The meeting was called to order at 3:35 pm by John Monfasani.

Members Present are Marked with an “x”

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Chair’s Report on the Council of Chairs meeting:

- John raised the subject of what the standing committees do. He indicated that this information can be located on the CAS Faculty Council website (www.albany.edu/casfc/). He stated that there was discussion last year to create text for Article III of the Bylaws.
- John indicated that the strategic plan ends in 2008, and the Dean that created it is no longer serving in that capacity.
- The next Faculty Council meeting is scheduled for October 24, 2007.
- John stated that he is on the search committee for the new Dean of the College of Arts and Sciences. There is nothing to report in regards to the search at this time.

Dean’s Report:

- Acting Dean Wulfert explained that she has been active in faculty governance for over ten years, including serving as University Senate Chair, and she emphasized the importance of shared governance.
- Acting Dean Wulfert stated that she was informed that the CAS Faculty Council might prefer the Dean to give his/her report and then leave the meeting. This was raised in response to the previous Dean, Joan Wick-Pelletter, attending all meetings and remaining for the entire meeting. Acting Dean Wulfert stated that in the University Senate President, Provost, and other administrators remain present during the meetings; however, she offered to leave today’s meeting after her report and to let the Council decide whether her presence was desired during the following meetings.
- Acting Dean Wulfert spoke about the importance of the CAS Faculty Council and the work that was done in the sub-committees, particularly the CAS T&P Council. She stated that she had assured CAS Faculty Council Chair Monfasani in a meeting that she would not simply overrule
the majority vote of a Council if it contradicts the vote of another body, such as a department in T&P cases. Instead, she would consult with the parties involved and seek clarification before making her own decision.

- The Acting Dean indicated that she has an “almost open door” policy (some calendar constraints apply) and is available for personal consultations. She was Department Chair of Psychology for 5 years and is still first and foremost a faculty member, albeit now with an administrative hat.

Approval of 5-16-07 Minutes: John Monfasani made motion to approve minutes. Sara Cohen seconded the motion. All were in favor.

Committee Reports
No committee reports

Old Business: None

New Business

- A discussion was held about whether the Acting Dean should be present for the entire Faculty Council meeting or leave after presenting her report. John Monfasani stated that the Faculty Council has not wielded much power. In some situations the Faculty Council needs to have some distance from the Dean. The Faculty Council is an extension of the faculty. John Monfasani made a motion that the Acting Dean leave after giving her report unless the Faculty Council requests her to stay. She may be asked to stay if there is an issue for her to be involved in that would involve a question and answer period after her report is given. John Jones seconded the motion. Unanimous vote that all were in favor.

- There is one ex-officio member from the Dean’s Office on each of the committees. They have no vote. For example, Dona Parker is the ex-officio member of the Tenure and Promotion Committee. She does not participate in discussion. She is the source of institutional memory.

- John Monfasani announced the need to elect a new Vice Chair. The Vice Chair has two responsibilities. The first responsibility is to step in if the Chair is unable to attend the CAS Faculty Council meeting. The second responsibility is to report on whatever happened at the previous Senate meeting. The Senate meetings are open to all. The Vice Chair would chair the Nominating Committee. Brad Armour-Garb was the only candidate for the Vice Chair office. John Monfasani called for unanimous approval of Brad Armour-Garb for the Vice Chair. All were in favor.

- Brad Armour-Garb made motion to adjourn meeting. Helene Scheck seconded the motion.

Meeting adjourned 4:00pm
Minutes respectfully submitted by:
Brenda L. Lewis  9.19.07
CAS Faculty Council Meeting  
October 24, 2007  
AS 122  
3:30 p.m.

The meeting was called to order at 3:32 pm by John Monfasani.

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Chair’s Report on the Council of Chairs meeting

- Council Chair John Monfasani reported that there were two Council of Chairs meetings held since the last Faculty Council meeting. The first was devoted to the departmental guidelines for Tenure & Promotion originally requested by former CAS Dean Joan Wick-Pelletier. The task caused much anxiety and not all departments complied. The second meeting was devoted to plans for the new Campus-Wide Writing Initiative, which will involve the following curricular revisions: the first writing course currently required of Freshmen will be kept; students will subsequently be required to take a second, discipline-specific writing course at the upper level in the department of their major; finally, a third course will be required if the proposal is implemented. This third course would be taught by a lecturer specializing in writing. The proposal is to hire 15 or so of these lecturers, plus an administrator to oversee them, working with a budget of about $550,000. The program would be administered by one of the Offices of the Vice-Provost rather than by CAS. CAS department chairs expressed much skepticism about the usefulness and financial feasibility of the program. How to measure success and progress in writing, as well as the difficulty of integrating writing mechanics with stylistics and composition, were particular points of concern.

- Over 40 candidates applied for the position of CAS Dean. A search committee has begun the first phase of triage and the search is ongoing.

