credit hours. The repeated course must be taken at Buffalo State College. Only the higher of the two grades and those semester hours completed will be used in determining the GPA. A student may not repeat a course for a third time.

All grades remain on the permanent record. Students may not use pass-fail to repeat a course for which a C-, D+, D, E or EV grade was earned. Courses must be repeated in the same grading mode as the first attempt. A passing grade will not replace an F or a U grade, since F and U are not computed in the GPA. Courses with letter grades above C- cannot be repeated. Courses that were illegally repeated will not be used in computing the cumulative average. Practicum courses may differ. Check with the department that offered the course. Repeating courses affects financial aid. Students should check with the Financial Aid Office for more information regarding repeating courses and financial aid policy.

Once a student has completed a bachelor's degree, a final average for the degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State College.

Repeating Courses at Other Institutions
A Buffalo State course in which a C-, D+, D, E, EV, or F was earned may be repeated at another institution provided the student has received prior department approval of course equivalency and filed the appropriate Off-Campus Study Form through the Registrar's Office.

A minimum grade of C is required for transfer credit to be applied as a repeated course. The transfer credit will count toward degree completion, but the transferred course grade will not be included in the overall Buffalo State GPA. Upon transfer of the repeated course, the Buffalo State course will be excluded from the GPA and will be so indicated on the transcript.

No more than 16 credits may be awarded through course repeat at another institution. Transfer credits obtained through course repeat outside of Buffalo State will count towards the maximum transfer credit allowance.

Appendix C
DOPS Revision: Collegewide Degree Requirements for Baccalaureate Degrees
Introduced at the April 12, 2019 Senate meeting by the Standards for Students Committee, Amy Wilson, Chair

WHEREAS, the maximum number of transfer credits hours increased from 88 to 90; and

WHEREAS, that means the required remaining courses to be completed at Buffalo State College must decrease from 32 to 30; and

WHEREAS, the current policy requires students to complete the last 16 of those 32 credits at the college; and

WHEREAS, the required residency policy does not consider study abroad, cross registration, transfer credit and other alternative methods to earning credit which may come in late, which all become exceptions to the 16-credit residency requirement; and

WHEREAS, the 16 credit on campus residency policy becomes more of an impediment to graduation when it is already implied that at least 32 credits (or rather now 30) must be completed through Buffalo State,

THEREFORE, BE IT RESOLVED that Buffalo State amends its DOPS policy on **Collegewide Degree Requirements for Baccalaureate Degrees** as revised in this document to enhance student success and completion; and

BE IT FURTHER RESOLVED THAT this policy change would go into effect beginning with the 2019-2020 academic year and 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 this policy.

Policy Number: I:04:00   Date: December 2017

Subject: Collegewide Degree Requirements for Baccalaureate Degrees

Graduation Requirements

All students expecting to qualify for a degree must fulfill the following requirements:

1.Meet all financial obligations to the college and return all college property.

2. Meet all curricular requirements. Students 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. 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. Complete the 33-39 credit hours of Intellectual Foundations requirements.
>
> c. All candidates must have completed a minimum of 33 credit hours of upper division coursework, courses generally considered advanced and numbered 300 – 499.
>
> d. A minimum of ~~32~~30 credit hours ~~, including the last 16,~~ must be completed ~~at the college.~~through the college.
>
> e. A minimum of 120 academic credit hours must be completed.

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3. 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.

4. No students will be cleared for graduation until all grades of I, N, or X have been replaced with an appropriate letter grade.

~~The Registrar's Office updated the graduation application process in December 2017.~~

Undergraduate students are able to apply for graduation online through Banner Self-Service. ~~Students are no longer required to drop off paper forms at Moot Hall.~~ Graduate students should visit the Graduate School website for degree applications and information about applying for graduation. Students who apply for graduation after the application deadline will not be charged a fee.

