

Spring 2007—Academic Senate Meetings: Agendas & Minutes

February 2

March 2

March 30

April 20

Agenda: Academic Senate Meeting

February 2, 2007

3 p.m.

Lecture Center 108

1. Approval of the Minutes of the December 8, 2006 meeting.
2. Announcements.
3. Report of the Provost. David Lavallee. Questions and action items from the floor.
4. Action items from Academic Senate Committees/Officers.
 - a. Academic Affairs Committee. Motion to adopt revisions to Faculty Handbook (Appendix A, Appendix B):
That the motion of December 8, 2006, to adopt revisions to the Faculty Handbook, be rescinded, and the appended wording be inserted into the Faculty Handbook, on pages 14 and 32 (or relevant pages).
5. Report of the Presiding Officer. John VanderLippe. Questions and action items from the floor.
6. Unfinished business.
7. New business.
8. Adjournment.

Appendix A: Motion of Academic Affairs Committee, to revise Faculty Handbook, p. 14

Motion #1: That the following language be added to pg. 14 of the Faculty Handbook:

- A. In their course outlines, all faculty should refer to the academic integrity policy statement in the Faculty Handbook page 32(?)
- B. Academic integrity policy statement guidelines:
 1. Faculty may wish to reproduce or summarize the statements on cheating and plagiarism from pg. 32 (?) “Campus Regulations and Judicial Procedures” of the Faculty Handbook.
 2. Faculty may wish to call attention to the Sojourner Truth Library’s discussion on “avoiding and detecting plagiarism” at <http://lib.newpaltz.edu/assistance/plag.html>
- C. In addition to the course outline, faculty are urged to incorporate a discussion of cheating and plagiarism and its avoidance. Faculty may wish to use examples and style manuals, handouts and

other germane materials to guide students in the proper use of sources and materials found in traditional sources and on the internet.

D. Faculty members should clearly state penalties for violations of academic integrity in the course outline or in the class discussion. These penalties should be described in order of severity. An example of such a list is:

1. a reprimand accompanied by guidance as to how to avoid plagiarism or cheating in the future,
2. reduction in grade on assignment or examination,
3. failure on the specific assignment or examination,
4. failure for the course,
5. suspension from the institution,
6. expulsion from the institution.

Note: suspension or expulsion from the institution may occur only as a result of campus judicial action.

Appendix B: Motion of Academic Affairs Committee, to revise Faculty Handbook, p. 32

Motion #2: That the following language be added to pg. 32? of the Faculty Handbook under the heading “procedures and Penalties:

Faculty members must report in writing cases of cheating, plagiarism or forgery to their department Chair and Academic Dean. Faculty members are also responsible for making the initial determination of the academic penalty to be imposed in cases of cheating, plagiarism, or forgery and for informing the department Chair, the Dean and the student in writing of the alleged violation and proposed penalty. The academic penalty may range from a reprimand to failure of the course itself. **The Department Chair and Dean should be made aware of the penalty to be imposed to ensure that it is consistent with the norms of the Department and School. (See the section of this Handbook pg. 14? on course outlines for ways to foster academic integrity in the classroom.)**

The Academic Dean may request that the Dean of Students send a follow-up letter to the student indicating that they have also been notified of the academic integrity violation, and that repeat violations will lead to judicial action.

Penalties should be devised and enforced by faculty members with discretion attending to the following factors:

1. **The stage of the student’s academic career – though the college is taking strengthened steps to raise awareness about academic integrity concerns both in orienting entering students and as part of their formal instruction, first year students or new international students may be unfamiliar with expectations about the use of published materials. Upper division students, in contrast, having taken numerous courses at New Paltz, may be assumed to have an understanding of our policy on plagiarism and our guidelines on how to avoid it.**
2. **Intention to cheat – This is a related consideration to that in #1, above. Students at early stages of their career, or with imperfect understanding of the definition of plagiarism, may plagiarize but not with the intention to cheat.**
3. **The severity of the offense – Two contrasting examples are illustrative:**

a. Failure to provide a source for paraphrased material with the source listed in a paper's bibliography. This may be unintentional. This might be expected to result in a counseling session by the faculty member.

b. Submission of a paper purchased on the web. This constitutes *prima facia* evidence of intent to cheat and might be expected to result in a failing grade for the course and possibly a more severe penalty as well.

4. The frequency of offenses in the same course – a record of any offense should be maintained by the faculty member in case a pattern of repeated instances occurs.

5. Repetition of the offense in more than one class.

Minutes – Academic Senate Meeting

December 8, 2006

Members present: Janice Anderson (Ombudsperson), Peter D.G. Brown (Foreign Languages), Kevin Caskey (Business), Paul Chauvet (Computer Services), Jessica Coleman (President, Student Association), Mary Beth Collier (Academic Affairs), Christine DeLape (Fine and Performing Arts), Judy Dorney (Educational Studies), David Eaton (Enrollment Management), Linda Eaton (Student Affairs), Laurel Garrick Duhaney (Dean – Graduate School/Academic Affairs), Diego Gerena-Quinones (VP Academic Affairs & Governance, Student Association), Aaron Isabelle (Elementary Education, Secretary), Charles Johnson (Student Activities), Nancy Johnson (English), David Lavallee (Provost), Jonathan Lewit (Computer Services), Valerie Mittenberg (Library), Simin Mozayeni (Economics), Hanh Pham (Computer Science), Patti Phillips (Art, Fine and Performing Arts), Steven Poskanzer (President), Rose Rudnitski (University Faculty Senator), Nancy Saklad (Theatre Arts), Ray Schwarz (Student Affairs), John VanderLippe (Presiding Officer), Heather Whalen (Library), Helise Winters (Continuing and Professional Education), Shelly Wright (President's Office).

