

Fall 2007—Academic Senate Meetings: Agendas & Minutes

August 24
September 28
November 2
November 30

Agenda: Academic Senate Meeting

August 24, 2007
3:00 p.m.
1907 Room, Old Main Building

1. Approval of the Minutes of the April 20, 2007 meeting.
2. Announcements.
3. Report of the Provost. David Lavallee. Questions and action items from the floor.
4. Report of the Presiding Officer. John VanderLippe. Questions and action items from the floor.
5. Open Forum for Discussion of Governance Issues.
6. New business.
7. Adjournment.

Minutes: Academic Senate Meeting

April 20, 2007

Members present: Hamid Azari-Rad (Economics), Kerry Carso (Art History), 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), Diego Gerena-Quinones (VP Academic Affairs & Governance, Student Association), Jan Hammond (Education Administration), Justin Holmes (Student Association), Tabitha Holmes (Psychology), Aaron Isabelle (Secretary), Charles Johnson (Student Activities), David Lavallee (Provost), Ed Lundergan (Music), Valerie Mittenberg (Library), Steven Poskanzer (President), Nancy Saklad (Theatre Arts), Ray Schwarz (Student Affairs), John VanderLippe (Presiding Officer), Helise Winters (Continuing & Professional Education), Shelly Wright (President's Office)

After a moment of silence for Virginia Tech victims and their families, the meeting was called to order at 3:10PM.

1. Minutes. Minutes from the March 30, 2007 meeting were approved as written.

2. Announcements.

- Endnotes program can be downloaded from Blackboard. “Web-inars” will be hosted by the Library on April 26th and May 3rd (posted on the library webpage). There will be six (6) webinars per semester open to students and faculty.
- Student Senate passed legislation expressing condolences to Virginia Tech families. Student Senate is interested in hearing from student leaders from Virginia Tech to promote dialogue on this situation and this issue.
- Student Activities Office: Relay for Life raised over \$23,000 as result of student and faculty participation. Thank you.

3. Report of the Provost. David Lavallee.

1. Virginia Tech Tragedy: At the Chairs meeting, there was discussion about the Virginia Tech tragedy, as well as safety on our own campus. This is something that needs to continue to be discussed. Campus security is very well trained, but there is more that we can do with staff who are on campus year around in terms of more rapid and effective

communication. Sessions will be offered to make students, staff, and faculty familiar with who they can contact and feel empowered to do something if a situation arises. Shelly Wright stated that the SUNY Chancellor is forming a task force on emergency preparedness issues. There is a lot of interest in this right now including possible funding in the budget this year to go toward helping campuses increase their communication systems and other resources.

2. Faculty Search Update: Thirty (30) new faculty have signed contracts, two (2) candidates are currently discussing contracts, and one (1) additional search has just been completed with a recommendation on the way. There were five (5) unsuccessful searches this year which will start again in the fall. The Deans are formulating requests for next year with the goal to have this done before commencement so that search committees can start right away at the beginning of the fall semester. In addition, two of the three candidates for the Dean of Science & Engineering have been interviewed, as well as two candidates for the Dean of Finance & Administration.

3. Mentoring: Deans are considering recognition for mentoring in terms of contributions for normal academic advising and for advising during a research project.

4. Old Main Reconstruction: During the summer of 2008, Old Main will be vacated and renovations will begin. Old Main will have the character of the turn of a century building with the functionality of a new building. Site visits of other institutions (e.g. Old Main building at SUNY Cortland) have helped with the overall design of office space and seating areas. Faculty and staff in Old Main will use the South Classroom Building and the former Health Center will also be converted into office space. The challenge is to find the space for the CMC, Literacy Center, Mid-Hudson Teacher Center, and music in Studley Theatre.

4. Reports & Action Items from Standing Committees/Officers.

- a. Academic Affairs Committee. Helise Winters. (See Appendix A)
- b. Budget, Goals & Plans Committee. Christine DeLape. (See Appendix B)
- c. Curriculum Committee. Ed Lundergan. (See Appendix C)

5. Report of the Presiding Officer. John VanderLippe.

1. Respect for surveys: These things are important and worthwhile. John urged us to logon and take the HERI survey (Higher Education Research Institute) out of UCLA. This survey asks about customs at your institution and your role as an educator. The results are tracked over many years.

2. The Executive Committee has asked Rudolf Kossmann to be the Grand Marshall for May 2007 Commencement for the graduate ceremony. Nancy Neilson will be the Grand Marshall for the undergraduate ceremony. Also, the state of the college's security and communication issues were discussed.

3. Committees have been very busy including the Personnel Task Force. Personnel Task Force recommendations will be a focus at the last faculty meeting, the first faculty meeting in the fall, as well as over the summer months.

4. The Part-time Personnel Task Force will present its report to the full-faculty on May 9th. The main question is how to integrate part-time faculty into dept. decisions without creating more work for them. The by-laws state that part-time faculty are not voting members. We are looking to change this and so it would require a by-laws change. The first goal is integration of part-time faculty at the department level followed by the full-faculty level.

5. Master Plan Task Force: John Shupe and Stella Dean will co-chair the committee and it will be launched in the next couple of weeks.

6. SUNY Plenary Meeting of the University Faculty Senate will take place at the end of the month. Contact John or Rose if you have any ideas to be brought to the University Faculty Senate.

7. John sent a message to the chair of the Academic Senate of Virginia Tech. She thanked us for our concern and solidarity.