Dean’s Report

- Acting Dean Edelgard Wulfert clarified that she wants to make different use than her predecessor of the Council of Chairs meetings by proposing one topic for each session and having an exhaustive discussion of that topic. Regarding the creation of departmental Tenure & Promotion documents, approximately half the chairs expressed significant concern about the potential legal and tenure implications of these guidelines; however, others reported that generating the guidelines produced fruitful discussion. The Acting Dean’s view is that departmental guidelines will be especially helpful to new faculty members, and she recommends that the expectations expressed in the document be qualitative rather than quantitative in nature. Departments in favor of a written document found the process of discussing their departments’ expectations for tenure useful and were asked to generate a qualitative document of no more than one page in length that could be shared with new faculty members. The exact format of the document can be determined by each department. Departments not in favor of a written document were asked to discuss at a faculty meeting the faculty’s expectations for granting tenure and to address how these expectations would best be communicated to new tenure-track faculty members.
• Acting Dean Wulfert thanked faculty who attended the annual CAS Faculty Dinner, which was a great success. She also invited faculty to attend an event celebrating teaching to be held Wednesday, October 31 in the auditorium of the Life Sciences Building to celebrate the accomplishments of Sue Faerman and Jeff Berman, who have just been named Distinguished Teaching Professors.

• On the Writing Task Force meeting with CAS Department Chairs, the Acting Dean stressed the importance of carefully vetting the proposal through the CAS Faculty Council and Department Chairs since there are significant resource implications and curricular concerns. Acting Dean Wulfert expressed concern about using faculty time to teach the technical aspects of writing to freshmen and suggested that faculty skills would be better used to teach writing from a conceptual, discipline-specific perspective at the upper level.

• Acting Dean Wulfert posed a question to the Nominating Committee: should that body be involved in finding CAS faculty to serve on CAS ad-hoc and/or University committees, such as grievance committees? After discussion it was determined that this task does not fall under the purview of the Nominating Committee.

• Liz Lauenstein requested that the minutes of the Council be shared with Assistants to the Chair in all CAS departments. It was decided that minutes of this meeting and future meetings will be posted to the CAS web site.

Approval of 9-19-07 Minutes: A revised version of the minutes was distributed just prior to the meeting. After discussion Chair Monfasani made a motion to approve the revised minutes, with changes noted below. Helene Scheck seconded the motion, which passed unanimously.

• Nancy Denton and Helene Scheck were both present.

• Susanna Fessler (Associate Professor) is replacing James Hargett as the representative from East Asian Studies. She is also co-chairing the T&P committee.

• James Large raised a question about voting privileges of ex-officio members of CAS committees such as Promotion and Tenure. He also objected strenuously to Chair Monfasani’s comment at the September 19 meeting that professional staff were “actually useful” on subcommittees. Chair Monfasani insisted that no offense was meant and that on the contrary professional staff are “invaluable” on such committees. Acting Dean Wulfert clarified the role of Dona Parker on Tenure & Promotion: she serves as a source of institutional memory and makes sure that proper procedure is followed; however, she does not have voting privileges. Acting Dean Wulfert reiterated that she will not unilaterally contradict the vote of the T&P committee if she has a different perspective on a particular case. Instead, she will consult the committee and/or candidate’s department and ask for clarification before making her own recommendation.

Committee Reports

• Nominating Committee

Committee Chair and Council Vice-Chair Brad Armour-Garb was not present. No report was given on committee’s work or the Senate’s activities.

• Tenure and Promotion

Susanna Fessler reported that the committee has met once and elected co-chairs: herself and Ben Szaro. The committee has received a tentative list of candidates for the fall and has one complete dossier already in hand. Their first full meeting will be held October 31. The CAS deadline for submitting dossiers is November 1.

• Faculty Development

Chair Karen Mohr reported that the committee has received 23 FRAP A proposals, with a deadline of November 7 for forwarding rankings to Acting Dean Wulfert rather than to Associate Dean for Research Larry Schell since his wife has a pending proposal. Development is a highly labor-intensive committee, with each member required to read 10 FRAP proposals in only two weeks. One member has already resigned because of the heavy work load.

A new point scale (0-7, plus up to 2 additional points for junior faculty status and/or collaborative projects) has just been implemented for ranking proposals. The intrinsic quality of the proposal is still the primary criterion for rankings, which are
then adjusted as follows: proposals that do not specifically show concrete evidence of effort to attract external funding will be penalized, as will proposals that do not follow the prescribed application format. However, applicants were not aware of these new criteria when they were preparing the proposals. There was lengthy discussion about the new ranking system’s impact and the failure to publish the new ranking criteria in timely fashion prior to the submission deadline. The Council agreed that this new ranking system, particularly the decision to penalize applicants who do not have external funding proposals already under review, contradicts the original spirit of the FRAP-A as “seed money” supposed to help faculty, especially junior faculty, subsequently attract external funding. It is unlikely that candidates for the FRAP-A will be allowed to revise and resubmit their proposals now that the new criteria are known.