Call to order at 3:08PM.

1. Minutes. The minutes from the November 3, 2006 meeting were approved as written.

2. Announcements. None.

3. Report of the Provost. David Lavallee. See Appendix A.

Questions and action items from the floor.

- Judy Dorney inquired about course cancellations. David stated that the Associate Deans have already talked with every faculty member involved in the cancellations.
- Peter Brown asked about the idea of restructuring JFT. David stated that the restructuring idea is intended to provide better service, particularly for students. For example, in some departments, such as in Humanities, secretarial space is split; this is obviously a problem. This proposal is a first attempt. The proposal was distributed at the Chairs' meeting. Ask your chair about this proposal for further information.
- John VanderLippe inquired about the move from JFT. David stated that all items such as bookshelves, filing cabinets, etc. will be sheathed or shrink-wrapped for protection.

4. Action Items from Standing Committees.

a. Academic Affairs Committee, a Standing Committee of the Academic Senate, proposed revisions to the Faculty Handbook (FH) regarding the Academic Integrity Policy (AIP). To see the current Faculty Handbook, see: <http://www.newpaltz.edu/acadaff/facultyhandbook.pdf>

Helise Winters stated that the Academic Affairs Committee investigated the existing AIP. The committee asked: Do the current policies fit? Do they assist students and faculty? Do they promote a culture of academic integrity on campus? This discussion led to a series of proposed modifications. The proposed revisions appear in Appendix B.

Motion: Make those relevant changes to the FH with regard to AIP.

Amendment to Motion (by Janice Anderson): substitute language on p.14 ff D. which states, “Offenses deemed worthy of a **grade change** for the course should be reported in writing...” in favor of original phrasing in the FH which states, “Offenses deemed worthy of a **failing grade** for the course should be reported...”

Action: Amendment to Motion passed with one abstention.

Motion: Make relevant changes to the FH with regard to AIP.

Action: Motion passed with one abstention.

b. GE III Board. Rose Rudnitski. See Appendix C.

5. Report of the Presiding Officer. John VanderLippe.

- Years ago, there was a vote of no confidence of the Board of Trustees in terms of their procedures. Ever since that time, there has been a feeling that because GE has the imprint of being imposed on us by the Board, that both GE and Assessment have been tainted in our minds; it has become part of our culture. We need to change that culture in favor of viewing assessment as a good thing. Getting discussion going on campus about assessment has been difficult, however, we now need to talk about assessment in ways that are worthy of discussion and consideration.
- Being “transparent” is most important as an instructor in the classroom; that is, making it known to our students what we’re doing in the classroom and why we’re doing it. We want our students to be conscious of this.
- As a faculty and community, we need to take on the discourse of assessment; the SUNY system will follow along. As faculty, we need to give the SUNY Board of Trustees the opportunity to step back to make assessment truly valuable.
- Laurel Garrick-Duhaney stated that for far too long we’ve been thinking that assessment will go away, but we need to shake that off. Faculty are very much involved in assessment. It is time to take on the full meaning of assessment and this must be done at the individual faculty level.
The Academic Senate will try a change of venue for the spring 2007 semester. After meeting with the Executive Committee, it has been agreed that the Academic Senate will meet in the 1907 room located in the basement of Old Main Building.
- Adjunct Task Force: After department chairs were surveyed, the task force is considering three main points:
 - 1) participation of adjuncts at the department level;
 - 2) participation of adjuncts on central committees;
 - 3) participation of adjuncts in full faculty governance and staff meetings.
 The task force is looking into the opinions of the adjuncts and will be creating a survey for adjuncts. The task force should have completed its report by spring break 2007.
- Personnel Task Force: Some recommendations have already been enacted. The former and current chairs of the Tenure and Promotion Committee will be meeting to develop a set of priorities to guide the task force during the spring semester.
- The Executive Committee is considering holding a planning retreat during the spring 2007 semester. Similar to the University Faculty Senate which holds a planning meeting, it is good idea to have a regular planning meeting of Governance. Governance tends to be reactive; through planning, we can start to look at possibilities and raise issues.

7. Unfinished business. None.

8. New business. None.

9. Adjournment. The meeting was adjourned at 5:00PM.

Respectfully Submitted,
Aaron D. Isabelle

Appendix A: Report of the Provost

- Personnel Task Force recommendations: the Provost met with Department Chairs to discuss faculty mentoring. Guidelines for tenure and promotion were also discussed. Other meetings will be planned in the spring to further discuss Central Committee procedures with regard to tenure and promotion.
- Budget Allocation Process Update: last year and into this budget cycle, there have been changes to the undergraduate funding cycle; we received a 20-25% increase relative to other sectors. There has also been discussion about a geographic differential, which is budget differential, to adjust for costs across the State. There would be about a 5% difference in our budget due to our location. This is significant. The previous model was based on a 1991 model. A second set of data included salary and wage data based on 2005 data. This year's budget includes an item for a 10 million dollar increase. Our piece would be a few hundred thousand dollars. Work on the geographic differential will continue to be a goal into the next budget cycle. The budgetary outlook is conservative, but optimistic. We are confident about the base budget and there is no serious talk about a tuition increase.
- Course cancellations: we are trying to develop a model to better predict what courses we need to avoid a large number of course cancellations. Approximately 30 sections were cancelled or are in the process of being cancelled so that students may register for other courses. My.NewPaltz will update students about course cancellations.
- Moves this summer: due to the closing of JFT, Humanities Building, portions of the Lecture Center, and College Hall, we want as few people as possible to move things back and forth. We will authorize taking campus computer equipment home for the summer, but want to minimize this by utilizing jump drives. A late night study room in the library, equipped with computers and a copy machine, will be open all of the hours that the library is open.
- Research and Creative Awards: information has been distributed to the Deans. Guidelines, applications, and deadlines are available on the web. Also, Special Events funding deadline is Dec. 15th.

