Meeting Minutes


Introductory Remarks: Dean Wulfert called the meeting to order at 2:30 p.m.

Minutes of March 12, 2014, Meeting: A motion to approve the minutes was made by A. Lyons, seconded by P. Magnus. The meeting minutes for March 12, 2014, were approved with minor revisions.

Announcements:
- Department, faculty and/or student highlights for 4/28/14 Senate Meeting are due 4/14/14 (to Jay Oddi at joddii@albany.edu)
- The Facilities Office has scheduled update/information sessions regarding current capital projects work through next year (staging and phasing for the Campus Center Expansion project, current planning for the new ETEC building, finalizing the tower/fountain project and updates on residence tower improvements).
  - Tuesday, April 15, 12 noon–1:00 p.m., Campus Center Assembly Hall
  - Wednesday, April 16, 12 noon–1 p.m., Campus Center Assembly Hall
  - Tuesday, April 22, 12 noon–1 p.m., Husted Amphitheater, Downtown Campus
- Council of Chairs Reception is 5/14/14, 6:00 p.m., Dean’s Residence. Invitations forthcoming. (Reply before 5/6/14 to Cindy Endres at cendres@albany.edu)
- CAS Ice Cream Social is Tuesday, 5/20/14, 2:30-4:00 p.m., Campus Center West Lounge (invitations forthcoming)
- Faculty/Staff Participation Requested:
  - Open Houses for Accepted Students are 4/5/14 and 4/6/14 (name of department representative should have been provided to Jay Oddi at joddii@albany.edu by 3/21/14)
  - Campus Clean-Up Day is Thursday, 4/24/14. Please volunteer by signing up at: www.albany.edu/cleanup/signup. (Rain date is Monday, 4/28/14.)
  - Commencement Weekend is 5/17-5/18/14.
  - Participating faculty must sign up through the link at: www.albany.edu/commencement/faculty.php
  - Volunteers (not marching/hooding faculty) must sign up at: http://www.albany.edu/commencement/staff.php
    - The Graduate Ceremony Volunteer Rehearsal is Wednesday, 5/7/14, 9:00 a.m. in the CC Assembly Hall.
    - The Undergraduate Ceremony Volunteer Rehearsal is Wednesday, 5/7/14, 11:00 a.m. in the CC Assembly Hall.

Old Business

Strategic Planning Status (Marie Rabideau, Assistant Dean for Planning, Tenure and Promotion)

M. Rabideau stated that the Dean’s Office staff will assemble an initial draft outline of the College strategic plan. The assistant and associate deans will use the departmental plans to guide the creation of the outline. Once completed, the draft will be circulated to department chairs for comment and modification. After chairs provide input, the draft will be distributed to the Faculty Council and then to the faculty.
CAS Student Satisfaction Survey (John Delano, Associate Dean)

John distributed a revised survey of seven questions and gave an overview of the project. In order to encourage widespread use of the survey, the data generated by the surveys would be for department use only and sharing the results with the Dean’s Office would be optional.

It is recommended that instructors administer the survey in the beginning or middle of class. To prevent duplicate responses, departments can administer the survey at the same time across many classes or simply ask students not to take the survey twice.

The departments may include additional questions on their surveys, but should retain the seven presented. Departments should fill in the major in the first question before distribution. The second and seventh questions are control questions that map on to the SOS to allow departments to compare their majors’ satisfaction with the previously collected SOS data. These questions will be moved to the end of the survey. Scantron forms can be scored at the testing center.

New Business

Capital Projects (Elizabeth Gaffney, Assistant Dean for Facilities)

E. Gaffney asked the Chairs to discuss facilities needs with their faculty and then reply to a forthcoming questionnaire. While some smaller projects may not meet the definition of a capital project, departments should include them on the questionnaire. If resources or circumstances permit, the College may be able to fulfill some smaller requests, particularly if a critical mass is reached in a similar request (e.g., office carpeting).

Campus Emergency Procedures (Aran Mull, Assistant Chief of Police)

At a recent PEAC meeting, A. Mull together with Police Chief Wiley and Officer Berger presented campus emergency procedures to the Deans Council. University Police has been training for emergency procedures for years; they train other police departments and wrote the first resource on active shooter events in the state. Mr. Mull explained how police officers might respond to such an event on campus and recommended that individuals watch the video titled Run Hide Fight at https://www.youtube.com/watch?v=5VcSwejU2D0. Mr. Mull also suggested faculty and staff sign-up for SUNY NY Alert.

MyUAlbany has many links for documents on responding to students in distress, such as the Faculty/Staff 911 Guide. It lists myriad resources that faculty can bring to bear in response to students in crisis. Faculty can talk to the University Counseling Center about students with mental health issues. They can talk to an attorney or a campus administrator about FERPA. Faculty should document their concerns and use more than one resource when referring a student. The University has a coordinated response to students that are identified as disruptive, in crisis, or otherwise at-risk through the College/University Behavioral Intervention Team (CUBIT) and the Behavioral Risk Intervention Team (BRisk).

C. Lawson inquired about the lack of a campus evacuation plan. Mr. Mull responded that situations might arise that would compromise any preplanned routes. C. Lawson said that her students are working on a project about evacuation of the campus and she could share the results of the project, which Mr. Mull agreed to review.

Adjourment: The meeting was adjourned at 4:00 p.m.

Handouts
- Agenda
- Minutes of March 12, 2014 meeting
- Draft Questions for End of Year Survey