Minutes of the April 9th meeting were approved with one correction.

Chair’s Report

No report given.

Provost’s Report

Dr. Hedberg gave a brief report that the Provost’s office is very busy wrapping up the semester and participating in a numerous events.

New Business

Minor in Cybersecurity

Dean Rousseau explained the minor proposal and how the course sequence works. This is the starting point for the major, which will be presented in the fall. He noted that he has received commitment from all Rockefeller department chairs. Dr. Wagner asked how the enrollment projection of 10, 20 and 40 students in the minor for first three years was arrived at. The projection was gleaned from criminal justice majors who are interested in more applied work. The College has met with Hudson Valley Community College about the Cybersecurity major; there is articulation agreement potential. Schenectady County Community College has large emergency mgmt. /criminal justice program and may also be a feeder source. Rockefeller is requesting 15 new faculty with a 2/2 teaching load that can easily staff the minor and major.

A motion to approve the minor was approved unanimously. UAC has approved the proposal and this will be on the agenda for the final senate meeting of the semester.
Out Years Academic Calendars

Karen Chico Hurst, University Registrar, presented the calendar options for the 2016-17 academic year. Beginning mid-week has negative implications for student behavior and a significant financial impact related to food services and UAS contracts. It is difficult to plan with such a wide berth. Another factor is concern about the length of time between semesters and the ability to perform academic actions, confer degrees in a timely fashion, and package financial aid.

Fall 2016

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<th>Option</th>
<th>Pro</th>
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<tbody>
<tr>
<td>1</td>
<td>Semester starts on a Monday</td>
<td>Wednesday meetings start at the minimum</td>
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<tr>
<td>2</td>
<td>Allows more time for grading</td>
<td>Saturday exams and minimum Wednesday meetings</td>
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Saturday exams create concerns for some students and faculty who have to make arrangements for others to proctor exams. The guidelines recommended accommodating students where possible and we have previous correspondence for like semesters that we can circulate.

Dr. Hedberg asked whether grades had to be completely closed before performing degree clearance, actions, and packaging aid. The Registrar's Office and Graduate Education perform degree clearance as a rolling process that starts immediately upon the deadline for final grading and continues through to completion. The percentage of missing grades on the due date has been significantly reduced due to engagement by the Vice Provost for UGE and GRE and the Provost's Office. Dr. Hedberg made mention that finals are offered on Saturdays at many other institutions, and that providing early notification has helped a lot with making accommodations where necessary.

Dr. Wagner asked whether accommodation creates a problem with faculty or students who feel that they are forced to jump through hoops. Dr. Hedberg responded that although we do have issues, the Saturday exam does stretch out exams and help people get home earlier. Vice President Van Voorst asked whether six days for finals were necessary. Space limitations prohibit a more protracted schedule; classrooms are fully booked between 7am - 10pm during the exam period. If we knew which instructors were not going to have a final, perhaps that would give us room to condense the exam schedule. As far as a Sunday option, we hold very few Sunday classes which are mostly School of Social Welfare intensive weekend format classes. We also have difficulty with once a week classes; the key is to note any potential conflicts well in advance.

Option #2 buys an extra day to work on grades, degree clearance, etc. Dr. Hedberg explained that this positions offices to better serve students who may be impacted by dismissal, transfer,
Dean Wulfert asked whether we could start a week sooner. This option is not preferred by enrollment management as it impacts transfer enrollment.

The council moved to present both options to President as acceptable with preference for #2 because of service to students – it allows students to leave earlier, have grading completed promptly, degree clearance, etc. There are about 200 academic dismissals – students need to have time to file an appeal, have them read and responded to before start of spring semester, and make adjustments to credit hours for students on probation. All in favor (8/0).

**Spring 2017**

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<th>Option</th>
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| 1      | Commencement earlier (2nd week in May) | • Mothers’ Day weekend  
• Semester starts on a Wednesday |
| 2      | Semester starts on a Monday | Commencement held 3rd weekend in May, leaving less gap before summer semester starts to flip rooms, summer rehabs etc. |

Holidays are the same for both; exam periods different. Dean Wulfert mentioned the faculty interest in aligning our calendar with public school holidays.

Chair McCaffrey moved to present option #2 as the preferred option, which was approved unanimously (8/0).

Dr. Wagner fields a lot of calendar complaints; when he sends colleagues the calendar options and criteria, it helps educate faculty on the tremendous restraints that weigh down the process. Dr. Wagner recommended that the University undertake a serious review of whole structure – the academic calendar, how many summer sessions, and the basic structure and how we satisfy state mandates and even challenge them. We should push to create new thinking about possibilities to refocus on education and research without scrambling to satisfy all of the demands. Dr. Hedberg added that online and blended learning is changing the landscape. If our schedule incorporated blended courses, that would relieve the space crunch. He recalled an experimental schedule several years ago that accommodated religious holidays for Muslims. A council member suggested that we think about not recognizing, but providing accommodation, which was well received among council members. Dr. Hedberg mentioned the coming changes in instruction delivery modes may facilitate these types of discussions. Ms. Chico Hurst asked colleagues at an AACRAO (American Association of Collegiate Registrar’s and Admissions Officers) conference about best practices related to online instruction, exams, and work due when the campus is in recess (e.g., Thanksgiving, Spring Break, etc.). Campuses are struggling with this, but most indicate that work can be required at the completion of a break, but should not be required during a recess unless clearly noted in the course syllabus. Most campuses do not have written guidelines.

Meeting adjourned at 3:40pm

Respectfully Submitted,
Stacy Stern