Appendix B. Proposed revisions to the Faculty Handbook Regarding the Academic Integrity Policy (proposed changes appear in **bold**)

Proposed change to p. 32, 2nd column, "Procedures and Penalties":

In cases where a student's course grade may be affected or the Dean is asked to reprimand a student, faculty members must report violations of academic integrity in writing to their department Chair, who forwards the report to the Dean. As part of the written report, faculty members are also responsible for making the initial determination of the academic penalty, which may range for instance, from a failure of a specific piece of work in a course to failure of the course itself. The Dean may determine that severe or repeated offenses should result in campus judicial action **possibly** leading to suspension, or separation from the institution and request that the Dean of Students bring formal disciplinary charges against the student.

Add the following text to discussion of "Course outlines" on p.14ff:

A. In their course outlines, all faculty will refer to the academic integrity policy statement that currently exists in the Faculty and Student Handbooks.

B. Academic integrity policy statement guidelines:

1. Faculty may wish to reproduce or summarize the statements on cheating and plagiarism in the advising handbook provided to students.

2. Faculty may wish to call attention to the Sojourner Truth Library's discussion on "avoiding and detecting plagiarism" at <http://lib.newpaltz.edu/assistance/plag.html>

C. Faculty members will clearly indicate penalties for violations of academic integrity in the outline for each course. The department chair and Dean should be made aware of the penalties to be imposed to ensure that they are consistent with the norms of the department and School. These penalties should be described in order of severity. An example of such a list is:

1. a reprimand accompanied by guidance as to how to avoid plagiarism in the future,
2. reduction in grade,
3. failure on the specific paper or examination,
4. failure for the course,
5. suspension, or
6. removal from the institution. Note: suspension or expulsion from the college may occur only as a result of campus judicial action (See pages 32-35 of this Handbook).

D. Offenses deemed worthy of a **grade change** for the course should be reported in writing to the faculty member's chair and forwarded to the academic Dean as soon as practicable after the incident is discovered.

E. Students who receive a grade of "F" in a course will be notified in writing by the academic **Dean**. This notification will include a statement indicating that a copy of this letter has been forwarded to the Dean of Students office where it will be kept on file. Thereafter any repeat violations will be automatic cause for judicial action (which may result in Suspension or Expulsion from the College).

F. Upon receipt of notification by the academic Dean, the Dean of Students will send a follow-up letter to the student indicating **that the appropriate Deans** have been notified of their Academic Integrity violation and repeat violations will lead to judicial action.

G. Penalties should be devised and enforced by faculty members with discretion, attending to the following factors:

1. The stage of the student's academic career – though we are taking strengthened steps to raise awareness about academic integrity concerns both in orienting entering students and as part of their formal instruction, **first year students** may be operating within a far more relaxed set of expectations about the use of published materials established during high school. **Upper division students**, in contrast, having taken numerous **college** courses may be assumed to have an understanding of our policy on plagiarism and our guidelines on how to avoid it.
2. Intention to cheat – This is a related consideration to that in #1, above. Students at early stages of their career, or with imperfect understanding of the definition of plagiarism, may plagiarize but not with the intention to cheat.
3. The severity of the offense – Two contrasting examples are illustrative:
 - a. Failure to provide a source for paraphrased material at the site of its use with the source listed in a paper's bibliography. This may be unintentional. This might be expected to result in a counseling session by the faculty member.
 - b. Submission of a paper purchased on the web. This constitutes prima facie evidence of intent to cheat and might be expected to result in a failing grade for the course and possibly a more severe penalty as well.
4. **Repeated offenses in the same class – A record of less severe offenses should be maintained by the faculty member in case a pattern of repeated offenses occurs.**

H. Faculty are urged to incorporate a discussion of cheating and plagiarism and its avoidance, with reference to policies in course outlines, in classroom instruction. Consideration should be given to the use of examples and style manuals, handouts and other germane materials to guide students in the use of published sources and materials on the internet in a professional matter.

I. Faculty members should keep all records of plagiarism and/or cheating for 5 years.

Appendix C. GE III Board.

Faculty and Assessment: What's Happening Now...

- **We have a General Education Assessment Plan in Place. The objectives for student learning in General Education relate directly to the student learning outcomes defined in the *Implementation Guidelines of the Provost's Advisory Task Force on General Education.***

- Strengthened Campus-based Assessment:

- ***Mathematics***

Students will demonstrate the ability to:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables, and schematics;
- Represent mathematical information symbolically, visually, numerically, and verbally;
- Employ quantitative methods such as arithmetic, algebra, geometry, or statistics to solve problems;
- Estimate and check mathematical results for reasonableness; and
- Recognize the limits of mathematical and statistical methods.

- ***Critical Thinking***

Students will:

- Identify, analyze, and evaluate arguments as they occur in their own or others' work; and
- Develop well-reasoned arguments.

- ***Written Communication***

Students will:

- Produce coherent texts within common college-level written forms; and
- Demonstrate the ability to revise and improve such texts.

- We are also defining our needs and assessing in areas in which we are interested.

Who Has Been Assessed in GE

- **Spring 2004: The Arts, Mathematics, Basic Communication.**
- **Spring 2005: Humanities, Natural Sciences, Social Sciences, Western Civilization, Foreign Language**
- **Spring 2006: Other World Civilizations, American History, Information Management, Critical Thinking**

How They Did and What It Means

- **“The main findings of this spring's assessment were that a majority of our students are exceeding and meeting the standards in Other World Civilizations, American History and Information Management. However, a significant percentage of students were lacking in their critical thinking skills. Consequently, we need to focus more attention toward the development of students' critical thinking skills.” - Associate Provost Laurel Garrick-Duhaney**

Future Needs for Our Campus

- **The purpose of assessment is to improve teaching and learning. It is not evaluation of faculty or students:**
 - Good assessment informs teaching.
 - Good assessment is open and not “done to” the students without their knowledge or consent.
 - Good assessment states the criteria for a good performance before the instruction and learning take place.