After the application deadline has passed, the Registrar's Office will review the records of students who have not applied for graduation but are likely to graduate and will administratively register these students for graduation. These students will be alerted via email that they have been registered for graduation and that they may opt out of review for graduation by contacting the Registrar's Office.

Appendix D
Announcements from The College Senate By-Laws and Elections Committee
Amy Rosen-Brand, Chair

UFS Referendum:
The campus wide UFS referendum vote on UFS Bylaws changes closed on March 15, 2019. The UFS Referendum was approved. The approval rate was 93.4%
Senate Elections:
The Senate elections being held this cycle are all open to academics and professional staff:
1. Two at large senate seats
2. One University Faculty Senate seat
3. One University Faculty Senate alternate seat

The nomination period is **April 15, 2019 through April 19, 2019.**
Senate Elections will be held **April 22, 2019 through April 26, 2019.** Election results will be posted in the Daily.
Senate Caucus:
The Senate Caucus will be held on **May 10, 2019** to elect the officers of the College Senate for the **2019-2020** academic year. Continuing and newly elected senators are eligible to run for an officer seat.

The Senate Caucus will take place in the Caudell 110 conference room at 12:15 p.m. - 1:15 p.m. Candidates for officer positions should be present at the caucus to announce their candidacy. Alternatively, an e-mail of interest for committee chairpersonship must be e-mailed to Amy Rosen-Brand rosenba@buffalostate.edu by 11:00 a.m. on May 10, 2019. If interested in a chairing a standing committee and are e-mailing the notice, you must specify the standing committee you are interested in chairing. If there is a need to run an election for a contested chair seat, one will be held expeditiously after the caucus.

Parliamentary Training:
On campus Parliamentary Training session on May 28, 2019.
The Senate Bylaws and Elections Committee will be hosting a parliamentarian training session on May 28, 2019 in Grover Cleveland 418 from 9:30 a.m. to 2:30 p.m.
Co-sponsors:
The Interim Provost and Vice President for Academic Affairs
The Buffalo State College Senate
The College Senate Bylaws and Elections Committee
The SUNY University Faculty Senate

The program will be held in two parts:
The first part of the day will be facilitated by Dr. Sharon Cramer, who has served as the Buffalo State College Senate and SUNY University Faculty Senate parliamentarian. During this session, attendees will learn about practice, procedure and process relative to parliamentary duties.
The second part of the session will be facilitated by Dr. Slade Gellin, who serves as the Buffalo State College Senate parliamentarian. We will break into small groups and work through proper procedure and required practice relative to a variety of senate scenarios.
Registration is open to the Buffalo State campus community through April 18, 2019. After that date, other SUNY comprehensive campuses will be invited to attend. Space is limited.
The link for registration is found here: https://buffalostate.wufoo.com/forms/m1hzal521w31yfc/
A continental breakfast and lunch will be provided.

Appendix E

DOPS Revision: DOPS Policy Alternate Methods of Taking Topics Course Graduate Level 2 motions were introduced at the March 8, 2019 Senate meeting by the College Senate Curriculum Committee, Bhakti Sharma, Chair Vote at the April 12, 2019 Senate meeting. 1.) Lower Division and 2.) Upper Division Approved.

1.) DOPS POLICY RESOLUTION:
Proposals for Addition of **Lower Division** Option Available For Graduate Level Topics Courses

Motion to amend DOPS regarding Alternate Methods of Earning College Credit (Topics Courses) at Buffalo State
Whereas current policy in DOPS reflects only topics courses for undergraduate level; and,

Whereas the College Senate updated the current policy in April 2018 that outlined procedures for undergraduate and graduate level Course for Alternate Methods of Earning College Credit

Whereas the College Senate Curriculum Committee does not review topics courses,

Whereas the topics course proposals must include all the information contained in a new course proposal,

Whereas no topics course may be offered more than twice in a two-year period,
Whereas there is currently no course number in place for lower division option available for graduate level Topics Courses,

Whereas there is currently no policy in place for lower division option available for graduate level Topics Courses,

Therefore, the College Senate Curriculum Committee recommends that Buffalo State adopt changes to DOPS that reflect the addition of lower division option available for graduate level Topics Courses, as detailed below.