The Council unanimously adopted the following resolution in response to the new criteria for evaluating FRAPs:

“The CAS Faculty Council expresses dismay at the changes in the FRAP-A proposal evaluation process because the changes were announced after the fact. Although the criteria being used to evaluate the proposals were not made clear to the current round of applicants prior to the submission of their proposals, the new criteria are being used in the current evaluation. The new scoring formula gives less weight (only a single bonus point) to proposals from junior faculty, a traditional target group for the FRAP awards. There is also a counterproductive reduction in the bonus for interdisciplinary work (a single bonus point). Although we understand the necessity of following submission rules, it would have been more useful to notify submitters early that deductions would be taken for violating these rules.

The increased emphasis on external funding appears to give undue weight to this criterion by allowing for up to four points (out of seven point score) to be deducted. In particular, the requirement that in order to have no points deducted for the external funding criterion, one must have a grant already submitted to a funding agency seems overly stringent and contrary to the original purpose of the FRAP awards as seed grants. It is not clear to CAS Council how these changes are to be made known to the faculty, who decided on the changes, and whether faculty will be allowed to revise their proposals for the current round to fit with the new evaluation criteria.”

In response to this resolution, Vice-Provost for Research Larry Schell agreed to separate the score for the quality of the research from the deduction regarding the external funding process. This should make it easier for the Acting Dean to determine which proposals should go forward based on the intrinsic quality of the research. This response addresses one objection, although it does not address all the concerns the Council expressed.

- Academic Planning

Chair Kevin Knuth was not present and there was no report.

- Academic Programs

Chair Nancy Denton reported that committee has met once and is dealing with backlog of proposals left over from last year. There have also been 42 new proposals submitted. The committee will be grouping proposals by type in order to facilitate their work and will be meeting again some time in the first half of November.

- Academic Support

There has been a change to the composition of committee: Cynthia Fox has replaced Brett Bowles as LLC representative. Bowles will now serve as recorder of minutes for the Council. Tim Halkowski reported that the committee is in the process of coordinating its meeting schedule. The committee will be determining its priorities based on a forthcoming report on classroom technology from Assistant Dean Elizabeth Gaffney.

Old Business

None

New Business

None

- There was a unanimous motion to adjourn meeting at 4:36 pm.
Meeting adjourned at 4:36pm

Minutes submitted by Brett Bowles, October 27, 2007
The meeting was called to order at 3:35 pm by John Monfasani.

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Chair’s Report
- Council Chair Monfasani reported that the search for a new CAS Dean is progressing slowly and that it will likely not be concluded this semester.

- Chair Monfasani reported that two issues were discussed at the Council of Chairs meeting: 1) there was further discussion of the Writing Proposal with Acting Dean Wulfert; 2) new software is being put in place to take the advising load off faculty during the summer.

Dean’s Report
- Acting Dean Wulfert reported on the progress of the discussions related to the Writing Proposal. Although a number of issues still need to be resolved, she hopes that a consensus can be found that is workable for both CAS and the University as a whole. She discussed this with the Council of Chairs at its most recent meeting. She hopes that models from other institutions will be considered. One possible model is SUNY—Stony Brook, which asks incoming students to provide a diagnostic writing sample so that they can be appropriately placed in writing courses.

- Vice President Bill Hedberg also attended Council of Chairs meeting and spoke about faculty recruitment, retention, and development. He stressed the need to diversify student and faculty populations both at U Albany and across the SUNY system. There are differences in the ways minorities are identified for recruitment and hiring purposes. For example, different criteria are used to determine minority status among graduate students and among faculty. Hedberg also stressed the central role of mentoring in the development of junior faculty. Expectations of faculty should be made clear from the outset, especially with regard to publishing.

- Acting Dean Wulfert reported that roughly half of the CAS departments have submitted their internal Tenure and Promotion guidelines. These should be flexible and qualitative in nature rather than quantitative and prescriptive. The contract renewal cycle for tenure-track faculty appointments is changing from the 3-yr/3-yr/1-yr model to a 3-yr/2-yr/2-yr model so that faculty will have more time to
address weaknesses pointed out to them in their second pre-tenure review. When preparing their summary statements for contract renewal cases, department chairs should present a balanced perspective, stating both strengths and areas for improvement candidly and contextualizing them. Identifying weaknesses or areas of improvement will not sabotage the renewal process.

- Chair Monfasani interjected that Vice President Hedberg stated at the Council of Chairs meeting that Provosts historically have been opposed to allowing untenured faculty vote at the departmental level on all tenure and promotion cases. Acting Dean Wulfert stated that she feels this is a matter to be addressed through faculty governance, i.e., the Senate and Council, rather than being decided unilaterally by administrators.

- Acting Dean Wulfert urged faculty to nominate colleagues for CAS excellence awards in teaching, research, and service. The deadline for nominations is November 26th. A short paragraph stating one’s intent to nominate a colleague (who should of course be identified by name) is sufficient at this initial stage. Nominations have already gone out for university-wide Distinguished Teaching and Service professorships.

- Acting Dean Wulfert noted the existence of a new link on the CAS website called “Student News” that will highlight accomplishments by CAS students at both the undergraduate and graduate levels. The link is currently in its initial stages of development; faculty are encouraged to submit student success stories. This link is a potentially useful recruiting tool.

Approval of 10-24-07 Minutes: Chair Monfasani made a motion to approve the revised minutes, with changes noted below. The minutes were approved by unanimous vote.