Our Campus Needs

- **Share assessment best practices across the campus. Different disciplines can learn from each other.**
- **Share results of assessments with instructors and with students.**
- **Faculty take ownership of assessment.**

Trends

- **Cross-Institution Comparisons**

- Spellings Report
 - *Business Connections*
 - *Power & Money*
 - *Public Trust*

Our Response

- **GE Board will update our web page.**
- **We will move toward implementing the original charge of the GE Board.**
- **GE Board will publish a newsletter and meet with all GE departments.**
- **GE Board/Governance will propose retreats similar to the writing board.**

Our Campus

- **We will, through governance, distinguish between GE assessment and programmatic assessment and support both with collegiality and advocacy.**
- **We will assess primarily to meet our needs and the needs of our students. We will do everything in our power to associate assessment with teaching and learning in our programs and not with outside mandates.**

Resources

- **<http://www2.acs.ncsu.edu/UPA/assmt/resource.htm#area>**

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Agenda: Academic Senate Meeting

March 2, 2007

3 p.m.

1907 Room, Old Main Building

1. Approval of the **Minutes** of the **February 2, 2007** meeting.
2. Announcements.
3. Report of the Provost. David Lavallee. Questions and action items from the floor.
4. Reports & Action items from Academic Senate Committees/Officers.
 - a. GE Board. Rose Rudnitski.
5. Report of the Presiding Officer. John VanderLippe. Questions and action items from the floor.
6. Unfinished business.
7. New business.
8. Adjournment.

Minutes: Academic Senate Meeting

February 2, 2007

Members present: Janice Anderson (Ombudsperson), Hamid Azari (Economics), Lee Cahn (Co-chair, Academic Affairs), Paul Chauvet (Computer Services), Shafiul Chowdhury (Geological Sciences), Jessica

Coleman (President, Student Association), Mary Beth Collier (Academic Affairs), Judy Dorney (Educational Studies), David Eaton (Enrollment Management), Laurel Garrick Duhaney (Dean – Graduate School/Academic Affairs), Diego Gerena-Quinones (VP Academic Affairs & Governance, Student Association), Justin Holmes (Student Association), Aaron Isabelle (Elementary Education, Secretary), Charles Johnson (Student Activities), Mary Kahl (Organization Committee), Sarah Kremer (Student Association), David Lavallee (Provost), Jae Lee (Business), Douglas Pasquerella (Athletics), Hanh Pham (Computer Science), Steven Poskanzer (President), Dave Rooney (Student Affairs), Nancy Saklad (Theatre Arts), Ray Schwarz (Student Affairs), John VanderLippe (Presiding Officer), Helise Winters (Co-chair, Academic Affairs/Continuing and Professional Education), Shelly Wright (President's Office).

Call to order at 3:05PM.

1. Minutes. The minutes from the December 8, 2006 meeting were approved as written.

2. Announcements.

- Justin Holmes, former President of the Student Association, will serve on the Academic Senate as a representative of the Student Association. Jessica Coleman will continue to serve as President of the Student Association.

3. Report of the Provost. David Lavallee.

- Search Update: There are thirty-eight (38) searches for faculty currently underway. Ten searches have been successfully completed. We will be completing five other search processes between this week and the next. The candidates are very good.
- Summer 2007 moves to accommodate building upgrades in HUM, JFT, and College Hall:
 - a) Thanks to those working to get the complex logistics of the moves together- Garry Nack, Chris DeLape, Gwen Havranek, Peter Fairbrother, Lynn Spangler, and Student Affairs and Residence Life for giving us space in Bliss Hall.
 - b) The big part for faculty is still coming and we thank you for your patience and help.
 - c) The flash drives for faculty will soon be in.
 - d) We are setting up computers in SCB so the move and resumption of departmental services can be fairly seamless.
- A part-time faculty lounge and work area is being created in Wooster; this space will accommodate 40-50 faculty members. Faculty will have much better access to facilities than they currently do.
- Planning has started for Old Main Building renovations. Fourteen (14) classrooms and about sixty-five (65) offices will be relocated. Since space on campus will be tight, there will be an emphasis on campus space as a shared resource.
- Space utilization and renovation study of Sojourner Truth Library went well. We have contracted the same firm that is working SUB (Icon 5). We are looking at a creative way to reorganize the library in three stages. We are currently looking at how to facilitate each stage to move forward.

4. Action items from Academic Senate Committees/Officers. Academic Affairs Committee.

Lee Cahn, Co-chair of the Academic Affairs Committee, facilitated a discussion concerning revisions to the Faculty Handbook concerning the Academic Integrity Policy (AIP) (See Appendix A and Appendix B):

Motion 1: to rescind motion passed on December 8, 2006 to adopt revisions to the Faculty Handbook.

Action 1: Motion passed.

Motion 2: to adopt revisions to the Faculty Handbook and that the appended wording be inserted into the Faculty Handbook on page 14 (or relevant pages) (See Appendix A).

Motion to amend: to make grammatical changes of wording on page 14 including capitalizing “Internet” (in section C) and a change of wording from “as to” to “about” (in Section D.1).

Motion was seconded.

Action: Motion to amend was passed

Action 2: Motion passed.