Questions and action items from the floor.

- David Lavalley stated that the administration is thinking about ways to better inform academic faculty and staff so that people know what to do in a crisis situation.
- Stephen Poskanzer stated that the administration got word out to students right away and posted information on our website about the Virginia Tech tragedy. A vigil was held yesterday; this and other information is up on our website in a central location. We are involved in continuous planning to update or improve security. This is a safe campus, but it is not possible to ensure safety. Stephen wrote to the President of Virginia Tech and will reiterate some of this conversation to the full-faculty. This is also an important issue to be included in student recruitment programs and new student orientation.
- David Eaton stated that after exams are over, parents will be asking their children: how safe is your campus? We want to make sure they are well informed.

- Shelly Wright stated that individuals from the Counseling Center and Student Affairs are available to talk with students and to offer resources.
- Ray Schwarz stated that this is both a community issue and a proactive issue. We want to bring this to new student orientation.

6. Unfinished business. None

7. New business. None

8. Adjournment. The meeting was adjourned at 4:40PM.

Respectfully Submitted,
Aaron D. Isabelle

Appendix A. Academic Affairs Committee Annual Report 2006-2007.

I. Lee Cahn and Helise Winters (co-Chairs) offered their thanks to the members of the Academic Affairs Committee for their interest and hard work during the 2006-2007 academic year: Andy Evans (History), Stella Dean (English), Ahmed Ebrahim (Business), Anne Galperin (Art), John Sharp (Geography), Michael Heil (Theatre Arts), Patrick Saxe (Academic Advising), Nancy Schniedewind (Ed. Studies), Liz Strickland (Library), Mohammed Zunoubi (Engineering), and student members including Shante Cozier, Diego Gerena-Quinones, Zinasia Henry, and Colete Jones.

II. Academic Integrity Policy: changes were passed by the Academic Senate and by the faculty and will be updated in the faculty handbook. A modified version will be used in the student handbook.

III. SEI's

1. Areas of SEI Investigation: a) What are the uses of the SEI (e.g. tenure, promotion, DSI) and how is the SEI perceived by faculty and department chairs?; b) Different courses, departments, and schools may have significantly different norms for SEI scores and may look at the SEI differently; c) Should SEI scores be used to discriminate among or rank individual faculty members?; d) What if there is an ongoing pattern of scores that are markedly different among departments or schools? **Action:** The Provost and Deans agreed to create some statements about these issues for clarification so that everyone will be assured that this instrument is being used in a positive way.

2. What other ways can faculty be reviewed or assessed? Peer reviews are used, but is this done systematically across the schools and departments? What is the value and effect of peer reviews? What other evidence of teaching ability is valuable? Should there be self-assessments? **Action:** Deans and Provost will be discussing this further and are considering a template which would require peer reviews to included selected categories.

3. SEI Structure: A revised version of the SEI has been created, with regard to modifications of the actual questions used by the instrument, and needs to be reviewed by the faculty.

4. Online Administration of SEI's: This is done for online courses. The possibility of putting the SEI in an online format for all courses needs to be discussed. Will students like this? Will they see it as valuable? Will they spend time doing this?

5. Enhancement of Teaching: The SEI instrument provides a snapshot. What is important is the trend over time; that is, how does an instructor enhance teaching over time. The Teaching and Learning Center should be involved with this in terms of mentoring. Also, any input from the student constituency would be helpful, especially with regard to an online format.

Appendix B. Budget, Goals & Plans Committee Annual Report 2006-2007.

I. Overview: Chris DeLape was elected Chair in September 2006. The Committee invited various administrators to speak about the budget, the status of the full-time/part-time faculty ratio on campus, and to give an overview of long-range plans for the College.

a. Budget Jargon: In preparation for the 2006-07 budget presentation, Chris updated a list of the most frequently-used budget terms and explained them to the Committee. The list was also posted to the BG&P Web site and announced at the November faculty meeting.

b. Michele Halstead, Assistant Vice President of Administration and Finance: Michele presented the \$56,000,000 budget and explained it by category (PSR, PST, OTPS). She provided a brief comparison with the 2005-06 budget figures as well.

c. Provost David Lavalley and Institutional Research Director Jackie Andrews: David answered questions regarding part-time faculty. Jackie explained what the Office of Institutional Research does, and described ways that she can collect and retrieve data for specific projects.

d. The full-time/part-time faculty ratio was of special interest to the BG&P Committee because there seems to be confusion about whether the College is making real progress in increasing the number of full-time faculty and decreasing the use of part-time faculty. The Committee asked the Provost and IR Director to work together to develop a method for actually measuring this. David and Jackie agreed to take this on as a project. The Provost explained that simply doing a headcount of the part-time faculty and the full-time faculty does not provide an accurate answer because there are many variables:

i. Human Resources records lines differently (e.g., a faculty chair is counted as a half line, even if the faculty member is full-time; full-time faculty on full year sabbaticals are counted as half lines). Thus, it is difficult to rely solely on the HR system for data.

ii. Part-time faculty are paid in various ways: per credit, per student, per hour, and per job assignment. How do we sort that?

iii. When is the best time to do a headcount? Fall? Spring?

iv. There are certain part-time faculty that we do not wish to reduce (field supervisors, coaches, applied music)—how do we account for them in formulating the ratio?