- Helene Scheck was present at the October 24 meeting.

- The following paragraph should not have been included in the minutes of the October 24 meeting since it summarizes developments that transpired after the meeting:

In response to this resolution, Associate Dean for Research Larry Schell agreed to separate the score for the quality of the research from the deduction regarding the external funding process. This should make it easier for the Acting Dean to determine which proposals should go forward based on the intrinsic quality of the research. This response addresses one objection, although it does not address all the concerns the Council expressed.

Committee Reports

- Nominating Committee

Committee Chair and Council Vice-Chair Brad Armour-Garb had no report on Senate’s activities.

- Tenure and Promotion

Committee Chair Susanna Fessler reported that the committee met on November 14 and has thus far reviewed six T&P cases for promotion to Associate Professor. Two more are slated for review at a meeting following Thanksgiving break. There are also two “early” (non-mandatory) cases to be reviewed before the end of the semester. Cases of promotion to Full Professor will be reviewed during the spring semester.

- Faculty Development

Committee Chair Karen Mohr reported that 23 FRAP-A applications have been ranked and recommendations submitted to Acting Dean Wulfert. The committee’s rankings are advisory in nature; the Acting Dean has the power to accept or disregard these rankings. Each proposal was given a numerical
score based on quality; a separate score was given based on the solicitation of external funding for the proposed project. In the end there was a strong convergence between these two criteria.

Associate Dean for Research Larry Schell reported that in past years there was much inconsistency in FRAP reviews because of inconsistent interpretation and application of evaluation criteria by Development Committee members. Associate Dean Schell’s office streamlined and clarified the evaluation criteria by creating a standard spreadsheet with numerical scores and a section for extensive qualitative comments. He stressed the importance of qualitative feedback for developmental purposes, especially for proposals receiving low rankings. The scoring system has changed since last year. Last year each proposal got a numerical score based on quality, with bonus points being added for junior status and collaborative research. This year points were also subtracted as well if no effort had been made to secure external funding. With reference to the Council’s prior concerns that the new ranking system would disadvantage junior faculty, it should be noted that this year eight of the nine top-ranked proposals were submitted by Assistant Professors.

Acting Dean Wulfert stressed the usefulness of the FRAP review process as part of faculty development. She objected to the common notion that having proposal reviewed by faculty outside their discipline increases objectivity. She suggested that committee members focus on reviewing proposals in their own or closely related disciplines and that the size of the committee be expanded to incorporate more members, especially former FRAP awardees.

Nadia Kizenko asked for a clarification about the weight given to external funding proposals in the FRAP review process. Schell responded that FRAP is the Vice-President for Research’s program; therefore CAS cannot change its wording or evaluation criteria.

Nancy Denton asked about the policy of awarding additional points for submitting external funding applications and whether this policy violates the intent of FRAPs as “seed money”. Associate Dean Schell pointed out that FRAP-A evaluation criteria state that priority will be given to projects “that have the potential to attract external funding.” He suggested that in the future the CAS Dean and committee members might work together to revise the weight given to different evaluative criteria if the faculty feels that change is needed.

Acting Dean Wulfert added that the Vice-President for Research and the Council on Research could make evaluative criteria for FRAPs and CAS Research Awards more explicit; this would enhance faculty development. Council Chair Monfasani endorsed that idea. Acting Dean Wulfert proposed refining evaluation criteria and forwarding them to Vice-President for Research.

Associate Dean Schell thanked the Development Committee for its hard work reviewing FRAP proposals on short notice.

• Academic Planning

Chair Kevin Williams reported that the Writing Task Force is in the process of revising its proposal. Assessment and evaluation instruments in particular will be given additional consideration. The next revision will place a greater emphasis on faculty development as well. Project Renaissance and Honors College faculty will also be included in development initiatives. Greater thought will also be given to how transfer students fit into the articulation of three different writing courses. The revision should be completed in the coming weeks.

• Academic Programs

Chair Nancy Denton reported that committee is trying to get through its backlog and has thus far processed 29 requests left over from last year. There are also 31 new proposals to consider, which the committee hopes to complete by the end of the semester. The committee will wait for the Writing Proposal revision to be completed before discussing it.
• Academic Support

Cynthia Fox reported that the committee met and that at the request of the Dean’s office, it will study where wireless internet access exists and where it is most needed. The Humanities building is currently getting wireless because of the selective investment funding of CLIC. The committee will also consider the issue of wireless functionality and its pedagogical implications. CAS computing specialist Don Gallery will attend the next meeting to answer technical questions about accessibility and range. Fox asked councilors to forward the following questions to their departments: where is wireless most useful pedagogically? What are the positive and negative aspects of having full-time wireless access? For example, there is a concern that students may surf the net during class rather than paying attention and participating in class.

Susanna Fessler added that faculty have the right to hard-wire connect their computers to the internet in any classroom on campus, but that prior access for each building is required through CAS computing. Nancy Denton and Susanna Fessler suggested that the committee survey the policies of other tech-savvy schools such as RPI.