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:04:01   Date: April, 2018

SUBJECT: **Proposals for Addition of** Lower Division Option Available For Graduate Level Topics Courses

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

COURSE DESIGNATION: (Prefix will indicate department)

Topics (587 – Graduate)

Students may accumulate a maximum of 6 credit hours of graduate topics courses in a master's degree program. 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: Special Topics Course (Graduate level)
Prerequisite: Instructor permission.

1. The College Senate Curriculum Committee does **not** review special topics courses.
2. Topics course proposals must include all the information contained in a new course proposal. See College Senate Curriculum Handbook Course Proposal Submission Policy of 2011.
3. Three copies of topics course proposals are sent to Academic Affairs for approval. Each topics course approved by Academic Affairs may be offered no more than twice in a two-year period. Thereafter, it must be submitted as a new course proposal.
4.   Dean forwards *the Topic Course Approval* form to Academic Affairs

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 189/ 389/ 587/ 687: TOPIC COURSE APPROVAL ROUTING CHECKLIST

DEPARTMENTAL ACTION

Course Number:

Title: _____

(No more than 70 characters)

Abbreviation to be used in Master Schedule: _____

(No more than 15 characters)

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

13

Three (3) copies forwarded to Dean on _____.

DEAN'S ACTION

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

_____

Date   Signature of Dean Faculty

ACADEMIC AFFAIRS ACTION
_____ _____

Date   Signature

ACTUAL DOPS POLICY LANGUAGE

Topics Courses (587 and 687 – Graduate)

The topics format provides the opportunity for in – depth study and examination of rapidly and significantly changing disciplinary issues, topics, or practices, and may be used to accommodate requests of external agencies or the specialized resources of visiting faculty members. Students may accumulate a maximum of 6 credit hours of graduate topics courses in a master's degree program.

2.) DOPS POLICY RESOLUTION:
Proposals for Addition of **Upper Division** Option Available For Graduate Level Topics Courses

Motion to amend DOPS regarding Alternate Methods of Earning College Credit (Topics Courses) at Buffalo State

Whereas current policy in DOPS reflects only topics courses for undergraduate level; and,
Whereas the College Senate updated the current policy in April 2018 that outlined procedures for undergraduate and graduate level Course for Alternate Methods of Earning College Credit
Whereas the College Senate Curriculum Committee does not review topics courses,
Whereas the topics course proposals must include all the information contained in a new course proposal,
Whereas no topics course may be offered more than twice in a two-year period,
Whereas there is currently no course number in place for upper division option available for graduate level Topics Courses,
Whereas there is currently no policy in place for upper division option available for graduate level Topics Courses,
Therefore, the College Senate Curriculum Committee recommends that Buffalo State adopt changes to DOPS that reflect the addition of upper division option available for graduate level Topics Courses, as detailed below.
BUFFALO STATE COLLEGE
DIRECTORY OF POLICY STATEMENTS

Policy Number: I:04:01   Date: April, 2018

SUBJECT: **Proposals for Addition of** Upper Division Option Available For Graduate Level Topics Courses

In order to facilitate upper division graduate level, credit-bearing topics courses, special provision must be made to assure adequate planning and approval.

COURSE DESIGNATION: (Prefix will indicate department)

Topics (687 – Graduate)

Students may accumulate a maximum of 6 credit hours of graduate topics courses in a master's degree program. 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: Special Topics Course (Graduate level)
Prerequisite: Instructor permission.