e. President Steven Poskanzer: Steven responded to a list of questions that we had prepared regarding his long-range view of SUNY New Paltz. He discussed the following:

i. student enrollment (no growth projected for undergraduate enrollment, but there is room for growth at the graduate level)

ii. facilities and renovations (SUB, OMB, Library, HUM/JFT air conditioning; high temperature and hot water lines, SAB, Wooster, new swimming pool, Museum permanent collection storage, ongoing renovations of residence halls)

iii. housing for students and for faculty (possibility of residential apartment style housing for juniors, seniors, and international students; possibility of investing in housing in the village for faculty who want to live near the College but can't afford the prices)

iv. potential for new programs and more international partnerships

v. budget (no tuition increase this year; request for allocation differential to offset higher cost of living in our area)

II. Budget Process Survey

Each year, the BG&P Committee conducts a survey to see how well the budget process is working. Since the survey had not been conducted in the 2005-06 academic year, and no one knew how to resurrect it, Chris contacted Institutional Research and asked their office to develop an identical survey. She then emailed the survey to Academic and Professional faculty with a link to Zoomerang so that responses would be kept anonymous. IR will collate the results in time for the May 9 Faculty Meeting.

III. Campus Facilities Planning Task Force

The President has proposed the formation of a Task Force to develop a new campus facilities master plan to ensure that the physical elements of the campus best support institutional values and goals. It will address overall campus appearance, campus circulation, accessibility to buildings, and the desired future location of building projects. The Chair of the Budget, Goals & Planning Committee was asked to serve as a member of this Task Force.

Budget, Goals & Plans Committee Members: Christine DeLape, Chair (Fine & Performing Arts), Paul Girma (Business), Yoav Kaddar (Theatre Arts), Alvin Konigsberg (Geology), Rudolf Kossmann (English), Terry Murray (Educational Studies), Corinne Nyquist (Library), Eleanor Richards (Nursing), Suzanne Stokes (Art), Helise Winters (Continuing & Professional Education), and Student Representatives Brian Gold, Gary Gurevich, and Avi Zacherman.

Appendix C. Curriculum Committee Annual Report 2006-2007.

In the academic year 2006-2007, the Curriculum Committee approved the following proposals:

a) 2 new programs (Revised B.S. Degree in Music, Evolutionary Studies Minor)

b) 10 program revisions

- c) 1 program assessment
- d) 26 new courses
- e) 22 GE courses
- f) 11 online courses
- g) 3 Writing-Intensive courses
- h) 82 minor course revisions

Most of the time was spent on GE and online courses.

Other Committee activities included:

- a) Consultation with Presiding Officer and GE Board about streamlining course approval procedures. This is still being discussed.
- b) Consultation with Provost's office about implementation of Banner system and the ability to track progress of courses with Banner.

Curriculum Committee Members: Gerlinde Barley (Library), Christina Canty (Student Representative), Devon Duhaney (Secondary Education), Leonid Federov (Economics), Fikriyyah George (Student Representative), Anita Gonzalez (Theatre), Giordana Grossi (Psychology), Edward Lundergan, Chair (Music), Bruce Mather (Business), Bernadette Morris (College Recorder, ex-officio), Michael Otis (Engineering), Todd Quinlan (Academic Advising, ex-officio), Nancy Saklad (Theatre), Laura Schultz (Assistant Registrar), Linda Smith (Academic Computing), Robin Smith (Educational Studies), A.J. Williams-Myers (Black Studies)

Agenda: Academic Senate Meeting

September 28, 2007

3:00 p.m.

1907 Room, Old Main Building

1. Election/Selection of new Academic Senate Secretary.
2. Approval of the **Minutes** of the **August 24, 2007** meeting.
3. Announcements.
4. Report of the Provost. David Lavallee. Questions and action items from the floor.
5. Organization Committee.

- a. Motion on Personnel Task Force recommendation #38:

The Committee on Tenure, Promotion, and Reappointment shall be constituted to offer recommendations on matters related to (1) tenure, (2) promotion to both associate professor and full professor, and (3) reappointment and continuing appointment.

The Committee on Salary Increase shall be constituted to offer recommendations on applications for discretionary salary increases.

6. Report of the Presiding Officer. John VanderLippe. Questions and action items from the floor.
7. Unfinished business.
8. New business.
9. Adjournment.

Minutes: Academic Senate Meeting

August 24, 2007

Members present: Karanja Keita Carroll (Black Studies), Paul Chauvet (Computer Services), Jessica Coleman (Student Association), Mary Beth Collier (Academic Affairs), Nancy Dergham (Academic Computing), David Eaton (Enrollment), Salvatore Engel-DiMauro (Geography), Laurel Garrick Duhaney (Academic Affairs), Justin Holmes (Student Association), Tabitha Holmes (Psychology), Aaron Isabelle (Secretary), Mary Kahl (Organization Committee), Peter Kaufman (Sociology), Susan Lewis (Curriculum Committee), Andrea Noel (Elementary Education), Steven Poskanzer (President's Office), Dave Rooney (Student Affairs), Rose Rudnitski (University Faculty Senator), Nancy Saklad (Theatre Arts), Vika Shock (Graduate School), John VanderLippe (Presiding Officer), Heather Whalen-Smith (Library), Helise Winters (Continuing & Professional Education)

The meeting was called to order at 3:07PM.

