

Fall 2004—Academic Senate Meetings: Agendas & Minutes

August 27
October 1
November 5
December 3

Agenda: Academic Senate Meeting

August 27, 2004
Lecture Center 102

1. Reading and approval of minutes of the April 30, 2004 meeting
2. Announcements
3. Report of the President. Questions and action items from the floor.
4. Report of the Presiding Officer. Questions and action items from the floor.
5. Action items from Academic Senate Officers.
6. Action items from Academic Senate Committees.
7. Unfinished Business.
8. New Business.
9. Optional reading of reports of Officers and Committees of the College Faculty.
10. Adjournment.

Minutes: Academic Senate Meeting

April 30, 2004

Attendance: Becky Adae (Foreign Languages/ESL) Kevin Caskey (Business) Mark Dzuiba (Music) Jan Hammond (Ed. Admin.) Majid Hosseini (Math) DK Jang (Art) David Labiosa (Foreign Lang.) Mark Lasek (Library) Michael Muffs (Ed. Admin.) Jerry Persaud (Black Studies) Hanh Pham (Computer Science) Patrick Saxe (Student Advising) Frank Trezza (Theater) Helise Winters (Continuing and Professional Education)

1. Call to order.

Meeting was called to order at 3:00pm

2. Reading and approval of minutes.

The presiding officer proposed several amendments to the minutes that were previously distributed from the March 26th meeting.

3. Announcements.

None.

4. Report of the President.

- Thanked all for the arts week and the inauguration week accomplishments and festivities.
- Described a new partnership with Sullivan Community College and an infusion of resources from that partnership--\$3,000,000. This will help fund some campus initiatives such as the completion of the VLC and additional full-time faculty (4 lines). This partnership is funded through a combination of public and private funds.
- Admissions data and projected enrollments were discussed.
- The Faculty/Staff Fundraising Campaign was acknowledged. Participants and leaders were thanked.
- Faculty award winners were announced.
- An update on the academic calendar was given.

5. Report of the Presiding Officer.

Barbara Hardgrave thanked the members for their work with her over the last two years.

6. Action items from the Officers, Standing Committees, Ad hoc Committees and other agencies of the College Faculty.

No reports given.

7. New Business.

None.

8. Unfinished Business.

None.

9. Committee Report - Report from the Educational Technology Committee--Helise Winters, Chair.

- Review of the SCAP process.
- Underused equipment and labs.
- Technology fees discussed.
- The May 6th technology meeting was announced.
- Computer chips for the library were discussed.
- 24/7 monitoring of the LAN and email systems were discussed.
- Spam, worms, bugs and security were discussed.

10. General discussion

There was a general discussion about the recently announced decision to put course syllabi on the web. The Provost announced that the university will do a trial version of

the project in the fall and will continue to discuss the concerns and issues around this idea.

11. Adjournment.

Meeting adjourned at 4:00pm.

Submitted by
Frank Trezza

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AGENDA : Academic Senate Meeting

October 1, 2004

LC 102

1. Approval of the Minutes of the August 27, 2004 meeting.
2. Announcements.
3. Report of the President. Questions and action items from the floor.
4. Report of the Presiding Officer of the Academic Senate. Questions and action items from the floor.
5. Action items from Academic Senate members:
 - a. Motion to include faculty and students among the membership of the Capital Planning Council.
 - b. Motion calling for faculty discussion and decision regarding putting course syllabi on the web.
6. Action items from Academic Senate committees.
7. Unfinished business.
8. New business.
9. Optional committee reports.
10. Adjournment.

Meeting of the Academic Senate
August 27, 2004

Attendees: Hamid Azari (Economics) Peter Brown (Foreign Languages) Paul Chauvet (Computer Services) Amy Cheng (Art) Laurel M. Garrick Duhaney (Assoc. Provost) Mark Dziuba (Music) David Eaton (Enrollment Management) Melanie Hill (Psychology) Majid Hosseini (Math) DK Jang (Art) Yoav Kaddar (Theatre) Paul Kassel (Theatre) David Lavallee (Provost) Valerie Mittenberg (Library) Simin Mozayeni (Economics) Michael Muffs (Ed. Admin.) Jerry Persaud (Comm./Media) Hahn Pham (Computer Science) Steven Poskanzer (President) Patrick Saxe (Student Advising) Nancy Schniedewind (Ed. Studies) John Sharp (Geography) Frank Trezza (Theatre) Helise Winters (Continuing & Prof. Ed.)