Old Business

None

New Business

Council Chair Monfasani asked about whether the council should consider revising Article 2, Point 1.1 of its by-laws related to the composition of standing committees. Under the current by-laws, members of each standing committee choose a chair. But what happens when a chair chosen by committee is not member of council? This could be resolved by adding a sentence to the end of Article 2, Point 1.1: “Committee chairs not otherwise elected will become voting members of the council.” Such a change would have to be approved by the council, then by the CAS faculty as a whole. After brief discussion, the council approved this change by unanimous vote.

Monfasani also proposed a revision to Article 2.13 of the by-laws in order to clarify the voting privileges of ex-officio council and committee members. The by-law currently states that the Dean or Dean’s representative will be an ex-officio, non-voting member of council and all standing committees, with the exception of the T&P committee. It should be clarified that Dona Parker is not an ex-officio member of the T&P committee; rather, she is staff support. To clarify this matter, Monfasani proposed adding the following text to the last sentence of Article 2.13: “. . ., where the Dean or Dean’s representative shall not be a member.” This change would also have to be approved by the CAS faculty as a whole at its spring meeting. The council approved this proposed change by unanimous vote.

There was a discussion with Associate Dean Larry Schell and Acting Dean Wulfert concerning the FRAP awards. It was made clear that the ratings of the Faculty Development Committee are advisory to the Acting Dean.

• There was a unanimous motion to adjourn meeting at 5:01 pm.

Meeting adjourned at 5:01 pm

The meeting was called to order at 3:35 pm by John Monfasani.

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**Approval of 11-14-07 Minutes:** Chair Monfasani made a motion to approve the minutes, with the change noted below. The minutes were approved by unanimous vote.

- John Bailey Jones was not present at the 11-14-07 meeting.

**Chair’s Report**

- Council Chair Monfasani reported on two changes to the Faculty Council by-laws approved by the Council at its last meeting. The first change will clarify the voting privileges of ex-officio council and committee members. The by-law currently states that the Dean or Dean’s representative will be an ex-officio, non-voting member of council and all standing committees, with the exception of the T&P committee. To clarify this matter, the following text to the last sentence of Article 2.13: “... where the Dean or Dean’s representative shall not be a member.” The second by-law change will make chairs of Council sub-committees voting members of the Council if they were not otherwise elected to the Council. This clarification is necessary since committees are free to elect chairs who are not already members of the Council. These changes will be put to a vote of the entire CAS faculty at its spring 2008 meeting.

- Chair Monfasani reported that the Writing Initiative is still making its way through CAS governance and that initiative director Bob Yagelski attended the last Council of Chairs meeting to discuss the latest revision of the proposal.

- Chair Monfasani reported that Assistant Vice-Provost and Director of Diversity Tamra Minor announced a self-study and climate-of-opinion survey to be conducted during spring 2008 with input from faculty, staff, and students.

**Dean’s Report**
• Acting Dean Wulfert welcomed the faculty and noted the recent changes in university administration. She assured the faculty that despite the departures of Susan Herbst, James Anderson, and Melinda Spencer, the Dean’s office is stable and conducting business as usual thanks in large part to the hard work and experience of the Assistant and Associate Deans.

• On December 4 the Acting Dean met for the first time with George Phillip, the University’s new Interim President. She noted that they share many viewpoints and know each other from previous, shared administrative duties. During their meeting she gave him an overview of CAS and spoke about the development of students and faculty. They agreed to meet in the future in order to share additional information about CAS and discuss the College’s needs.

• The Acting Dean reported that 34 new faculty members have joined CAS in 2007-08: 32 began their appointments in the fall; 2 will begin in the spring. She stressed the importance of faculty mentoring for newly appointed junior professors. The hiring cycle for 2008-09 has already begun, with 20 searches currently open. Of these, 14 are new lines, 4 are a result of the Selective Investment initiative, and 2 are carry-overs from 2007-08. One offer has already been extended and is pending.

• The Acting Dean also commented on the success of the event held to celebrate the first anniversary of the new major in Journalism. Investigative journalist Steve Kroft, known for his work on 60 Minutes, was the guest speaker and received the University Medal from Provost Susan Herbst.

• CLIC (the Center for Languages and International Communication), housed on the third floor of the Humanities building and funded by Selective Investment, is currently being set up and will be fully functional as of January 2008. CLIC’s goal is to serve not only as a modern language lab for departments in which foreign languages are taught, but to reach a wider audience across the College as well. In order to determine how CLIC can best be utilized, a pilot study will be conducted next semester.

• The new Ph.D. program in Communication is entering the final stages of approval. Senate sub-committees have given their approval and the proposal will be presented to the entire Senate at its next meeting.

• A successful ceremony was held in October to dedicate the new Burian Theater Reference Library.

• Three CAS faculty members were recently awarded national research grants: David Strait (Anthropology) received a grant to conduct research on the Biomechanics of Hominid Feeding; John Molinari (Earth and Atmospheric Sciences) received an NSA grant to study hurricanes; Elana Gordis (Psychology) received a grant from the National Institute of Child Health and Human Development to study the effects of parental conflict on children’s autonomic arousal.