1. Minutes. Minutes from the April 20, 2007 meeting were approved as written.

2. Announcements. None.

3. Report of the Presiding Officer. John VanderLippe (**See Appendix A**).

a) Personnel Task Force: Out of the 46 recommendations of the Personnel Task Force, there were a number that needed faculty governance attention. A meeting was held to prioritize recommendations and to specifically discuss the following issues: preparation of dossiers, external evaluations, composition and roles of committees, and composition and roles of committees in terms of workload. Buzz groups handled each of these issues (at the end of the spring semester and into the summer) to work on concrete and specific suggestions. John stated that he compiled an 11 page report from these groups. The report is now in the hands of the Organization Committee and, if approved, will come before the Academic Senate.

b) Part-timers and Governance: The recommendation is that departments should engage in discussion about how their participation may be encouraged at the department level. The Executive Committee will send out a letter to all department chairs reminding them of this recommendation, as well as asking for their feedback.

c) Professional Staff Name Change: The Faculty voted last spring to approve the name change from "Professional Staff" to "Professional Faculty."

d) The Facilities Planning Task Force: this task force is comprised of administrators, faculty, and students, and is charged with the task of coming up with a Master Plan for facilities on campus. The Faculty endorsed the proposal and this task force began its work at the end of spring. Stella Dean and John Shupe are chairing the committee. The goal is to complete the work of the task force by the end of January.

e) Vice President for Finance and Administration Search: David Rooney chaired the search for Vice President for Finance and Administration. The search was unsuccessful, but an ad has been re-sent and we currently have new applicants for the position.

Questions and action items from the floor.

· Laurel Garrick Duhaney stated that we just got through the fourth round of GE assessments. A majority of students are meeting learning outcomes. The overall process of faculty entering data online has improved. A major concern is moving from a culture of accountability to using assessment results for improving the curriculum with the focus on student learning. Rubrics for assessment are being utilized. There is still more work to be done in terms of faculty development; that is, how should faculty use these instruments and get meaningful results. However, more follow-up is needed in terms of how faculty members are using the results. With regard to programmatic assessment, every department should have a plan. There is an administrative assessment plan as well that is aligned with the President's mission statement. Finally, using the National Survey of Student Engagement, students are being assessed about how they feel about services related to academic activities.

· Peter Kaufmann asked about the possibility of students having focus groups about the National Survey of Student Engagement to get qualitative feedback. Laurel stated that the assessment instrument is very good and that they reviewed many different instruments. Jessica Coleman stated that she agrees with the importance of focus groups. John VanderLippe stated that it might be useful to get the Student Association involved in student assessment.

· Susan Lewis stated that it is important to involve faculty not just at the end but in the beginning, so that the faculty know that they are part of a GE vision. Laurel stated that there are scheduled times for part-time and full-time faculty to participate in sessions to educate them about GE courses and GE assessment. We are getting new faculty all the

time so this needs to be done on a continuous basis; however, there is some resistance on the part of part-time faculty to participate and be involved in GE assessment.

· John VanderLippe stated that 4 or 5 Personnel Task Force recommendations deal with mentoring of new full-time faculty. The Teaching and Learning Center (TLC) has developed a mentoring plan and has asked department chairs to locate people who are interested in mentoring. The TLC has not really considered part-time faculty in this plan.

· Mary Kahl gave an update on the faculty opinion survey administered in the spring and stated that a snapshot or condensed version of the results will be given later in the fall. A professional faculty survey is online now.

4. Open Forum for Discussion of Governance Issues.

Proactive Governance

John VanderLippe stated that we need a governance system that is proactive and not reactive (ex. Academic Integrity Policy, SEIs, etc.), but that we often don't have the mechanism to bring things up and, as a result, issues sometimes fester.

Paul Chauvet stated that we need to rely upon our colleagues or constituencies to bring up issues for us to act upon. We need to reinforce and make sure our colleagues know to contact us to bring up issues because we will not know about all issues on campus. One idea is an email address for communication with Faculty Governance, with the possibility of anonymous communication.

John VanderLippe stated that enhancing communication might be achieved by being more active in list servs.

Rose Rudnitski stated that we might consider an Academic Senate report to let our colleagues know what is going on as well.

Our new designation... "Hottest Small State School in America"

David Eaton stated that we are working on graphics, web design, and getting the bookstore involved to help exploit the designation. We need to market it as effectively internally as we do externally; a task group is working on this. Please let us know of any ideas that you have. This was unexpected and so things are very fluid right now.

Steven Poskanzer stated that it is great to see some validation of the great things that are happening on this campus. There is an overall sense of positive momentum and this is certainly something that we are going to promote with our alumni.

5. New business. None

6. Adjournment. The meeting was adjourned at 4:15PM.

Respectfully Submitted,
Aaron D. Isabelle

Appendix A: Presiding Officer's Report

Faculty Senate, August 24, 2007

This is an update on three issues before the faculty, which arose last year and are still before governance this semester:

1. Recommendations of the Personnel Task Force;
2. Recommendations of the Task Force on Part-Timers and Governance;
3. Changing the nomenclature in the Faculty By Laws from "Professional Staff" to "Professional Faculty."
4. Facilities Master Plan Task Force
5. VPFA Search
6. SEI Revisions

These issues have all seen initial reports and preliminary discussion by the Academic Senate and the full Faculty, and the first three are now at the stage where final action can and should be taken this semester.

