Meeting Minutes


Not present: A. Byon, L. Saint-Vil, M. Westmoreland

Introductory Remarks: Dean Wulfert called the meeting to order at 1:00 p.m.

Minutes of October 1, 2014, Meeting: A motion to approve the minutes was made by P. Magnus, seconded by R. Dressler. The meeting minutes for October 1, 2014, were approved with two abstentions.

Announcements:

- Full CAS Faculty Meeting is 12/3/14 (3:30 p.m.-5:00 p.m., CC 375)
- Course Action Forms and Curricular Proposals are due no later than 2/27/15. Please submit program related proposals before the last day of classes in the fall semester (12/9/14). Bear in mind scheduling registration dates when specifying the effective semester for proposals. Please use updated Course Action Form and UPPC Campus Impact Statement and send proposals to Cindy Endres at cendres@albany.edu.
- Faculty Participation Requested:
  - Thank you to all who participated in the October 18 Open House for Prospective Students.
  - Commencement is Sunday, December 7, 2014, at 1:00 p.m. in the SEFCU Arena. Marching faculty should register at http://www.albany.edu/commencement/faculty.php. Registration through the website is necessary and you will receive updates via email on assembly time, location and other details the week prior to Commencement. Please also let your commencement coordinator/Administrative Manager/Department Secretary know of your participation. Further information is available at: http://www.albany.edu/commencement/

Additional Announcements:

Dean Wulfert thanked the attendees of the 12th Annual CAS Dinner as well as the speaker, Richard Hamm.

Dean Wulfert discussed the Discretionary Salary Increase process. She noted that the available pool of money was half of what it was in years past.

Dean Wulfert participated in a roundtable about OpenSUNY. A priority for the College will be to get a form of the GenEd program online. This will be important as the University begins to offer fully-online degree programs; CCI will have a fully-online major in Fall 2015 and CAS will need to provide an online GenEd program to support those students. If an online GenEd program is not supported by CAS, those students will need to complete the GenEd program outside of the institution, possibly through OpenSUNY. This would lead to a decrease in CAS enrollment, which could have budget implications. Susanna Fessler will serve as a CAS Fellow to work with departments to design courses to support the online GenEd program. K. Gersowitz has formed a committee to address this issue. Going forward, some restrictions on online enrollment may be adjusted and resources may be available for departments who wish to develop GenEd courses to support students outside of CAS.
While CAS departments at this time may not be inclined to develop majors online, departments may wish to consider online minors. Students enrolled in online majors will still need to complete requirements for a minor for the bachelor’s degree and CAS enrollments might be stabilized by such offerings.

**Old Business**

CAS Strategic Plan

Dean Wulfert distributed the latest draft of the strategic plan and indicated that she will seek feedback on the strategic plan from the CAS Faculty Council before sending it out to the full faculty for input. Items printed in red on the latest draft were added based on comments from the department chairs.

Departments will take action on the strategic plan as appropriate. Some action steps will not be feasible for all departments.

**New Business**

Disability Resource Center - Carolyn Malloch, Director; Carrie Snyder, Assistant Director

The Disability Resource Center (DRC) assists students with disabilities to help them meet the demands of courses. The process of generating appropriate accommodations is cooperative. C. Malloch and C. Snyder offered advice for making courses more accessible, such as using materials that are saved in formats that work with optical text recognition software and showing captioned videos in classes. When designing courses for possible inclusion in OpenSUNY, faculty must make them fully accessible. If desired, the DRC staff will come to departmental meetings to discuss the resources in their office to help make courses more accessible. It was pointed out that the office cannot disclose to faculty the name of a student who has registered with the DRC unless directed to do so by him/her.

UAlbany's Corporate and Foundation Relations Program - Richard Becker, Director and Winsome Foderingham, Associate Director

Office of Corporate and Foundation Relations (OCFR) operates under the UAF and finds corporate and foundation support for priority programs for the College and its faculty members. The office does not work with government grants, projects that lead to intellectual property, or projects involving human or animal subjects.

Most foundations do not accept unsolicited requests. The OCFR acts as an advocate for researchers at the University by contacting these foundations to convince them to consider the work done at our researchers. Prior to submitting a pre-proposal, faculty members should discuss their projects with, and gain the approval of, their Department Chair and Dean. Faculty members then complete the pre-proposal form on the OCFR webpage (http://www.albany.edu/giving/ocfr_funding_form.shtml). Once submitted, the OCFR reviews the pre-proposal, provides feedback, and may request additional information. OCFR will then write letters of inquiry and communicate with program managers at foundations on behalf of the researchers. The OCFR will also assist with proposal packaging, submission, and with post-award requirements.

Adjournment: The meeting was adjourned at 2:30 p.m.

Handouts: Agenda
Minutes of the October 1, 2014, Meeting
“Disability and Classroom Access” slides
Pop Quiz on DRC Presentation
“Welcome to the Office of Corporate and Foundation Relations” handout
Draft CAS Strategic Plan