• The Department of History has moved to the newly remodeled basement of the Social Science building.

• The CAS Faculty and Staff Dinner was a great success. The guest speaker was the dynamic John Delano, who spoke about the probability of discovering life beyond Earth in the next five years.

• Acting Dean Wulfert welcomed questions from the faculty, but there were none.

Committee Reports

• Nominating Committee

Committee Chair and Council Vice-Chair Bradley Armour-Garb reported that at its last meeting the Senate voted on five bills: 1) a proposal to create a minor in Informatics for students who are interested in the role of computing and applied information technology but who do not already major in a related field such as
Computer Science or Information Technology Management (approved); 2) a proposal to amend the Charter of the University Senate; specifically, the procedure for nominating the Vice-Chair of the Senate (approved); 3) a proposal to amend the Charter of the University Senate; specifically, eliminating the clause that makes the director of ITLAL (the Institute for Teaching, Learning, and Academic Leadership), formerly CETL (the Center for Excellence in Teaching and Learning) an ex-officio member of the LISC (approved); 4) a proposal to amend the M.S. in General Educational Studies and to establish new graduate certificate programs (approved); 5) a proposal from the University Planning and Policy Council and the Graduate Academic Council to suspend graduate admissions in Geological Sciences (approved).

- Tenure and Promotion

Committee Chair Susanna Fessler reported that the committee met on November 14 and has thus far reviewed 6 T&P cases for promotion to Associate Professor. Two more cases are slated for review before the end of the semester. There are 6 cases for promotion to Full Professor which will be reviewed during the spring semester.

- Faculty Development

Committee Chair Karen Mohr reported that the committee has completed its ranking of the CAS Travel Award applications and forwarded its report to the Dean’s office. There was a significant increase in the number of applicants this year compared to last.

- Academic Planning

Chair Kevin Williams reported that the committee recently received the most recent revision of the Writing Initiative proposal and will discuss it on December 12.

- Academic Programs

Chair Nancy Denton reported that the committee has reviewed 36 proposals this semester, with another 12 yet to be voted on. The committee is still working and will meet next week to discuss the restructuring of the Physics program.

- Academic Support

Cynthia Fox reported that, at the request of the Dean’s office, the committee is studying where wireless internet access exists on campus and where it is still needed. At its last meeting the committee spoke to CAS computing specialist Don Gallery about technical issues of wiring and access. Fox asked councilors to ask their colleagues for input on where internet access is most needed and how it would be used for pedagogical purposes.

Old Business

None

New Business & Questions from the Faculty

There were no questions asked.

- There was a unanimous motion to adjourn the meeting at 4:07 pm.

Meeting adjourned at 4:07 pm

The meeting was called to order at 3:35 pm by John Monfasani.

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Approval of 12-15-07 Minutes: Chair Monfasani made a motion to approve the minutes, with the changes noted below. The minutes were approved by unanimous vote.

- The report on the Faculty Development Committee attributed to Karen Mohr was not presented orally at the December 2007 meeting. It was given to recorder Brett Bowles after the meeting and incorporated into the minutes before their posting.
- Sarah Cohen was present at the December 2007 meeting.

Dean’s Report

Acting Dean Wulfert reported briefly that the searches for a new President and SUNY Chancellor are progressing slowly. She asked for questions from the Council, but none were posed.

Chair’s Report

Council Chair Monfasani reported on two Council of Chairs meetings. The first, held at the end of the fall semester, dealt with the Writing Initiative, which was received with limited enthusiasm. The major concern among chairs was the cost of implementing the initiative ($500,000 on paper, but likely as much as $750,000 in reality) and whether that money might be better spent in alternative ways to enhance the College. The second meeting took place in the last week of January and addressed the “cultural workshops” to be conducted this semester as part of the campus-wide study on diversity. Questions were raised about how diversity is being defined. Thus far it has been conceived according to race rather than gender or sexual orientation. The issue of compensation for department chairs was also discussed.

Committee Reports

- Nominating Committee
Committee Chair and Council Vice-Chair Bradley Armour-Garb was not present and did not report. Tenure and Promotion

- Tenure and Promotion

Chair Susanna Fessler reported that the committee has to date reviewed 10 cases for tenure with promotion from Assistant to Associate Professor, with 1 additional case pending this semester. The committee has reviewed 2 cases for promotion from Associate to Full Professor, with 4 more cases pending this semester. Of these 12 cases reviewed so far, 3 have passed the Dean’s office and forwarded to the CPCA or beyond. The remaining 9 cases are still awaiting review in the Dean’s office.

- Faculty Development

Chair Karen Mohr reported that the committee reviewed FRAP A and CAS travel grants last semester. Mohr also served as CAS representative on the university-wide FRAP A committee. Of the 17 proposals funded by the university-wide committee, 8 came from CAS faculty. Almost all of these were submitted by assistant professors. This semester the committee will review FRAP B proposals (13 were submitted), as well as CAS Research & Development proposals (11 were submitted). Ranking for both sets of proposals will be completed and forwarded to the Dean’s office by the end of February. For FRAP B proposals, intrinsic quality is main evaluative criterion, but applicants’ efforts to secure external funding will also factor into the rankings. CAS Research & Development proposals will be ranked according to their intrinsic quality and their potential to bring greater visibility to CAS. The committee must forward both sets of rankings to the Vice-Provost for Research by March 14.