1. Personnel Task Force:

On May 3, 2006 the Personnel Task Force, comprised of 20 Professional and Academic Faculty, submitted its final report and recommendations to the Executive Committee. The Report was accepted by the Faculty at a special meeting on May 7, 2006. The motion accepting the report charged the Executive Committee with the responsibility for organizing further discussion of the report and its 46 recommendations, and their implementation.

The report included twelve recommendations for improving personnel procedures for Professional Faculty, and 32 recommendations concerning Academic Faculty. The Task Force made one recommendation concerning DSI procedures, and one for implementation and follow up. The report is a carefully considered and constructed guideline for the Faculty to use in reconsidering and improving our personnel procedures for reappointment, tenure, promotion and DSI. Since May, 2006 several of the recommendations have been taken up by the Provost's Office and Human Resources, in consultation with the Presiding Officer, with the guidance of the Executive Committee. Most of the first 12 recommendations, concerning Professional Faculty had been addressed by the Spring 2007. The UUP Labor-Management Committee, which has been involved in discussing and implementing recommendations on Professional Faculty Reappointment (#4-7) and Permanent Appointment (#8-10) continues to take the lead in these areas, both in terms of working out the details of implementing the recommendations, and in following up, reporting and revising policies and structures at New Paltz.

Recommendations dealing specifically with questions of mentoring (#16, 19-22) have been taken up by the Teaching and Learning Center Director and Advisory Board. Richard Kelder and the TLC Board have completed their work, and are working to recruit mentors from all the departments that have new faculty beginning this semester. The TLC will be holding workshops and seminars for anybody interested in serving as a mentor—if interested, please contact Richard Kelder.

Some of the recommendations call specifically on departments and Deans to take action (such as #14 and #20), or call for overall clarification of our personnel procedures (#29, 36-37, 43). Can we just ask departments/deans to report back to the Executive Committee(?) and Provost(?) about their actions? Should the Executive Committee(?) be the body that follows up?

But this still leaves a number of the Task Force's recommendations to be considered and acted upon by the full Academic and Professional Faculty. For this purpose we held an open meeting on March 9, 2007 to prioritize the remaining recommendations, and develop plans of action for dealing with the recommendations. Out of the meeting came agreement that the following four categories of recommendations should be our top priority for the Fall of 2007: Dossier Preparation (#17-18), External Evaluations (#23-25), Composition and Roles of Committees: Compliance (#30-35), and Composition and Roles of Committees: Workload (#38-42). A buzz group formed to examine each set of recommendations, and develop plans for dealing with them. Some of the buzz groups continued to work after the end of the semester, and all submitted reports on their specific recommendations. Over the summer I compiled an 11-page draft report, which I will work to complete and distribute as soon as I can meet with the Executive Committee and the Organization Committee. I believe that the full faculty should be able to reach agreement on the remaining recommendations of the PTF in time to implement the reforms prior to the next round of personnel actions.

2. Part-Timers and Governance

At the May 9, 2007 Faculty meeting, the Task Force on Part-Timers & Governance submitted its report, with four recommendations:

a. Departments should engage in a discussion about part-time faculty participation in department meetings, and ways in which their participation might be encouraged. Interested part-time faculty themselves should be allowed to participate in such a discussion.

b. Departments should engage in a discussion about part-time faculty participation in departmental service, including the appropriateness and potential value of such participation. Departments should never set up an expectation that part-time faculty should or must engage in service beyond the requirements of the contract.

c. The SUNY New Paltz faculty by-laws should be amended such that academic and professional faculty without academic rank or professional title who have been granted term appointments (i.e., after six consecutive semesters of service, in accordance with Article XI, Title D, paragraph 2.b.1 of the SUNY Policies of the Board of Trustees) shall be voting members of the college faculty. We suggest the following sentence be added to Section I. B. of the by-laws (Definitions – Voting Members):

“Members of the academic staff of the College without academic rank who have been granted term appointments in accordance with Article XI, Title D, paragraph 2.b.1 of the SUNY Policies of the Board of Trustees, and professional staff without professional title who have been granted term appointments, shall be voting members of the College faculty.”

d. The SUNY New Paltz faculty by-laws should be amended such that voting members of college faculty [see Recommendation #2] without academic rank or professional title shall be eligible to serve on all faculty governance

bodies with the exception of the central personnel committees. We suggest a new item, #3, be added to Section III. B. of the by-laws (Committees of the College Faculty – Eligibility Requirements):

“Voting members of the College faculty without academic rank or professional title are eligible to serve on all faculty governance bodies with the exception of the central personnel committees.”

I will be taking these recommendations up with the Executive Committee, with the intention of contacting all Department Chairs regarding the first two recommendations, asking them to follow the recommendations, and report back to the Executive Committee on progress towards meeting them. The 3rd & 4th recommendations have been turned over to the Organization Committee, and will be brought back to the faculty in the form of motions to revise the Faculty By Laws.

3. Change of Nomenclature in By Laws

On March 13th, the full faculty discussed and accepted the Organization Committee motion: “The official name of the professional staff shall be changed to professional faculty.” At the end of the semester, Mary Kahl, Chair of the Organization Committee, and I agreed that given that the Personnel Task Force and the Part-Timers Task Force recommendations call for By Laws revisions, we should wait until the extent of all of the By Laws changes are clear, in order to coordinate all of the changes.