5. The College Senate Curriculum Committee does **not** review special topics courses.
6. Topics course proposals must include all the information contained in a new course proposal. See College Senate Curriculum Handbook Course Proposal Submission Policy of 2011.
7. Three copies of topics course proposals are sent to Academic Affairs for approval. Each topics course approved by Academic Affairs may be offered no more than twice in a two-year period. Thereafter, it must be submitted as a new course proposal.
8.   Dean forwards *the Topic Course Approval* form to Academic Affairs

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 189/ 389/ 587/ 687: TOPIC COURSE APPROVAL ROUTING CHECKLIST

DEPARTMENTAL ACTION

Course Number:

Title: _____

(No more than 70 characters)

Abbreviation to be used in Master Schedule: _____

(No more than 15 characters)

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

Three (3) copies forwarded to Dean on _____.

DEAN'S ACTION

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

_____

Date   Signature of Dean Faculty

ACADEMIC AFFAIRS ACTION

_____ _____

Date   Signature

        ACTUAL DOPS POLICY LANGUAGE

        Topics Courses (587 and 687 – Graduate)

        The topics format provides the opportunity for in – depth study and examination of rapidly and significantly changing disciplinary issues, topics, or practices, and may be used to accommodate requests of external agencies or the specialized resources of visiting faculty members. Students may accumulate a maximum of 6 credit hours graduate topics courses in a master's degree program.

Appendix F
DOPS Revision: DOPS Policy on Grading
Introduced at the March 8, 2019 Senate meeting by the Instruction & Research Committee Arlesa Shephard, Chair
Voted on at the April 12, 2019 Senate meeting. Approved.

WHEREAS the Graduate Thesis/Project Continuation Policy introduced the use of IP and NR grades
WHEREAS these grades are these grade distinctions are described in the Graduate Catalog and are currently being used
WHEREAS the definition and use of the N grade has been altered as a result of these new grades
THEREFORE, BE IT RESOLVED that the Policy on Grading should be amended to reflect current grade practices and align with existing policy.

BUFFALO STATE COLLEGE
DIRECTORY OF POLICY STATEMENTS
Policy Number: I:16:03   Date: Updated July 2018
Subject:Policy on Grading
The college used letter grades to indicate the status of a student at the completion of a course. All grades are awarded at the sole discretion of the faculty member responsible for the course. A grade must be submitted for every student on the course roster at the end of the semester. Students will be apprised of evaluation policies in each class at the beginning of every semester. This information will also include notification, where appropriate, that the plus/minus grading system will be used as determined by the instructor. Instructors will inform students of their standing in each course by the end of the ninth week of the semester or two-thirds of a summer session or intermester. Questions regarding grading policies or an individual grade received in a particular course should be addressed to the instructor or to the department chair.
Grades Awarded by the College:
        Grades Awarded by the College:

A	=	Superior	A-
B+			
B	=	Above Average	
B-			
C+			
C	=	Average	C-
D+			
D	=	Below Average	
E	=	Failure or Unofficial Withdrawal from a Course	
EV	=	Failure, never attended	
S	=	Satisfactory	
U	=	Unsatisfactory	
P	=	Pass	
F	=	Fail	

Letters Used to Indicate Status:
        I   =   Incomplete
        IP   =   In Progress

```
N       =       Grade Delayed
NR      =       Not Required
X       =       Grade Not Submitted                                          W
        =       Withdrawal
```

<u>Explanation of Grades:</u>

S (satisfactory) and **U** (unsatisfactory) grades are reserved for student teaching or other   field experiences that are not readily evaluated by the normal letter grades and basic skills courses.

P (pass) and **F** (fail) grades are given for courses taken on a pass – fail basis. They may   be submitted only under proper authorization.

W (withdrawal) grades may be submitted only when a student has formally withdrawn from a course.

I (incomplete) grades may be submitted only when the department chair or program coordinator has been properly notified.

N (grade delayed) grades are given for ~~graduate thesis/projects~~ and internships. Grades may be given when coursework normally carries over from one semester to another and when it is necessary to delay grading to a subsequent semester. **N** grades may be submitted only with the permission of the department chair or program coordinator.