Motion 3: to adopt revisions to the Faculty Handbook and that the appended wording be inserted into the Faculty Handbook on page 32 (or relevant pages) under the heading, “Procedures and Penalties” (See Appendix B).

Motion to amend: to change the word “repeat” to “subsequent” violations (in the second paragraph), and to correct various errors in capitalization (including not capitalizing “academic dean,” “chair,” “department,” and “school”).

Motion was seconded.

Action: Motion to amend was passed.

Motion to amend: to insert the phrase, “where prima facia evidence exists,” in first line of page 32.

Motion was seconded.

Discussion:

- David Lavallee stated that faculty in LA&S initiated this discussion about the Academic Integrity Policy in the Faculty Handbook because they wanted the language to be more firm. David also stated that “prima facia evidence” vs. “prima facia evidence of intent” is very different.
- Steven Poskanser suggested simply eliminating the illustrative examples on page 32.
- Justin Holmes stated that he finds the examples to be very helpful.
- David Eaton stated that faculty members have very different interpretations of plagiarism and that academic freedom should be respected.
- With regard to the first line on page 32, Janice Anderson stated she would be much more comfortable with use of the word “should” in place of “must.”

Counter motion: to insert “intentional” into first line of page 32.

Counter motion was seconded.

Discussion:

- Judy Dorney stated that inserting the word “intentional” would contradict the definition stated in the Faculty Handbook.

Action: Counter motion was defeated.

Motion to amend: to change “must” to “should” in first line of page 32.

Motion was seconded.

Discussion:

- David Lavallee suggested that instead of changing “must” to “should,” include “rise to a level of three or greater.”

Motion to amend: to amend the first line of page 32 so that the sentence will read: “Faculty members must report in writing cases of cheating, plagiarism or forgery to their department chair and academic dean that rise to the level of failure on the specific assignment or examination (See page 14, section D, #3, #4, #5 or #6).”

Motion: to accept the current motion to amend and to end discussion.

Action: Motion passed

Action 3 (for Motion 3): Motion passed.

Discussion:

Upon the recommendation of Justin Holmes, John Vanderlippe will talk to Student Affairs and the Student Association about adding Section 3 of p.32 to the Student Handbook. John will also discuss the consistency of language in the Student Handbook with regard to the Academic Integrity Policy.

5. Report of the Presiding Officer. John VanderLippe.

- **New meeting location:** The Academic Senate will meet in Old Main 1907 room for future meetings.
- **GE Board:** John met with Laurel Garrick Duhaney and Rose Rudnitski. They agreed that there are a number of things to be considered to improve the GE assessment program. The GE Board will hold a series of informational meetings with campus departments to find out how assessment is going in various departments and to find out if there is anything that the GE Board can assist the departments with. Laurel Garrick Duhaney stated that they also discussed the possibility of publishing a newsletter, including an FAQ section on the website, assessment objects, forms that faculty need, and instructions for entering GE assessment results. The GE Board website will contain outstanding examples of assessment.
- **Executive Committee:** the Grand Marshall at commencements has traditionally been the longest serving faculty member. We now, however, have 5 ceremonies per year that require a GM. It has been proposed to continue with this tradition for the undergraduate ceremonies and look to pool of distinguished professors and chancellor award winners for the other ceremonies. We will continue to have the Presiding Officer serve as the GM at the Convocation ceremony.
- **Committees of Academic Senate:**
 - a) Thanks to the *Academic Affairs Committee* for its work on the Academic Integrity Policy.
 - b) *Curriculum Committee* met with Linda Smith for the possibility of an on-line tracking system for course proposals, as well as to propose a course.
 - c) *Personnel Task Force* asked the Teaching and Learning Center (TLC) to look into mentoring possibilities- How would this be organized? What resources would be needed? What is the reward structure? TLC will report back to John. The Personnel Task Force also made a number of recommendations that would require by-laws changes. The suggestion is to bring people together in a forum to come up with specific recommendations for a change of wording of the by-laws. The Task Force will send out recommendations to the community and rank these recommendations in terms of their importance and immediacy.
 - d) *Part-time Task Force:* John will be sending out a link to a survey to “all faculty/staff.” We want part-time faculty to take this survey regarding their interest in faculty governance, including participation at the departmental level, full-faculty and professional staff level, and campus-wide committee level.
- **SUNY Faculty Senate:** a standing committee has been created on Undergraduate Academic Programs and Policies. This committee will conduct a study on internships and best practices.
- There is an interesting article in the latest edition of *Inside Higher Education* titled, “Texans and their Tests.” If you are interested in reading this article, please contact John.
- John stated that it is important to be aware of the Spellings Commission report. Rose Rudnitski was struck by the intensity of effort to sell us things to help us standardize the curriculum.
- Lee Cahn stated that the various online resources posted by the Administration are very helpful for finding information on DSI, reappointment, and tenure. He offered a “thank you” to the President and Provost.

6. Unfinished business. None.

7. **New business.** None.

8. **Adjournment.** The meeting was adjourned at 5:00PM.

Respectfully Submitted,
Aaron D. Isabelle

Appendix A. Motion of Academic Affairs Committee, to revise Faculty Handbook, p. 14

B. In their course outlines, all faculty should refer to the academic integrity policy statement in the Faculty Handbook page 32(?)

B. Academic integrity policy statement guidelines:

1. Faculty may wish to reproduce or summarize the statements on cheating and plagiarism from pg. 32 (?) “Campus Regulations and Judicial Procedures” of the Faculty Handbook.

2. Faculty may wish to call attention to the Sojourner Truth Library’s discussion on “avoiding and detecting plagiarism” at <http://lib.newpaltz.edu/assistance/plag.html>

C. In addition to the course outline, faculty are urged to incorporate a discussion of cheating and plagiarism and its avoidance. Faculty may wish to use examples and style manuals, handouts and other germane materials to guide students in the proper use of sources and materials found in traditional sources and on the internet.