4. Facilities Planning Task Force

Last Spring President Poskanzer proposed to the Executive Committee the creation of a combined faculty-student-administration task force on campus-wide facilities planning. The Executive Committee and the full Faculty endorsed the proposal, and the Task Force began its work at the end of the semester. Over the summer, we retained the consulting firm of Ehrenkrantz, Eckstut & Kuhn. The firm will be working this semester to gather ideas from the campus community about our needs and wishes. I anticipate a number of opportunities for community input, assessment and participation in the process. Meanwhile, feel free to contact Stella Deen, or myself with your ideas and comments.

5. VPFA Search

Last year’s search for a new VPFA did not produce the desired results. After inviting candidates to campus, the Search Committee—David Rooney, John Shupe, Sally Cross, Julie Majak, Jerry Benjamin and myself, agreed with President Poskanzer that none of the candidates were adequate for the “hottest small state college in the country.” Thus, the search will continue this year. We have some candidates we hope to interview next week, after which we’ll need to decide on whether or not to bring more candidates to campus, or retain a search firm.

6. SEI Revisions

The Academic Affairs Committee has been working on SEI revisions since the spring, and I believe Lee and Helise will have suggestions for faculty consideration this semester.

These are the six main issues I know of that are currently before governance. I believe that most of these issues can be addressed this semester, and I welcome your involvement and suggestions.

Agenda: Academic Senate Meeting

November 2, 2007

3:00 pm

1907 Room, Old Main Building

1. Call to Order
2. Approval of the **Minutes** of the **September 28, 2007** meeting.
3. Announcements
4. Report of the Provost. Questions and action items from the floor
5. Report of the SUNY Senator
6. Report of the Presiding Officer. Questions and action items from the floor
7. Special Order of Business: Election of new Vice President of the Academic Senate
8. Organization Committee Motion on Recommendations of Task Force on Part-Timers and Governance

Motions from the Organization Committee for Faculty Discussion and Decision

The following three motions with regard to the Part-time Faculty and Governance are offered without recommendation.

I. Members of the academic staff [faculty] of the College without academic rank who have been granted term appointments in accordance with Article XI, Title D, paragraph 2.b.1 of the SUNY Policies of the Board of Trustees, and professional staff [faculty] without professional title who have been granted term appointments, shall be eligible to attend meetings of the Academic and Professional Faculty.

II. Members of the academic staff [faculty] of the College without academic rank who have been granted term appointments in accordance with Article XI, Title D, paragraph 2.b.1 of the SUNY Policies of the Board of Trustees, and professional staff [faculty] without professional title who have been granted term appointments, shall be voting members of the College faculty.

III. Voting members of the College faculty without academic rank or professional title shall be eligible to serve on all faculty governance bodies with the exception of central personnel committees.

9. Unfinished business
10. New business
11. Adjournment

Minutes – Academic Senate Meeting
September 28, 2007

Members present: Karanja Keita Carroll (LA&S), Kerry Carso (F&PA), Paul Chauvet (Professional Faculty), Shafiu Chowdhury (S&E), Mary Beth Collier (Academic Affairs), Christine De Lape (Budget, Goals, and Plans Committee), Nancy Dergham (Professional Faculty), David Eaton (VP, Enrollment), Salvatore Engel-DiMauro (LA&S), Laurel Garrick Duhaney (Academic Affairs), Mark Dziuba (F&PA), Lisa Jones (Professional Faculty), Mary Kahl (Organization Committee), Peter Kaufman (LA&S), Beth King (Professional Faculty), David Lavallee (Provost), Jae Lee (Business), Andrea Noel (Education), Steven Poskanzer (President's Office), Dave Rooney (VP, Student Affairs), Rose Rudnitski (University Faculty Senator), Nancy Saklad (F&PA, Curriculum Committee), Vika Shock (Professional Faculty), John VanderLippe (Presiding Officer), Heather Whalen Smith (Library), Helise Winters (Academic Affairs Committee)

The meeting was called to order at 3:05PM.

Election of New Academic Secretary. Heather Whalen Smith was elected new Academic Senate Secretary, with permission to record meetings for the purpose of preparing minutes.

2. Minutes. The spelling of Heather Whalen Smith's name was corrected. Minutes from the August 24, 2007 meeting were approved as corrected.

3. Announcements.

Laurel Garrick Duhaney announced a general education assessment forum Friday, October 19th, 10-2. The areas that are up for assessment in the upcoming spring semester are natural sciences, social sciences, humanities, western civilizations and courses that were approved in the critical thinking category.

Heather Whalen Smith announced that One Book One New Paltz will hold events this year between November 2nd and Thanksgiving. The book is Bless Me, Ultima by Rudolfo Anaya.

Beth King announced that Make a Difference Day is Saturday, October 27th and a Can Food Drive will be held on Friday, October 26th.

4. Report of the Provost

a. Search for New Dean of LA & S: LA&S Senate is in the process of creating a search committee. There will be a generic ad placed in the Chronicle of Higher Education. The search committee will contribute to a webpage with further information. The target to begin reviewing resumes is mid to late November with the expectation of conducting interviews early in the Spring semester. It is hoped that six to eight candidates will be interviewed for the position. Open meetings will be held in April. The search committee will be composed of nine members, two ex officio members: one from the Organization Committee that is not a member of LA&S and one from the administration. The search committee will determine who to interview and will structure the interviews.

