

## ***Faculty Assembly Minutes*** ***April 12, 2012***

**Call to Order:** Carlie Phipps called the meeting to order at 12:25 p.m.

### **Approval of Minutes**

The February 2012 minutes were approved with changes as indicated.

C. Phipps mentioned that an open forum will be held to discuss the recommendations on IT from infrastructure and get faculty input. The open forum is scheduled for April 24 at noon.

A meeting will need to be held in May for elections. The following positions are open: Faculty Assembly Chair, Academic Quality Committee Chair, and Personnel Committee Chair. It was proposed that a meeting be held on May 3 from 12:15 – 12:45 p.m. W. Johnston suggested a longer meeting on May 10 at 12:30 p.m.

### **Update – Provost Durgin**

Dr. Durgin distributed and discussed guidelines for department chairs. The guidelines would empower department chairs as much as possible. Dr. Durgin suggests department chairs serve a three-year term and feels two-year terms are too short. Feedback on the document should be sent to Dr. Durgin and it will be shared with department chairs.

Dr. Durgin consults with department chairs on faculty recruitment to be certain that all new hires align with the strategic plan. Looking at “dashboard indicators” will assist in the decision making regarding faculty hires. The STEM allocation may allow us to hire 5-6 extra faculty members. SUNYIT has been mandated to move more of our funding dollars toward instruction.

SUNYIT has recruited high-quality undergraduate students which means we need to increase our financial aid in order to be competitive. Financial needs are growing and we need to increase giving.

The Faculty Workload Committee has been taking an inventory of the different types of faculty activities. The committee feels that faculty spend 60 percent of their time teaching which is aligned with the national norm. Faculty spends 20 percent of their time in service/committee work. We need more participation on committees from ALL faculty. There was a discussion about going from four to three credit hour courses which would free faculty up to do more scholarly work.

### **Personnel Committee**

D. Lee reported that the committee discussed mapping academic rank to earning a terminal degree. A motion was made that Instructors who complete the terminal degree will be awarded the rank of assistant professor. Discussion followed. It was mentioned that their letter of appointment should state this. It was also mentioned that the search committee who recommends appointment of a faculty member conduct a full search. Z. Thomova

motioned to table until the May meeting, J. Joseph seconded. The motion will be brought back with corrected language.

D. Lee presented the guidelines for faculty to prepare a portfolio for reappointment, continuing appointment and/or promotion which would facilitate the review process. This documentation was circulated to faculty, provost and president. A motion was made to adopt the guidelines; motion passed.

#### **Academic Affairs Committee**

D. Silsbee reported that we do not currently have a change of grade policy. A motion was made to adopt the change of grade policy. Discussion followed. Several amendments were suggested by R. Sarnier which was seconded by W. Johnston. The motion to adopt the grade change policy as amended was seconded by V. Tichenor; motion passed with two opposed.

#### **Adjournment**

A motion was made by V.Tichenor to adjourn meeting; seconded by L. Weiser-Erlandson.