

Minutes
March 28, 2019
Faculty Assembly

1. Welcome- FA Chair Linda Weber
 - a. Approval of the Agenda as amended - Approved.
2. Chair's Remarks
 - a. Update - Subcommittee of the FA - Examine Structure and Function of the FA in order to increase participation and/or representation. Survey results available in google.docs folder.
 - b. Green Paper on SUNY General Education - Please bring comments to your Academic Affairs Representative & Curriculum Committee Rep - google.docs folder
 - c. UFS By-laws changes. - Vote will be at the April Meeting. Google.docs folder
3. New Business
 - a. Approval of the Minutes of Feb. 28, 2019 - See google.docs folder. Approved.
 - b. Special Presentation - Keith Landa, the Secretary/Vice-president for SUNY UFS on the SUNY Purchase experience with re-structuring their Senate to a Faculty Assembly - An examination of alternative models for governance. Thank-you Carlie Phipps for organizing this.
See google.docs folder for the slide show. "Straw poll " vote will be at the next FA meeting whether to proceed with altering the structure of the FA. We will have an open meeting of the ad-hoc subcommittee of FA Executive Committee in the next couple of weeks. All are invited.
 - c. Committee Reports
 - i. Distance Learning: Motion on Synchronous Teaching - See google.docs folder. Also attached below. Approved. Unanimously.
 - ii. Curriculum:
 - iii. Academic Affairs:
 - iv. Graduate Council:
 - v. Planning and Budgeting:
 - vi. Personnel:
 - vii. Technology - Windows 10 update available as needed.
 - viii. Academic Quality:
 - ix. Faculty Senate:
 - x. Ad-Hoc Committees -
 1. Research- Survey to be administered.
 2. Teaching & Mentoring
 - d. Provost's Comments
 - e. Co-Chair Governance Council Comments

f. General Announcements

Respectfully Submitted,

Chris Urban (Acting as secretary for Adam McLain, who could not be present)

Policy on synchronous teaching between Utica and Albany [Campuses of SUNY Poly]

This policy is designed to address problems associated with teaching synchronous classes offered at Utica and Albany where students reside at both sites and the instructor is present at either site. The policy is expected to be in effect as soon as practicable.

1) The course schedules

a) Schedules at both campuses should be aligned at both sites to facilitate scheduling and allow students to register through a single system that limits potential conflicts with other classes.

2) The technology

a) The technology in the synchronous classrooms shall be mirrored at each site to allow the instructor a seamless set-up and delivery of the course material.

b) Video cameras must enable students to make eye contact with the instructor at all times, and the entire class must also be visible to the instructor at all times.

c) Where whiteboard-based learning is inadequate for the subject material, other devices (such as touch-screen tablets) that allow for real-time display shall be provided at the instructor's request.

3) Personnel support

a) IT or other support staff shall be available to assist the instructor during class set-up; they shall also be available for the duration (or at least first 15 minutes) of the class to deal with technology issues should they arise, either remotely or in person.

b) At the site that is remote from the instructor, a teaching assistant (or other support staff) must be assigned to proctor and collect tests, as well as other assignments. This assistant would also be responsible for scanning and sending these evaluations to the instructor in a timely and secure fashion.

4) Information

Each synchronous classroom shall have clearly displayed contact information to

a) IT and/or Instructional resources staff/helpdesk at both sites

b) University Police/campus security at both sites

Passed by the Utica Campus Faculty Assembly on March 28, 2019