D. Faculty members should clearly state penalties for violations of academic integrity in the course outline or in the class discussion. These penalties should be described in order of severity. An example of such a list is:

a reprimand accompanied by guidance as to how to avoid plagiarism or cheating in the future,
reduction in grade on assignment or examination,
failure on the specific assignment or examination,
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suspension from the institution,
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Note: suspension or expulsion from the institution may occur only as a result of campus judicial action.

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The Academic Dean may request that the Dean of Students send a follow-up letter to the student indicating that they have also been notified of the academic integrity violation, and that repeat violations will lead to judicial action.

Penalties should be devised and enforced by faculty members with discretion attending to the following factors:

2. The stage of the student's academic career – though the college is taking strengthened steps to raise awareness about academic integrity concerns both in orienting entering students and as part of their formal instruction, first year students or new international students may be unfamiliar with expectations about the use of published materials. Upper division students, in contrast, having taken numerous courses at New Paltz, may be assumed to have an understanding of our policy on plagiarism and our guidelines on how to avoid it.
2. Intention to cheat – This is a related consideration to that in #1, above. Students at early stages of their career, or with imperfect understanding of the definition of plagiarism, may plagiarize but not with the intention to cheat.
3. The severity of the offense – Two contrasting examples are illustrative:
 - a. Failure to provide a source for paraphrased material with the source listed in a paper's bibliography. This may be unintentional. This might be expected to result in a counseling session by the faculty member.
 - b. Submission of a paper purchased on the web. This constitutes *prima facie* evidence of intent to cheat and might be expected to result in a failing grade for the course and possibly a more severe penalty as well.
4. The frequency of offenses in the same course – a record of any offense should be maintained by the faculty member in case a pattern of repeated instances occurs.
5. Repetition of the offense in more than one class.

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Agenda: Academic Senate Meeting

March 30, 2007

1907 Room

1. Approval of the **Minutes** of the **March 2, 2007** meeting.
2. Announcements.
3. Report of the Provost. David Lavallee. Questions and action items from the floor.
4. Reports & Action items from Academic Senate Committees/Officers.
 - b. Curriculum Committee. Evolutionary Studies Program.
5. Report of the Presiding Officer. John VanderLippe. Questions and action items from the floor.

6.Unfinished business.

7.New business.

8.Adjournment.

Minutes: Academic Senate
March 2, 2007

Present: Janice Anderson, Ombudsperson; Hamid Azari- Rad; Peter D.G. Brown, Foreign Languages; Kerry Carso, Art; Paul Chauvet, Computer Services; Jessica Colman, Student Association; Mary Beth Collier, Provost's Office; Laurel Garrick-Duhaney, Academic Affairs; Jan Hammond, Ed. Admin.; Justin Holmes, Student Association; Tabitha Holmes, Psychology; Nancy Johnson, English; Jae Lee, Business; Valerie Mittenberg, Library, Economics, Doug Pasquerella, Athletics; Hanh Pham, Computer Science; Steve Poskanzer, President; David Rooney, Vice President for Student Affairs; Rose Rudnitski, SUNY Faculty Senator; John Vanderlippe, Chair; Helise Winters, Continuing and Professional Education; Shelly Wright, President's Office.

- A. Meeting was called to order and a volunteer agreed to take minutes.
- B. John Vanderlippe demonstrated new name cards and holders.
- C. **Minutes** of the February meeting were approved as written.
- D. **Provost's Report:**
 - a. On Monday and Tuesday, March 5 and 6, the AAC&U Hispanic/Latino Student Success Study Team will visit our campus in recognition of our high graduation rates for Latino students. Seventy Latino students graduated last year.
 - b. We have approximately 107 students coming from Turkey to study here this summer and next fall. They will study business, economics, and TESOL. Students who did not quite score highly enough on the TOEFL will receive extra language support either here or at Buffalo this summer.
 - c. Sixteen new faculty have accepted positions. Three searches may not be successfully completed this year.
 - d. The provost is pleased with the recommendations of the personnel task force, chaired by Myra Mimplitsch-Gray. He notes that almost all of the recommendations are highly acceptable to the faculty and the administration. We simply need to amend our procedures to fit the recommendations. This entails Bylaws and Structures and Procedures revisions as well as revisions of guidelines for the preparation of dossiers, external reviews, and personal narratives. The provost also suggested that we review our sabbatical procedures.
 - e. Patience and cooperation are requested as we begin our first registration on Banner.
 - i. The Academic Senate affirmed its appreciation of the tremendous amount of work put forth by the professional faculty in making the transition and implementing Banner.
 - f. Congratulations to Nursing, IMS, and Continuing Education on successfully launching an undergraduate program in two area hospitals. The programs use our state of the art real time distance learning. The program has 15 students at St. Luke's Cornwall Hospital in Newburgh and 12 students at Kingston Hospital.
- E. **Report of the Presiding Officer:**
 - a. There was a progress report on the morale survey.
 - b. Elections for Central Committees should be completed by April every year. This has never been accomplished.
 - c. The presiding officer is updating the Faculty Governance website. Central committees should update their own websites, which should be both archival and functional. All minutes of Academic Senate and Faculty Meetings are on the Faculty Governance website.
 - d. The Vice President for Finance and Administration search is progressing. Some candidates will be invited to campus in the next two weeks.

- e. The Part-time Task Force is tabulating responses to its survey. Currently five SUNY campuses include part-timers as voting members of the faculty.
- f. The presiding officer handed out a new CUNY policy that limits academic freedom and warned about the call for standardized testing made by the Spellings Commission.