Gerald Benjamin has been named Head of the new Center for Research, Regional Education and Outreach. Helise Winters has been promoted to the position of Dean of Regional Education.

b. Old Main Progress: It is planned to keep Old Main's historic character, despite renovation. The old health center will also be renovated. The college is looking into renting houses within walking distance to the college to provide additional office space during renovations of Old Main.

c. Class Schedule Changes Next Year: Fourteen rooms will be lost during the renovation of Old Main, which is 20% of the total number of classrooms. Current plans are to start classes at 8am and to reduce the time between classes to ten minutes. Rooms on campus will be completely scheduled. Some night classes will be moved to the day and there may be more Saturday classes. The lunchtime hour from 11:30 to 12:30 will be eliminated. This is also the staff meeting time hour, so departments may have to look into alternative meeting times. Scheduling night classes off campus with the New Paltz middle and high school, while possible, would be difficult.

d. Chancellor's Awards Nominations: The deadline for applying for the Chancellor Award is in late February. Melanie Hill is the chair of CRAL. Three of the awards are for excellence in teaching and faculty is encouraged to apply for them. One award is available for librarians.

e. Deans are working with Academic Affairs on an SEI Policy Statement

f. Program Deregistration The Provost stressed the importance in only offering programs we can provide. Programs that may be deregistered are the BA in political economy, possibly the BA in German, the Masters in German, Masters in Physics, and certifications in humanistic multicultural education, and Masters degrees in Sociology including a Masters degree in Social Work. In order to complete a Bachelors in German, students currently need to study in Germany.

g. Searches approved and getting started There are twenty seven new searches and six searches that are carrying over from last year, which makes a total of thirty three searches this year. Nine to twelve of these will be new positions.

5. Organization Committee Motion:

This motion was brought to the Executive Committee by the Organization Committee and endorsed. The motion brought to the Academic Senate is:

The Committee on Tenure, Promotion, and Reappointment shall be constituted to offer recommendations on matters related to (1) tenure, (2) promotion to both associate professor and full professor, and (3) reappointment and continuing appointment.

The Committee on Salary Increase shall be constituted to offer recommendations on applications for discretionary salary increases.

The motion passed without dissent, and will go to the full academic and professional faculty meeting for a vote.

6. Report of the Presiding Officer. John VanderLippe:

1. The Presiding Officer brought up that it appears that the process for approval of courses is spelled out in the Faculty By Laws, but Board of Trustee's policies determine deactivation of programs. Furthermore, a more efficient and transparent process for approval of new courses and programs is called for. The Provost clarified that the responsibility and authority to deactivate a program lies with the Chief Academic Officer. The Provost

noted that deactivation of courses is done due to lack of resources. He also clarified that deregistered programs may be reinstated once the resources to support the program were available.

2. The ombudsperson is currently unavailable to take cases. Issues should be taken up with the Faculty Senator, Rose Rudnitski until a replacement is found.
 3. For Yom Kippur, classes ended at 3:15pm on Friday but the calendar did not say if classes were to be held on Saturday, which caused some confusion. The college President stated that it was not the intention to hold classes on Yom Kippur. Saturday classes were not thought of in the past as Saturday classes were relatively new. The Academic Affairs Committee was asked to clarify the issue and assure that the needed number of class hours for Saturdays are maintained.
 4. John VanderLippe will be leaving SUNY New Paltz to become Associate Dean of the New School for Social Research and will step down as Presiding Officer as soon as a successor can be determined. The Bylaws are unclear on this issue and the Executive Committee asked the Organization Committee to confirm the proper successor according to the Faculty By Laws, and also to clarifying the wording on this issue in the By Laws.
7. Rose Rudnitski proposed a motion of appreciation for the leadership John VanderLippe has shown in his term as presiding officer. The motion passed unanimously.
8. **Unfinished business.** None.
9. **New business.** Beth King brought up the need for a process for keeping track of student internships. The Organization Committee will explore creating a process for keeping track of student internships.

Mary Kahl noted the need to have up to date emergency contact records on faculty and staff. Paul Chauvet recommended that Human Resources send out the contact form periodically for updates.

10. **Adjournment.** Meeting adjourned at 5:00pm.

Respectfully submitted,
Heather Whalen Smith

Agenda: Academic Senate Meeting

November 30, 2007

3:00 pm

1907 Room, Old Main Building

1. Call to Order
2. Approval of the **Minutes** of the **November 2, 2007** meeting.
3. Announcements
4. Report of the Provost. Questions and action items from the floor
5. Report of the SUNY Senator
6. Report of the Presiding Officer. Questions and action items from the floor
7. Report of the Academic Affairs: Two Motions to revise the SEIs

Motions from the Academic Affairs Committee

Motion #1: The Deans' SEI Policy Statement attached to be added to the Faculty Handbook (pages 56-57).

Motion #2: The revised Student Evaluation of Instruction attached to be adopted.

8. Unfinished business
9. New business
10. Adjournment

Minutes – Academic Senate Meeting

November 2, 2007

Members present: Peter DG Brown (LA&S), Karanja Keita Carroll (LA&S), Kerry Carso (F&PA), Paul Chauvet (Professional Faculty), Jessica Coleman (Student Association), Christine De Lape (Budget, Goals, and Plans Committee), Francois Deschamps (F&PA), Laurel Garrick Duhaney (Academic Affairs), Mark Dziuba (F&PA), Tabitha Holmes (LA&S), Lisa Jones (Professional Faculty), Mary Kahl (Organization Committee), Jae Lee (Business), Lucien Mott (Academic Advising), Andrea Noel (Education), Steven Poskanzer (President's Office), Jawaan Ramsay (Student Association), Dave Rooney (VP, Student Affairs), Nancy Saklad (F&PA, Curriculum Committee), Vika Shock (Professional Faculty), Simin Mozayeni (Presiding Officer), Heather Whalen Smith (Library), Helise Winters (Academic Affairs Committee)

The meeting was called to order at 3:07PM.

