
GUESTS: Jane Domaracki, Special Education
         Celine Forsyth, Assistant to the Dean for Undergraduate Education
         Suzanne Freed, Associate Vice Provost for Undergraduate Education

Minutes from the October 9th meeting were approved unanimously.

Chairs Report
Chair Wagner reported that she will be going on sabbatical in the spring semester. The Governance Council (GOV) met to review the procedure for electing a new chair mid-term. The new chair will be elected by UPPC from existing council members who are senators. A call for nominations will be sent out.

Provosts Report
None given.

New Business
School of Education Advanced Certificate Proposal for Adolescent Special Education for Content Teachers

Chair Wagner introduced the proposal, noting that GAC has approved the program content. The council was invited to pose questions or concerns relative to resource implications. Chair Wagner asked to clarify what existing resources are available for the program. Dr. Domaracki explained that in some instances, students can be accommodated in current sections, in others an adjunct will be required to cover additional sections. ‘Additional faculty’ means an additional course for a current adjunct or a doctoral student. Field supervision costs are built into the proposal. In the first year there will be 3 adjuncts to cover special ED 658, 653 and supervision. Debbie May (via phone) clarified the funding sources - existing slots will be reallocated or the Dean’s office will provide additional funding. Chair Wagner called for a vote, with five in favor of moving the proposal forward and one abstention.
Procedures for Governance Review of new majors/programs

After department and school approval of a new proposal, proposals are initially sent to UAC/GAC and UPPC simultaneously. UPPC reviews proposals for resource impact and relationship to the overall campus academic plan at the earliest stages. There is a Program Announcement to SUNY, allowing for a 30-day comment period. When [the proposal] returns from SUNY, and after any On-Campus Site Review coordinated with SUNY, the Dean transmits the proposal to the Provost, who transmits it to UAC/GAC for Senate action. The proposal is then forwarded to the President for action, for return to SUNY. Proposals normally do not return to UPPC, which prevents UPPC from considering major changes that occurred subsequent to its initial review. There is a codicil – in the event that there are major budgetary changes, UPPC will be given an opportunity to review the proposal again. This proposed procedure change intercepts the proposal after it returns from SUNY, before it goes to the Provost. The Impact Form will be revised as appropriate and will be returned to the UPPC Chair for review. If significant changes have been made, the Chair can elect to bring the proposal back to UPPC for additional review, or notify the Council of the absence of any significant changes, before the proposal is returned to the Provost.

The Council agreed that this is a good idea; members suggested developing guidelines for determining what defines 'significant' changes. Vice President Van Voorst recommended that the proposal should always come back to the council, regardless of any changes. Creation of entire new majors could potentially involve budget changes along the way, so the council should review everything once it returns from SUNY. Chair Wagner suggested that that the UPPC chair should allow minor changes to move through to keep the process moving, but also inform the council of the changes. The process will be the same for graduate side, but that has not been discussed with them yet. UPPC can do this review electronically between meetings in order to keep proposals moving through the system. Vice President Van Voorst asked if there is any reason why UPPC cannot be privy to communication from the sponsoring department regarding resource changes while the proposal is churning at SUNY or State Ed. Dr. Freed responded that the departments can communicate those changes to UPPC as they happen.

The council agreed that program proposals should be re-reviewed if there are changes, and that involving UPPC at the program announcement stage and keeping them informed of any resource changes as it works its way through the system is a sound idea. The sponsoring department should also notify the council when there are no resource changes when the proposal returns from SUNY and moves on to the Provost.

Campus impact form vs SUNY form

The UPPC Campus Impact Form was created several years ago to aid the council in its analysis of resource implications. Some proposals are lengthy and it is difficult to identify the bottom line. The council reviewed the current version of the Campus Impact Form and compared it to the SUNY expenses table required in program proposals. The council supports using this table in lieu of the current format, which makes it easier to compare budgets. The council also determined that it would keep the narrative portions of the form that asked for the proposing
department to consult with other units, e.g. ITS, University Libraries and other academic units as to how the proposal might impact those areas.

Vice President Van Voorst pointed out that the current impact form splits out faculty/staff component by different personnel types, which is useful. He would like to add student lines to form to identify stipends or scholarships that might be part of the proposal.

A new version of form will be drafted for the council's review.

Creation of Computer Engineering Department

Chair Wagner provided an informational update to the council. UPPC recently approved the Computer Engineering major, but the proposal did not consider that it needed to create a new administrative framework to house the major. A memo will be issued from the Provost to Interim CCI Dean Faerman acknowledging request to create the department. Resources to create the department were approved in the program announcement to create the major. This administrative action will be put in the UPPC report to the Senate.

The creation of a new department does not require Senate approval, but it is a good idea to document the process and make sure that when warranted, this administrative detail is included in future program announcements. Chair Wagner will speak to Provost.

Meeting adjourned at 4:15pm

Respectfully Submitted,
Stacy Stern