IP (In Progress) is reserved for graduate students who have not completed their thesis or project requirement. When work is completed, the instructor submits a grade change, replacing the IP with a final grade. A grade of N (Grade Delayed) may not be submitted for a thesis or project.

N (Not Required) must be submitted for any Thesis/Project Continuation (721) or Thesis Project Extended (722) course.

<u>Incomplete Grades</u>

An incomplete grade is a temporary grade issued for medical emergencies or life crisis or for planned extensions of undergraduate projects and studies. Students must request an incomplete grade directly from the instructor. An incomplete grade is converted to a letter grade by the 10th week of the following spring or fall semester. If the work is not completed by that time, the instructor will submit a grade based upon the amount of work completed. If the instructor who granted the incomplete is not able to evaluate the student's fulfillment of course requirements during the stipulated time period, the chair or program coordinator is responsible for changing the grade. Anyone not completing the course requirements within this time will automatically have a grade of E recorded.

<u>Pass – Fail Option</u>

The pass-fail option permits any matriculated student to take a course for credit without receiving a letter grade of A, B, C, D, E, or EV. Students may enroll in one course each semester or summer on a pass-fail basis. All sessions combined make up the summer semester. A pass (P) grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. A fail (F) grade is treated as a failure although the hours are not used in computing the cumulative average.

A pass-fail credit may be applied toward a degree. Courses required for the student's major and minor cannot be taken on a pass-fail basis. Courses taken as part of early childhood and childhood education program concentrations and distributions may not be taken pass-fail.

Any course, except English composition 100-level courses and those required for completion of a major or a minor, may be taken on a pass-fail basis. Students must declare their intention to do so by the end of the 10th week of classes in any semester or after two-thirds of a Summer Session or January Term. After receiving the approval signature of the student's adviser, a declaration of intent must be filed with the Registrar's Office, Moot Hall, by the published deadline. An instructor may choose to substitute a letter grade for the pass if written consent from the student is received and the form is submitted prior to the end of the semester. Once an application for pass-fail has been submitted, the pass-fail option for that semester has been exhausted. Subsequent filing of a substitution form to receive a letter grade does not allow submission of another pass-fail application for that semester.

Students may not use pass-fail to repeat a course for which a grade of C- or below was earned.

Note: Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement.

<u>Change of Grade</u>

Grades submitted at the end of the semester are considered final. In case of a clerical error or other extenuating circumstance resulting in an incorrect grade, a request for a grade change must be submitted by the instructor, with full written justification, to the appropriate Associate Dean. See DOPS I:16:07 Change of Grade Policy

<u>Appendix G</u>

Introduced by Instruction & Research Committee, Arlesa Shephard, Chair at the April 12, 2019 Senate meeting.
DOPS Addition: Online/Hybrid Course Offering
Introduced at the April 12, 2019 Senate meeting

WHEREAS SUNY has an initiative to expand online course and program offerings to increase opportunities for online learners.

WHEREAS Buffalo State does not currently have a college-wide policy for online course offerings

WHEREAS it is important to have a policy that outlines a consistent procedure for faculty who plan to teach online/hybrid courses

BE IT FURTHER RESOLVED that the administrative units and academic areas involved be given ample time (at least one year from the adoption of this policy) to identify online processes (forms) for intent and approval of course offerings, training, and course reviews to occur before fully implementing this policy.

Buffalo State College
TITLE OF POLICY: Online/Hybrid Course Offering

Category: Curriculum
Responsible Office: Institutional Effectiveness

Date Established: Click here to enter text.
Date Last Revised: Click here to enter text.

Policy Statement
Buffalo State College is committed to providing quality graduate and undergraduate courses online. To help ensure the highest quality online learning experiences for students, the following development and review process shall apply to all academic credit-bearing courses, course sections, and degree programs offered partially or fully online.