1. Minutes. Under the new business brought up by Beth King, the text “for the purpose of determining what organizations accept internships” was added for clarification. The minutes from the September 28, 2007 meeting were approved as corrected.

2. Announcements.

Lisa Jones announced that the College Open House will be held on November 10th and they expect 5,000 prospective students. Due to the number of people expected on campus that day, faculty and staff will not be able to reserve parking spots. If you have material to drop off, you can do so at the Health and Wellness Center. Visitors are expected to begin arriving at 8am.

Jawaan Ramsay announced that November 5th is Black Solidarity Day and asked that Senate members remind teaching faculty members to avoid scheduling tests on this day.

3. Report of the Provost

As David Lavalley was not present, Laurel Garrick Duhaney, the Associate Provost, gave the report of the Provost.

- a. Faculty searches are continuing with campus interviews scheduled to take place next week for positions in Chemistry, Psychology, Business, and English.
- b. The search consultant from Witt/Kiefer will be on campus next week meet with the Vice President of Finance/Administration search committee, President Steve Poskanzer, the vice presidents, and the managers of units within the Finance/Administration division. The goal of the meetings is to assemble a strong pool of applicants.
- b. Next summer we will begin a period of significant construction. Old Main, Humanities, and JFT are set to go off-line. This means that classroom space will be at a premium and must be utilized in the most efficient way. There will also be installation of sprinklers in Shango, College, Bouton, and Gage residence halls.
- d. The Provost's Office and the General Education (GE) Board held an Assessment Forum on Friday, October 19, 10:00 a.m-2:00 p.m. in the College Terrace. More than fifty full- and part-time faculty and administrators attended the forum.

In spring 2008, General Education (GE) courses in Natural Sciences, Social Sciences, Western Civilization, Humanities, and courses in these areas with the Critical Thinking competency will be assessed. The forum was held to discuss (a) procedures for assessing courses in these areas, (b) GE course assessment plans with colleagues from other departments, (c) how to close the GE assessment feedback loop, (d) how the GE sample is selected, and (d) best practices for assessing oral communication.

Dr. Ann Minnick, dean of Academic Advising, received a Distinguished Service Award from Provost David Lavallee for her outstanding contributions to New Paltz's GE program and to the campus' GE assessment process.

4. Report of the SUNY Senator

The SUNY Senator, Rose Rudnitsky, has informed Simin Moayeni that she did not expect to be back from Albany in time to give her report. Her report was moved to the Faculty and Professional Staff Meeting.

5. Report of the Presiding Officer

The Presiding Officer stated that the implementation of the recommendations of the Personnel Task Force is in process. The Professional Faculty changes are implemented or in the process of being implemented. The recommendations for the Academic Faculty will be taken up the by Executive Committee.

The recommendations of the Task Force on Part-Timers and Governance has four parts; two which are to be considered by departments and are pending. The Organization Committee is presenting three motions in response to two recommendations which were forward to them. They are on the agenda for discussion.

The revision of the Faculty Bylaws will be implemented upon completion of the work.

The President has appointed Simin Mozayeni to serve on the Facilities Master Plan Task Force.

To reduce Simin's work load this semester, the President has asked the OC to elect a member of their committee to serve on the search for the Vice President of Finance and Administration. Rief Kanan will fill the seat of the PO.

6. Special Order of Business: Election of the new Vice President of the Academic Senate

A motion was made to nominate Mary Kahl for the position of Vice President of the Academic Senate to fill Simin's seat. The motion was seconded, and Mary was voted unanimously into the position.

7. Organization Committee Motion on Recommendations of Task Force on Part-Timers and Governance

The following three motions with regard to the Part-time Faculty and Governance are offered without recommendation.

- I. Members of the academic staff [faculty] of the College without academic rank who have been granted term appointments in accordance with Article XI, Title D, paragraph 2.b.1 of the SUNY Policies of the Board of Trustees, and professional staff [faculty] without professional title who have been granted term appointments, shall be eligible to attend meetings of the Academic and Professional Faculty.*
- II. Members of the academic staff [faculty] of the College without academic rank who have been granted term appointments in accordance with Article XI, Title D, paragraph 2.b.1 of the SUNY Policies of the Board of Trustees, and professional staff [faculty] without professional title who have been granted term appointments shall be voting members of the College faculty.*
- III. Voting members of the College faculty without academic rank or professional title shall be eligible to serve on all faculty governance bodies with the exception of central personnel committees.*

There was a question about the need for Motion I as the bylaws do not bar anyone from attending the Academic and Professional Faculty Meetings. Mary Kahl explained that the first Motion was included in case the second was voted down, to clarify that Professional Staff [faculty] without professional title can still attend the Faculty and Professional Staff Meetings.

7. Unfinished business. None.

8. New business.

Paul Chauvet suggested that an electronic archive could be created for minutes of the Central Committees. Simin will let the committee chairs to know.

9. Adjournment. Meeting adjourned at 3:45.

Restfully submitted,
Heather Whalen Smith
Secretary of the Academic Senate