Call to order:

Meeting was called to order at 3:05 PM.

Reading and approval of the minutes:

The minutes from the previous meeting were read and approved.

Announcements:

John VanderLippe, Presiding Officer, welcomed all to the meeting.
The members of the Faculty Senate introduced themselves.

Report of the President:

General:

- Thanked all involved for helping the returning students during the ‘move in days’.
- Thanked all who participated in Commencement.

Enrollment:

- Freshman enrollment (820-840) is down this year from the previous year.
- Quality of accepted freshmen is higher than previous years. The percentage of students that are ranked in the top two SUNY quality groups this year is 89%. (Ave. SAT: 1160, Ave. High School grade: 90%)
- For 2003 the same number was 84%, 2001: 75%.
- SUNY New Paltz has an acceptance rate of 38% for freshman.
- The freshmen population is diverse. 23% of incoming freshmen are from historically underrepresented minorities.
- Transfer enrollment is stable at 770-790.
- SUNY New Paltz has an acceptance rate of 46% for incoming transfers.
- Transfers have a GPA of 3.2 on average.
- 100% of freshmen are attending full time.
- 87% of transfers are attending full time.
- There is on campus housing available to transfer students for the first time in four years.
- The undergraduate population is 6306 students.
- The undergraduate population is only slightly down (-1.4%) due to the higher retention rate.
- The Graduate population consists of 1321 students.

- The Graduate population is down 231 students (-14.8%) from the previous year.

Budget:

- Last year's \$3.3 million budget shortfall was partially covered by reserves and summer tuition money.
- This year both Houses of the State Legislature agreed to add an additional \$50 million to SUNY's budget. The Governor's Budget Office then impounded this money. New Paltz will receive 1/3 of its allocation this year.
- The base five year capital plan for SUNY remains intact.
- Construction funding vetoed 8/20/04 included the \$10 million appropriation obtained by our state legislators, Assemblyman Kevin Cahill (Class of '77) and Senator John Bonacic for renovations and expansion of the Student Union Building. Unless the Legislature overrides the Governor's veto, this money will not be available to New Paltz.
- The Chancellor's Office has assured the Presidents Office that the UUP salary increase for FY 04-05 will be covered in this year's campus allocations.
- New faculty hires should keep pace with resignations and retirements.

Fundraising:

- Ulster Savings bank has donated \$100,000 to the campus for the van den Berg Learning Center project.
- The campus received another endowment of \$150,000 for the Samuel Dorsky Museum.

Report of the Presiding Officer:

The Presiding Officer raised several questions or issues that the Academic Senate should attend to in the coming Academic year concerning improving Faculty Governance. These proposals will be referred to the Organization Committee unless otherwise noted:

- Introduction of an electronic voting system to the Faculty meetings.
- Assignment of a Secretary to the Academic Senate.
- Use of digital recorders during the Faculty meetings to improve accuracy of the minutes was suggested.
- Increasing student involvement on the Central Committees.

Action items from the Officers, Standing Committees, Ad hoc Committees and other agencies of the College Faculty:

None

New Business:

John VanderLippe proposed to elect a Vice Chair of the Academic Senate. Michael Muffs (Ed Admin) was unanimously elected as Vice Chair.

Unfinished Business:

None

Optional Reading of reports of Officers and Committees of the College Faculty:

None.

Adjournment:

Meeting was adjourned at 4:05 PM.

Respectfully submitted,
Greg Wirszyla
Secretary pro tem

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Agenda: Academic Senate Meeting

November 5, 2004

3:30pm

LC 108

1. Approval of the Minutes of the October 1, 2004 meeting.
2. Announcements.
3. Report of the Provost. Questions and action items from the floor.
4. Report of the Presiding Officer. Questions and action items from the floor.
 - a. Discussion between President, Provost and P.O. regarding the CPC.
 - b. University Faculty Senate Resolutions (attached).
 - c. Progress on surveying faculty regarding changes to faculty meetings.
5. Action items from Academic Senate members.
6. Action items from Academic Senate committees.
 - a. Organization Committee: Demonstration of Electronic Voting System.
 - b. Academic Affairs Committee: Report on study concerning putting syllabi on BlackBoard.
7. Unfinished business.
8. New business.
9. Optional committee reports.
10. Adjournment.

