

Faculty Assembly Minutes

April 11, 2013

Call to order: Carlie Phipps called the meeting to order at 12:35 PM

Agenda:

1. Elections for Academic Affairs, Curriculum, Planning and Budgeting, Technology, Secretary
2. Middle states update – Carlie Phipps, Ron Sarner
3. Faculty handbook – possible endorsement
4. Committee Reports
5. New business if any
6. Adjourn

We will wait with elections until the members of the SBS department arrive.

Middle States update by Carlie Phipps

The draft for self-study was submitted for review. There some comments on it, changes were made to better reflect the strategic plan. Approved plan for self-study is expected to be definitely approved by mid-May. Committees/working groups would be mostly the already existing committees, so very few new committees will created. Each committee will be responsible for several (4-5) questions. Finalizing the draft in Spring 2013 semester. Committees' chairs will be sent the information in May as it will be finalized. Valerie Fusco will be liaison and providing and collecting most of the data. Final editing will happen in April 2014 by the steering committee with help of John Swan.

Ron Sarner has been on Middle State committee for a campus recently: To note, that 70% of campus have some follow up work to do. There are two standards which are mostly issues – #7 institutional assessment and #14 assessments of student's outcomes. Example – when we state as learning outcomes for students to have broad world view, be well rounded – question is then how do we measure those outcomes. In particular, how do we systematically measure institutionally those outcomes.

Evaluation of courses – Middle states wants every course to be evaluated. At another institution each department once a year (semester) spent a meeting discussion each and every course offered course by that department. Need to also consider courses taught by adjuncts – bring the adjuncts in for discussion.

Election of Committee chairs:

Academic Affairs chair : Ken Mazlen nominates Daryl Lee, nomination accepted. Move to close nominations and closed. Motion to suspend closed ballot, seconded and approved (one opposed). Daryl Lee is elected as chair of Academic Affairs

Curriculum committee chair is up for election. Chris Urban says that he is term limited. If no-one is interested to chair the curriculum we can have election in Fall.

Motion to hold election till first meeting in Fall 2013 (Zora motion, Laura W-E seconded).

Motion passed (one opposed).

Planning and Budgeting chair: Ron Sarner is term limited. Ron Sarner nominates Roger Cavallo, he accepts. Nominations are closed. Motion to suspend close ballot vote, motion passes. Vote to elect Roger Cavallo – pass. Roger Cavallo is elected as a chair of Planning and Budgeting.

Technology committee chair: Russ Khan is interested to continue to serve as a chair. Chris Urban nominates Russ. Nominations are closed. Motion to suspend close ballot vote, motion passes (2 opposed). Vote to elect Russ. Russ Khan is elected as a chair of Technology committee.

Secretary of Faculty Assembly: Zora Thomova is not term limited. Laura W-E nominates Zora. Nominations are closed. Motion to suspend close ballot vote, motion passes (2 opposed). Vote to elect Zora as secretary. Zora Thomova is elected as a secretary of Faculty Assembly.

Faculty Handbook information from Carlie Phipps:

Provost has asked Faculty Assembly to endorse the Faculty Handbook before he moves it from a draft status. Faculty Handbook is an administrative document which does not require FA approval. Should we endorse it, and if what should be the timeline? Ron Sarner on past practices – Faculty Handbook is a compendium of policies adopted by governance body including the reference to the policies such as travel policy and similar. By endorsing the document we may approve of policies we do not necessary written or knew are there in detail. Provost Bill Durgin – Some members of the Executive committee had the opportunity to look at it and gave suggestions which were incorporated. It is a collections of documents from SUNY systems, some local, has a governance documents in it such as FA Bylaws.

Question was raised – can we (someone) point out what was approved and what are the issues? Making sure that policies and procedures of the FA are current.

Motion from Steve Schneider: FA asks the Executive committee to review the draft of the Faculty handbook and return to the FA assembly with recommendation either to approve, not

approve or not to address. Friendly amendment by President Wolf Yeigh to change “approve” to “endorse”. Accepted.

Motion: *FA asks the Executive committee to review the draft of the Faculty handbook and return to the FA assembly with recommendation either to approve/endorse, not approve/endorse or not to address the issue at all.*

Motion carries (1 opposed).

Note: there is no timeline attached to the motion.

Committee Reports:

Academic Affairs:

Donna Silsbee : Committee is considering policy on student research within the coursework, with IRB. Committee is also working on Policy for grades for transfer courses.

Personnel:

Ron Foster - Cases to review, and they will review Appendix B of the Faculty Handbook

Academic Quality:

Ronni Tichenor - Looking at Assessment plans mostly of programs which do not have outside accreditation. Most important topic is mapping program goals to institute goals, and mapping course outcomes to program goals. There are programs which have not yet submitted their plans for review. All programs must have their assessment plans finalized in Fall.

Curriculum:

Chris Urban - last meeting had about 200 curriculum actions, mostly general education (mostly due to change of gen-ed passed). In the future we move to rotation as following: Anything for next Academic year must be submitted by November and closed catalogue submission for changes in November.

Ron Sarner – Strong recommendation from SUNY Provost office coming to allow currently enrolled student to opt for new general education (7 out of 10). Can we create a mechanism to do that “automatically” for our students? Discussion on feasibility and process ensued.

It is probably an Academic Affairs issue.

Technology Committee

Russ Khan – CIT will be on campus in May 2013, and Chancellor will be also present. New password policy will be implemented over the summer. Committee will also continue to work on the acceptable use policy.

Planning and Budgeting:

Ron Sarner - Pattern of “customized” courses on similar small campuses (several types of Calculus for example) was looked at. Another project is enrollment and allocation model. Look at what our schedule will support, cannot use the system data. Ron is looking manually at schedule of several campuses – Brockport, and part of Fredonia are done. Valerie Fusco’s office will lend some support to see if can input that

Faculty senator report:

Ron Sarner -No news to report since the last meeting.

Graduate council

Bill Thistleton – About 50 actions. Work on the policy for people completing more than one graduate degree.

Evaluation of Academic Administrators

Krsitina Boylan- Establishing timeline for the evaluation with collection of data in Spring 2014 and weighing options for in-house or outsourced survey and what mechanism will be uses.

Carlie Phipps noted that as presented it is a tight timeline with respect to the Middle States review. The report for Middle states must be finalized in April 2014.

Kristina – the committee will evaluate Provost and President, did not feel it is appropriate for them

College Association Board – Russ Kahn is currently serving. It meets once a semester. Russ will continue to serve over the summer, and we will consider it either in May or first Fall meeting.

Other Business:

Provost Durgin – announcement for Open House coming on Saturday April 13th. On April 25 is Student project presentation day – in library.

Andrea Dzuibek – she will give Provost lecture on Friday April 12th.

Thank you from Pat Murphy for participating at SUNYIT meet MVCC

Adjournment:

Meeting was adjourn at 13:40.