F. The Senate will forward the following motion from the Organization Committee for discussion at the next Faculty Meeting.

a. **The official name of the professional staff be changed to “professional faculty.”**

G. The Student Association representatives brought up the issue of campus entrances being closed off. The Academic Senate unanimously voted to forward the issue to the Budget Goals and Plans Committee for its review.

H. The meeting was adjourned at 4:30 PM.

Respectfully submitted,
 Rose Rudnitski
 University Faculty Senator

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Agenda: Academic Senate Meeting

April 20, 2007

3 p.m.

1907 Room, Old Main Building

1. Approval of the **Minutes** of the **March 30, 2007** meeting.
2. Announcements.
3. Report of the Provost. David Lavallee. Questions and action items from the floor.
4. Reports & Action items from Academic Senate Committees/Officers.
 - c. Academic Affairs Committee. Helise Winters.
 - d. Budget, Goals & Plans Committee. Christine DeLape.
 - e. Curriculum Committee. Ed Lundergan.
5. Report of the Presiding Officer. John VanderLippe. Questions and action items from the floor.
6. Unfinished business.
7. New business.
8. Adjournment.

Minutes: Academic Senate

March 30, 2007

Members present: Peter D.G. Brown (Foreign Languages), Kerry Carso (Art History), Shafiul Chowdhury (Geological Sciences), Jessica Coleman (President, Student Association), Mary Beth Collier (Academic Affairs), Christine DeLape (Fine and Performing Arts), Judy Dorney (Educational Studies), Laurel Garrick Duhaney (Dean – Graduate School/Academic Affairs), Glenn Geher (Psychology-guest), Diego Gerena-Quinones (VP Academic Affairs & Governance, Student Association), Jan Hammond (Education Administration), Justin Holmes (Student Association), Aaron Isabelle (Secretary), Nancy Johnson (English), David Lavallee (Provost), Jae Lee (Business), Valerie Mittenberg (Library), Simin Mozayeni (Economics), Douglas Pasquerella (Athletics), Hanh Pham (Computer Science), Dave Rooney (Student Affairs), Rose Rudnitski (University Faculty Senator), Nancy Saklad (Theatre Arts), Vika Shock (Graduate

School), John VanderLippe (Presiding Officer), Helise Winters (Continuing and Professional Education), Shelly Wright (President's Office)

Call to order at 3:05PM.

1. Minutes. Minutes of the March 2, 2007 meeting were approved with two corrections.

2. Announcements.

The Student Senate passed a resolution requesting the administration to ask for a renewal of contract for Rachel Lagodka.

3. Report of the Provost. David Lavallee.

1. Building upgrades update: JFT Faculty Tower and portions of HUM building were supposed to be closing this summer to install air conditioning. However, the contractor was not able to get sufficient bonding for the project. Therefore, no one is moving out of JFT or HUM this summer. There are three or four pre-approved bidders for the project. April 12th is the deadline for proposed bids.

2. Old Main Building update: suggestions were received from Education faculty and staff on the plans from the architect. It was decided that Old Main will be renovated in a "new-old" style. The project is on track. After commencement 2008, OMB will be vacated and is expected to be completed as of fall 2010. Every classroom will be a good size and will be electronic.

3. Search update: over 100 candidates have been interviewed this year for faculty positions. 28 new faculty have been hired and three other offers have gone out. Four failed searches will restart in the fall.

4. Interviews for the position of Dean of Science and Engineering will begin in a few weeks.

5. As soon as the new plagiarism rules were put into effect, they were needed immediately. After two students received an "F" for a course, they withdrew from the course because it was still during the withdrawal period. This needs to be addressed by the Academic Affairs committee.

Questions and action items from the floor.

- Rose Rudnitski stated that the Academic Affairs committee needs to clarify the policy. Also, an annotation should be placed on the students' withdrawal stating that there were plagiarism issues.
- John VanderLippe stated his preference to send the plagiarism policy back to Academic Affairs to clarify the wording as pertaining to this issue.

4. Reports & Action Items from Standing Committees. Curriculum Committee.

After the "Evolutionary Studies Concentration" (See Appendix A) was approved by the Curriculum Committee, a motion was made to bring the program before the Academic Senate for approval. Glenn Geher, from the Department of Psychology, presented the 18-credit curricular plan to the Senate. There was discussion about whether to call the program a minor, a concentration, or a certificate program.

David Lavallee stated that our tradition is that a concentration is one path within a major; therefore, the title of "concentration" would not be appropriate here. The titles "certificate program" and "minor" would not cause any difficulty. As an institution, we are obligated to provide the courses for both majors and minors so that the student can complete a program in a timely fashion. We are not obligated to do this with a "certificate program."

Rose Rudnitski stated that we should be able to offer the courses in a timely manner for the students who are interested in the program; therefore, it should be a "minor."

Motion 1: to approve the name change from "Evolutionary Studies Concentration" to "Evolutionary Studies Minor"

Action 1: motion passed

Motion 2: to approve the "Evolutionary Studies Minor"

Action 2: motion passed

5. Report of the Presiding Officer. John VanderLippe.

1. Air conditioning project: John Shupe feels quite badly about the current status of the project, but he shouldn't. He is doing a great job and we support him.

2. Vice President for Finance and Administration: four candidates have been selected for this position. On April 5th and 6th, the first candidate will be on campus. Please contact John for the full schedule.
3. Personnel Task Force: a meeting was held on March 9th about how to implement the task force recommendations. The recommendations were prioritized. After five groups were developed, each group worked on a plan for implementing a particular category of recommendations, as well as the specific wording with a focus on the process, not the content. There was emphasis on a process that is open, transparent, and rational.
4. The Master Plan Task Force received four volunteers. John needs to speak further with the President about this and will get back to the Senate with additional information.
5. There has been discussion about the Grand Marshall for the May commencement ceremony. The plan now is to get a list of those who are the most senior faculty members and to choose from this list (i.e. the longest serving faculty member).
6. All Standing Committees will be giving their reports at the next faculty meeting on April 20th.
7. The Outside Evaluator for the evaluation of President Poskanser will be on campus on April 11th. Please contact John for the schedule of the day.