After Mohr’s report several Council members noted that there is confusion in their departments about how research proposals of various types are ranked. These criteria are defined by the Vice-Provost for Research rather than by CAS and as such cannot be changed by CAS. The Council discussed how to make faculty across CAS more aware of the criteria used for ranking FRAPs and other proposals within CAS. Suggestions included having Council members report the criteria directly to their departments or asking Larry Schell to include such information in his cover e-mail to CAS faculty announcing grants.

- Academic Planning

Chair Kevin Williams was not present and did not report.

- Academic Programs

Chair Nancy Denton reported that the committee is still working through course action forms from last semester and has received some new ones as well. At its upcoming meeting the committee will also be reviewing the latest draft of the Writing Initiative.

- Academic Support

Chair Cynthia Fox reported that committee has not met this semester and gave no report.

**Old Business**

None

**New Business**

There were no questions asked.

- There was a unanimous motion to adjourn the meeting at 4:05 pm.
Meeting adjourned at 4:05 pm

The meeting was called to order at 3:32 pm by John Monfasani.

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Approval of 2-06-08 Minutes: Chair Monfasani made a motion to approve the minutes, with the changes noted below. The minutes were approved by unanimous vote.

- Kevin Williams did not attend the meeting.
- Helene Scheck did attend the meeting.

**Dean’s Report** Acting Dean Wulfert reported that the CAS website is being updated to become more user-friendly and attractive by featuring faculty and student accomplishments. She asked that departments please report notable accomplishments by faculty and students to the Dean’s office for inclusion. This year’s hiring process is ongoing and progressing very well. Some departments have already been able to hire their first choices. Chair Monfasani asked about possibility of extending searches to next year if no suitable applicants can be found in the current year’s applicant pool. Acting Dean Wulfert responded that she supports such a policy of carryover in order to hire the best quality faculty. Acting Dean Wulfert reported that a SUNY budget reduction by 2.5% is possible for the coming fiscal year, but that it is not yet clear when the issue will be resolved. She has been asked to provide two hiring plans for CAS, one with last year’s budget and another reflecting the possible 2.5% reduction. In response to a question about where cuts might be made if necessary, she responded that no priorities had yet been established. In response to a question about the initiative to diversify SUNY faculty announced last year, Acting Dean Wulfert reported that SUNY Central made available a total of 6 targeted diversity faculty lines to be divided among the four university centers. SUNY Central has complete control over these hiring decisions. Thus far UAlbany has received authorization for one line and has an offer pending. The Acting Dean herself also authorized and internally funded one diversity line request from Philosophy which was denied by SUNY Central. She did not know what progress had been made in the search for a new UAlbany president or SUNY chancellor.

**Chair’s Report**

Council Chair Monfasani reported the following items from the February 20th CAS Department Chairs’ meeting: that some students are using graduation recognition documents in lieu of official diplomas and that steps are being taken to prevent this in the future; that initiatives to authorize new majors and minors should not be disseminated or discussed without first consulting the Dean’s office; that the SUNY budget may be reduced for the next fiscal year, with exact amount yet to be determined; that the issue of additional
compensation for department chairs was again discussed; that departmental hiring plans are due in the Dean’s office by the end of third week of March.

**Committee Reports**

- **Nominating Committee**

  In lieu of presenting an oral report, committee Chair and Council Vice-Chair Bradley Armour-Garb distributed to the Council the minutes of the last Senate meeting.

- **Tenure and Promotion**

  Chair Susanna Fessler reported that the committee has voted on nine cases of Tenure and Promotion from the assistant to associate level, with two more cases still pending; that it has voted on five cases of promotion from associate to full professor, with one case still pending.

- **Faculty Development**

  Chair Karen Mohr reported that the committee met on March 4th and created an initial ranking of FRAP B rankings. These rankings will be finalized by the end of the week. Associate Dean for Research Larry Schell attended the Council meeting to discuss the possibility of revising the criteria used to evaluate FRAP awards and/or making the criteria more explicit. He agreed with the Council that clarification of the evaluation criteria would be useful and stressed that his role has largely been to regularize evaluation procedures from year to year within CAS and between CAS and the University. He recalled that the Vice-President for Research controls the FRAP program and has control over the wording of the evaluation criteria. In response to the Council’s previous concerns, Schell worked with Monfasani and Mohr to revise evaluation criteria for FRAP A and FRAP B applications. This draft was distributed to Council members and discussed. Issues raised included the weight afforded to different evaluation criteria, especially collaborative projects, given that in some humanities fields collaborative research is discouraged; the logic of the numerical scoring rubric; the points awarded according to the academic rank of applicants. Schell offered to raise the issue of FRAP A evaluation criteria revision at his mid-April meeting with the Vice-President for Research and the University Council on Research. Any changes would take effect for next year’s cycle of grants and be posted on the web site during the summer. Schell also noted that CAS could make changes to FRAP B criteria as long as the modified criteria did not contradict FRAP A criteria.