Instruction Modalities Definitions
   a. Traditional (Open SUNY Code 1) - All course activity is organized around scheduled class meetings that may be complimented with web-enhanced online course activity

   b. Asynchronous Online (Open SUNY Code 2) - All course activity is completed online; there are no required onsite sessions; 100% of the direct instruction occurs under time delay

   c. Synchronous Online (Open SUNY Code 3) - All course activity is completed online, 100% of the direct instruction occurs in real time without time delay.

   d. Combined Online (Open SUNY Code 4) - 100% of the direct instruction combines both synchronous and asynchronous type

   e. Hybrid (Open SUNY Code 5) - Course activity is mixed with classroom meetings where a portion (20% - 80%) of the direct instruction of the course section's curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face-to-face.

   f. Hybrid Plus (Open SUNY Code 5) - Courses that are mostly online where over 80% of the direct instruction of the course section's curricular content is delivered to the student via an online communication method and the remaining portion of the direct instruction is required to be delivered face to face.

See Instructional Modalities DOPS IV:07:03
See also OPEN SUNY online Learning Data Definitions - (https://commons.suny.edu/opensuny/files/2018/06/SUNY-and-IPEDS-Online-Learning-Definitions.pdf)

Intent to Offer an Online/Hybrid Course
Intent to teach a new or existing course as an online or hybrid course in its inaugural semester should be communicated by the instructor to the department chair no later than the semester before, but preferably one year before the course schedule is input by the department. The instructor will submit a rationale to the department chair that includes a description of how online instruction will provide a benefit to the course/program.

Approval of Online/Hybrid Course Offering
   a. The department chair, in consultation with the associate dean, approves the online course offering.
   b. All faculty teaching an online/hybrid course need to demonstrate proficiency in this delivery method (e.g. completion of an Online/Hybrid Course Development Certificate) as articulated in guidelines for online instruction within the appropriate school.

Training and Development
Online/hybrid course development must be completed prior to the semester in which the course will be taught (i.e. end of spring for a fall offering). Faculty are encouraged to take advantage of additional training, workshops, and certifications to continue to ensure high quality course delivery. Faculty teaching online/hybrid courses must meet the standards provided by the Departmental Curriculum Committee and department chair.

Review of Online/Hybrid Courses

Online and hybrid courses are expected to meet the same quality standard as face-to-face courses. The course design review process focuses on how instructional design and pedagogical best practices can be applied to online or blended/hybrid courses (e.g. OSCQR Rubric: https://oscqr.org/).

a. For hybrid and online synchronous courses, faculty must include in their syllabus the number of times the class will meet face-to-face throughout the semester, the dates for face-to-face meetings and the duration of those meetings. Faculty must provide a description of the types of course activities that will take place in online and face-to-face environments.

b. Teaching effectiveness is one of the components evaluated for personnel actions such as re-appointment and promotion. The same standards established by the Curriculum Committee and the department for face-to-face courses should be used for online courses

 1. Peer Observation (during the course): Peer observation of online/hybrid course content may consist of an observer being granted access as a guest to the site used for online instruction and/or housing of online content (e.g. Blackboard) with the instructor's permission.
 2. Hybrid peer review: For hybrid classes the peer review can be a blended peer review. For example, the peer reviewer can attend a class when it meets face-to-face and when the class meets online. This will provide the peer reviewer with information about how the face-to-face portion connects with the online portion of the class. The blended peer review also enables the peer reviewer to see the instructor's pedagogy, delivery, engagement of and interaction with students as it is done in a physical classroom visitation.
 3. See DOPS VI:04:04 for additional methods of evaluating teaching effectiveness.

c. **Assessment**: Assessment of online and blended courses should follow the same processes as set by the department and school for face-to-face courses and should be a regular part of the department's assessment plan. Assessment should be focused on student learning outcomes.

Links to related policies:
Distance Education Policy DOPS IV:07:00
Course Procedures and Grading Policies DOPS I:16:00
New & Revised Course Proposals DOPS IV:02.00
Guidelines for Documentation of Teaching Effectiveness DOPS VI:04:04
ADA Web Content Accessibility Guidelines