Minutes of the Academic Senate Meeting
SUNY New Paltz
10/1/2004

Attendees: Patrick Saxe (academic advising), Dk Jang (fine art), Jae Lee (business), Mark Dziuba (music), Valerie Mittenberg (library), Becky Adae (FL & ESL), Paul Chauvet (computer services), Rose Rudnitski (ombudsperson, alt. senator), Catherine Jacob (VP academic affairs, SA), Victoria Passarella (SA, president), Laurel M. Garrick Duhaney (graduate school), June Trop Zuckerman (Secondary Ed), Amy Cheng (art), Judy Dorney (ed. studies; guest of senate), Michael Muffs (ed. amin.), Shelly Wright (Exec. Asst. to President), David Eaton (Enrollment), Paul Kassel (theatre arts), Paul Zuckerman (non-member), Peter Brown (foreign languages), Nancy Schniedewind (ed. studies), Steven Poskanzer (president), Hanh Pham (computer science), Glenn Geher (psychology), Kevin Caskey (business), Hamid Azari (economics)

1. Meeting called to order (3:05 p.m.).

2. Presiding Officer VanderLippe requested that someone volunteer to serve as secretary. Paul Zuckerman provided information on that point, indicating that the presiding officer may appoint someone from outside the Senate to serve as a secretary in an official capacity. Glenn Geher volunteered to serve as secretary for the current meeting given the understanding that this assignment would not be permanent for him.

3. The minutes from the meeting of August 27 were accepted as written.

4. Announcement:

In his capacity as chair of the Academic Affairs Committee, Glenn Geher announced that his committee would be implementing an online survey to measure faculty opinions regarding the Student Evaluation Instrument. He indicated that faculty members should look for this survey soon in an email format.

5. Report of the President

A. President Poskanzer announced that the Alumni Reunion weekend would be coming up in October (15-17). Regarding this particular event, he indicated that he was pleased that several departments were scheduled to host receptions for alumni. He further described several events within the reunion that faculty may want to attend (e.g., the all-class barbecue on the Saturday of that weekend).

B. President Poskanzer made several points regarding construction on our campus. He indicated that \$33,000,000 was allocated for 'critical maintenance' purposes for our campus. He also indicated that attempts to seek flexibility regarding the spending of this money would be made. The status of several specific projects was discussed. These projects included the new athletic center and the different phases of the VLC renovations. He further addressed the issue of potentially installing air conditioning in Humanities. Two specific options were discussed – one that would cost millions and another that would cost about \$150,000. This latter option would only serve to install AC in the top floor of HUM. Issues regarding the fact that much of HUM would not be available during AC installation were raised.

C. President Poskanzer reported that there are several new members of the College Council including the SA president (Victoria Passarella), an alumnus (Robert DiCarlo) and a spouse of an alumnus (Michael Catalinotto).

5A. Questions for the President

Rose Rudnitski asked the president to address issues regarding *Mission Review 2*. President Poskanzer indicated that our work on this review was moving along and that a document summarizing that work would be presented to members of the SUNY New Paltz community before being forwarded to the appropriate administrators with SUNY Central.

6. Report of the Presiding Officer

Presiding Officer VanderLippe used this forum to address his goals regarding governance during his tenure in addition to reasons underlying why he wanted to serve as the presiding officer. In addressing the Senate regarding these points, he indicated that he largely ran for the position as several other members of our community had encouraged him to do so. At least one such individual indicated that he run because he ‘tells good jokes.’ His presentation at this meeting was consistent with that point.

In drawing on an allusion to *The Two Towers* (of Tolkien’s Trilogy), he rejected the view of an unending conflict between the administration and the faculty/professional staff. Presiding Officer VanderLippe suggested that his role would be to (a) express the voice of the professional staff and faculty as well as (b) serve as a conduit between the professional staff / faculty and the administration.

In closing, Presiding Officer VanderLippe strongly urged faculty members to provide him with input so as to facilitate his work in this role.

7. Peter Brown presented an action item on behalf of the Budget, Goals, and Plans Committee (which he chairs). This motion recommended that the Capital Planning Council be expanded so as to include two faculty members (the chair of the Budget, Goals, and Plans Committee and the Presiding Officer) and two students (the president of the Student Association and the President of the Residence Hall Student Association) so as to increase the perspectives voiced regarding construction issues on campus. After much discussion, a motion was made to table this motion to allow time for negotiation between the President and Presiding Officer on an alternative approach.

The motion to table passed (10 YEA and 6 NAY).