Questions and action items from the floor.

- Judy Dorney asked what the evaluation of the President really means.
- John VanderLippe stated that it is standard procedure that every five years the President is evaluated by the SUNY Chancellor. They are looking for feedback about the President's interaction with governance, community, and his vision for the future.
- David Lavalley stated that it is a useful process, but very much routine every five years.
- John VanderLippe stated that this is an evaluation of the President and not of the administration, although there is an emphasis on his interaction with the administration.

6. Unfinished business. None

7. New business. None

8. Adjournment. The meeting was adjourned at 4:20PM.

Respectfully Submitted,
Aaron D. Isabelle

Appendix A: Evolutionary Studies Concentration Form

When filing for graduation, bring a signed copy of this document to Records & Registration with a copy of your degree application. To obtain a certificate in the Evolutionary Studies concentration, you must take at least 18 credits within the following framework.

Name:	E-mail Address	Local Address:
Local Phone:	Permanent Address:	Permanent Phone:

I. Biology-Department Foundation Courses (3 or more credits)

- _____ 15111 BIOLOGY: Intro to Animal Life
 _____ 15418 BIOLOGY: Animal Behavior (prereqs: 15201 + 202 (General Biology I and II))
 _____ 15202 BIOLOGY: General Biology II
 _____ 15412 BIOLOGY: Evolutionary Theory (prereqs: 15201 + 202 (General Biology I and II))

II. Non-Biology-Department Foundation Courses (3 or more credits)

Note that other courses not included in the subsequent list may also count toward this category (students may petition their advisors to have other courses count and, in such cases, will need to provide evidence to support their petition (e.g., the syllabus and/or textbook of a particular course)).

- _____ 07301 ANTHROPOLOGY: Human Evolution
 _____ 50305 GEOLOGY: Paleontology (Prereq: 50220 and 50301; Historical Geography and Physical Geography or 15210, Introductory Biology)

- _____ 51306 HONORS PROGRAM: Evolution, Diversity, & Inheritance (Honors Students Only)
 _____ 80307 PSYCHOLOGY: Evolutionary Psychology (prereq: 80201; General Psychology)
 _____ 80498 (Seminar; *Controversies in Evolution*) (prereq: 80311; Research Methods)
 _____ OTHER _____ (course title)

III. CONTENT AREAS (6 or more credits from at least two different departments)**A: courses that necessarily count toward the content-areas category**

07211 ANTHROPOLOGY: General Anthropology	80303 PSYCHOLOGY: Psychology of Learning*	80302 PSYCHOLOGY: History and Systems*
15320 BIOLOGY: Genetics (prereq: 15201 + 202 (General Biology I and II))	80306 PSYCHOLOGY: Social Psychology*	58393 HISTORY: Crime and Punishment in American History
17330 Black Studies: Race and Racism in US History	80343 PSYCHOLOGY: Infancy and Childhood*	80350 PSYCHOLOGY: Psychology of Women*

* General Psychology must be taken prior to any of the Psychology Department courses in this category

B: courses that *may* count toward the content-areas category; such courses **need to be considered under advising with an EvoS advisor. Note that other courses not included in the subsequent list may also count toward this category (students may petition their advisors to have other courses count and, in such cases, will need to provide evidence to support their petition (e.g., the syllabus and/or textbook of a particular course)).**

07495 ANTHROPOLOGY: Independent Study	15495 BIOLOGY: Independent Study	41230 ENGLISH: Women in Literature (prereqs: 41160 & 41180; Freshman Comp I and II)	41418 ENGLISH: Victorian Literature (prereq: 41302; English lit II)
80313 PSYCHOLOGY: Psychology of Personality (prereq; 80201; General Psychology)	80495 PSYCHOLOGY: Independent Study	OTHER _____ (course title)	OTHER _____ (course title)

IV. Evolutionary Studies Seminar (3 or more credits (may be taken twice; up to 6 credits can count toward the certificate))

- _____ XX301 EVOLUTIONARY STUDIES: Evolutionary Studies Seminar

Note1: Additional offerings such as 'special topics' courses and special seminars within departments may be able to count toward this component of the curriculum (consult with EvoS advisor if you feel that such a course should be included)

Sample Track for a **Biology Major** who concentrates in Evolutionary Studies (note that the curriculum delineated here represents **one possible constellation of classes** that a biology major concentrating in evo studies could take)

EvoS: Biology Major Suggested Curriculum:

I. Biology-Department Foundation Courses (6 total credits)

- _____ 15418 BIOLOGY: Animal Behavior (prereqs: 15201 + 202 (General Biology I and II))
- _____ 15412 BIOLOGY: Evolutionary Theory (prereqs: 15201 + 202 (General Biology I and II))

II. Non-Biology-Department Foundation Courses (3)

- _____ 50305 GEOLOGY: Paleontology (Prereq: 50220 and 50301; Historical Geography and Physical Geography or 15210, Introductory Biology)

III. CONTENT AREAS (6 credits from at least two different departments)

- _____ 15320 BIOLOGY: Genetics (prereqs: 15201 + 202 (General Biology I and II))
- _____ 07211 ANTHROPOLOGY: General Anthropology

IV. Evolutionary Studies Seminar (3 credits)

- _____ XX301 EVOLUTIONARY STUDIES: Evolutionary Studies Seminar

Total Credits: 18

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