8. Michael Muffs presented an action item (from the floor). This item recommends that the Academic Affairs Committee develops a plan to discuss issues regarding the public presentation of syllabi and report back to the Senate.

This motion passed.

9. Given no further business, the Senate adjourned at 4:24 p.m.

Respectfully Submitted,

Glenn Geher (Secretary Pro Tempore)

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Agenda: Academic Senate Meeting

December 3, 2004

3:00pm

LC 102

1. Approval of the Minutes of the November 5, 2004 meeting.
2. Announcements.
3. Report of the President. Questions and action items from the floor.
4. Report of the Provost. Questions and action items from the floor.
5. Action items from Academic Senate members.
6. Action items from Academic Senate committees.
 - Curriculum Committee: Response to GEAR Draft “Review Process Guidelines” (see attached SalinsMemo & GEAR.DraftGuidelines)
7. Unfinished business.
8. New business.
 - Central Committees for Tenure and Promotion: Recommendation for changes in Structures & Procedures (See attached CentComm.Struct&Proc.Rev11-04)
9. Report of the Presiding Officer.
10. Optional committee reports.
11. Adjournment.

Minutes of the Academic Senate Meeting

SUNY New Paltz

November 5, 2004

LC 108

Attendees: Becky Adae (Foreign Languages & ESL), Hamid Azari (Economics), Peter Brown (Foreign Languages), Amy Cheng (Art), David Eaton (Enrollment), Laurel M. Garrick Duhaney (VP Academic Affairs), Glen Geher (Academic Affairs), Majid Hosseini (Mathematics), Catherine Jacob (Student), Gerald Kitzmann (University Faculty Senate), David LaVallee (VP Academic Affairs), Jae Lee (Business), Stephan Macaluso (Organization Committee), Simin Mozayeni (Economics), Valerie

Mittenberg (Library), Michael Muffs (Educational Administration), Victoria Passarella (Student), Hanh Pham (Computer Science), Michael Salerno (Sports Information), Nancy Schniedewind (Educational Studies), Helise Winters (Continuing & Professional Education), Shelly Wright (President's Office)

Call to order:

The meeting was called to order at 3:30 PM.

Reading and approval of minutes:

The minutes from the October 1, 2004 meeting were approved as amended, to include the attendance of Gerald Kitzmann and Jerry Persaud, and to change Laurel M. Garrick Duhaney's affiliation to "VP Academic Affairs".

Announcements:

- Glenn Geher reported the Academic Affairs committee had been charged with providing a recommendation regarding placing course syllabi in a public arena. Data collected by student government indicate students desire that syllabi be available online. This issue is still under discussion and the committee is exploring the possibility of posting syllabi in a password restricted web environment, such as Blackboard.
- Glenn Geher also announced that the Academic Affairs committee is still in the process of implementing an online survey to measure faculty opinions regarding the Student Evaluation Instrument.
- Paul Chauvet announced that December graduates would have email forwarding. Email forwarding will become available to prior graduates retrospectively.

Report of the Provost

- A record number (more than 400) registered to participate in the Alumni Reunion Weekend. Departments are encouraged to arrange receptions for their alums.
- The Economic Impact Statement is available on the SUNY New Paltz website at (<http://www.newpaltz.edu/makinganimpact/>). It is also available in print at the President's Office, and at the Development Office. A print publication about the report is forthcoming in the mail. Media coverage has been favorable. The President has presented information about the Statement to the College Council, the Foundation Board, and the Business Advisory Council. He has also addressed approximately 250 people at the Ulster County Chamber of Commerce, and plans to speak in Dutchess and Orange counties in November.
- Admissions recently hosted receptions with prospective students, their families and guidance counselors in New York City, Westchester, Nassau and Suffolk counties.
- We have received more qualified applicants for Spring 2005 than we have room for in classes. Transfer admission for spring has grown and we have admitted about 25 freshmen. This is the first time we have admitted freshmen in the Spring semester since 2000. Transfer admission for Spring 2005 was closed October 22. We were able to maximize our enrollment potential because of increased residence hall capacity (with the opening of Lenape).
- Fall 2005 applications are greater than Fall 2004, 800 compared to 500.

- The Van den Berg Learning Center renovation should be completed with Phase II of the construction plan. A second capital fund was required for Phase II, and U.W. Marx offered the lowest construction bid at a little lower than 3 million dollars. Phase I saw completion of all sheetrock, and most of the painting, electrical work, structural steel, and elevator work.
- The clock tower is being constructed off-site. It will look like the original and have a white lead exterior. There will be a clock tower raising event in January.
- The governor has vetoed the \$10,000,000. supplemental appropriation for the renovation of the Student Union Building. Renovation of SUB will be discussed in a Senate Caucus meeting in November.
- We have searches for 19 new full-time faculty lines, the bulk of which are in the College of Liberal Arts and Sciences. If successful, these searches will increase full-time faculty by 3.
- Thanks to all who plan to participate in the November 6th Open House. Open House is an important campus event that involves campus-wide participation. David Eaton noted that the Open House has representation from all departments, and will be a “point-of-sale” event for parents and students.
- The President, Provost, and the Presiding Officer of the Faculty met to discuss the Capital Planning Council and have agreed on refinements to CPC operations that address mechanics, membership and reporting. The CPC makes decisions about construction projects that are funded and completed at the local level.

Report of the Presiding Officer

- **Capital Planning Council**

Presiding Officer VanderLippe met with the President and the Provost to discuss the CPC. Points of discussion were: the mechanism for receiving suggestions for local construction projects; CPC membership; and the mechanism for reporting. VanderLippe reported that the following membership categories would be added to the existing CPC membership: one faculty, one staff, and one student. These new members would be chosen in consultation with the President, the Presiding Officer, the Student Association President, the Deans, Chairs, and the Vice Presidents. Nominations would be welcome. The SUNY New Paltz Construction webpage (<http://www.newpaltz.edu/construction/>) serves as a satisfactory reporting mechanism for locally managed projects under consideration by CPC. It is recommended that this site be updated regularly. These changes should result in a more open and consultative process.

- **University Faculty Senate Resolutions**

The Presiding Officer attended the Fall Plenary Session of the University Faculty Senate at the Maritime College. The Senate passed the Resolution on the Role of Campus Governance in Mission Review II, unanimously.

The Presiding Officer reported on a resolution from the University Faculty Senate made in response to issues surrounding the establishment of the School of Nanotechnology at the University of Albany. There is concern that the school had been established without adequate consultation with faculty governance. The resolution stated that all campus bylaws should contain explicit working about the role of shared governance structures in deciding and enacting major changes in academic programs on campus. The Presiding Officer sent the resolution to the Organization Committee, which returned with the comment that there is a statement in the bylaws regarding the consultative process: Section V, A and B, pages 14-15. This section insists that

changes take place through formal governance structures and includes a statement about the hiring of administrative personnel. Therefore, the Organization Committee reported that there may already be such procedures in place as called for by the resolution. It was moved, seconded, and approved that the University Faculty Senate Resolution be forwarded to all standing committees of the Academic Senate for review and possible action.

- **Changes to Faculty Meetings**

The Organization Committee has reviewed former surveys and is discussing the possibility of creating a new survey to investigate the possible rescheduling of the Academic Senate and the Faculty meetings. For the present, there will be three Academic Senate and three Faculty meetings scheduled for Friday afternoons for Spring 2005. Gerald Kitzmann made the motion that we refer this matter to the standing committees of the Academic Senate. The motion was seconded by Paul Chauvet and approved by the Academic Senate.

- **Action Items from the Academic Senate Committees**

Stephan Macaluso reported the Organization Committee has investigated the possible use of an electronic voting system in the Faculty meetings. The committee resolved the system does not pose technological problems or overt infringements to Robert's Rules of Order. However, it would be necessary to devise a fair and efficient method for distributing the voting devices from one voter to the next, because there are not enough devices for all possible voters to vote with them simultaneously. The Presiding Officer and Stephan Macaluso demonstrated the functionality of the system. The attendees participated in the demonstration. The Presiding Officer raised concern about the implications of using a secret ballot versus the public nature of the raising of hands. A discussion ensued, and some expressed the opinion that there are appropriate situations in which a secret ballot would be desirable. It was noted that Robert's Rules of Order provides for a mechanism for roll call voting when a public display is desired. Paul Chauvet made the motion to introduce the electronic voting system for discussion at a full Faculty meeting. The motion was seconded and approved.

Adjournment

Given no unfinished or new business, the meeting adjourned at 5:05 PM.

Respectfully submitted
Valerie Mittenberg (Secretary Pro Tempore)

Correction approved 12/3/04:

Paul Chauvet was in attendance at Nov. 5th meeting.