- **Academic Planning**

  Chair Kevin Williams reported that the committee met most recently in January and discussed the revision of the Writing Proposal. Changes proposed include creating a required, year-long freshmen writing seminar; maintaining the current lower- and upper-level writing intensive courses, with the lower required prior to students’ earning 60 credits; the upper-level course would no longer have to be in a student’s major, though this is “strongly recommended”; creation of a multi-faceted faculty development program to support faculty who teach lower- and upper-level writing-intensive courses. Discussion ensued. J. S. Uppal noted that the requirements for upper-level writing courses have always been unclear and that as a result these courses are very difficult to teach. Likewise, it remains unclear which categories of students (transfer students, Honors College students, Project Renaissance students, etc.) will be exempt from the new freshman writing requirement. In response to a question about the status of the proposal, Williams offered to find out whether it is slated to go before the Senate this semester for discussion and vote. He noted several other problematic issues: implementing the freshman seminar will cost more than $550,000 per year in instructor salaries alone; there are no clear tools to judge the program’s efficacy; there is no provision for a remedial training component for the weakest students; there is doubt whether the proposal will really change and improve the culture of UAlbany and students’ writing skills. It has been suggested that the only sure way to do this is to raise initial admission standards for undergraduates.

- **Academic Programs**

  Chair Nancy Denton reported that the committee has 48 new Course Action Proposals to consider this semester. The committee is working hard and expects to have half of the CAPs done by the end of next week.

- **Academic Support**

  Chair Cynthia Fox reported that committee has received only 2 of the reports it requested from departments on wireless use and need. There is not enough money to wire all faculty offices and classrooms, so choices must be made. Dorms and common areas are already wireless-ready. The committee is charged with creating a priority list, so a high rate of faculty response is crucial. Fox also reported that classroom assignment procedures are also going to be revisited in response to scheduling difficulties and faculty dissatisfaction.
Old Business None

New Business There were no questions asked.

· There was a unanimous motion to adjourn the meeting at 4:52 pm.

Meeting adjourned at 4:52 pm Minutes submitted by Brett Bowles, March 11, 2008.
The meeting was called to order at 3:35 pm by Brad Armour-Garb, replacing the absent John Monfasani.

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Approval of 3-5-08 Minutes: The minutes could not be formally approved since a quorum was not present.

One clarification should be added to the Academic Support Committee report by Cynthia Fox: there is funding available to install wireless internet throughout the campus, but the installations will be done in stages over the next several years, hence the committee’s work to prioritize which areas will be connected first.

Dean’s Report

Acting Dean Wulfert reported two pieces of information. UAlbany’s upcoming accreditation review and UAlbany Day. In 2010 UAlbany will receive visitors from the Middle States Commission on Higher Education in order to renew its accreditation. Vice-Provost Sue Faerman has been appointed by Interim President George Phillip to manage the process. Faculty will be solicited to participate in the necessary committees and sub-committees. This is a highly valued service that should be delegated primarily to tenured rather than junior faculty.

About 400 members of the UAlbany community turned out for UAlbany Day downtown. Many of our state legislators have UAlbany degrees. There was a series of speeches by George Phillip and other members of the university delegation. The issue of designating two “flagship” campuses (Buffalo and Stony Brook) was raised, but legislators denied this designation and cited their commitment to equality among the four research centers. There is currently strong lobbying to keep the original SUNY budget intact for the coming fiscal year. Acting Dean Wulfert has been working with Steve Galime on the CAS budget and will be meeting with the Provost on Monday to discuss the CAS budget. The Acting Dean feels that CAS will remain stable if budget is equal to last year’s; but that any cuts would be difficult to absorb.
Chair’s Report

Acting Chair Armour-Garb did not report.

Committee Reports

- Nominating Committee
  No report.
- Tenure and Promotion

Chair Susanna Fessler reported that the committee has to date reviewed 10 cases for tenure with promotion from Assistant to Associate Professor, and that the last of these cases will leave the Acting Dean’s office by the end of the week. The committee has reviewed 6 additional cases for promotion from Associate to Full Professor. In the next few weeks all these cases will make their way to the Committee on Promotion and Continuing Appointments. There remain 2 more tenure and promotion cases to be reviewed. One is a carryover from last year and will be heard later this month. The final case is on a spring review schedule. This file has not yet been submitted by the candidate’s department but will be soon.

- Faculty Development

Committee member Kevin Knuth, replacing chair Karen Mohr, reported that the committee recently evaluated and ranked 11 CAS research awards and 14 FRAP B proposals. CAS spring travel award applications will be reviewed next week.

- Academic Planning
  No report.

- Academic Programs
  No report.

- Academic Support

Chair Cynthia Fox reported that the committee has gotten reports from all departments about their wireless needs and established a priority list divided into three categories. Assistant Dean Elizabeth Gaffney is now reviewing these recommendations in relation to the funds available. The committee’s next task is to address room scheduling procedures. To this end, the committee will meet on April 10 with Bob Gibson and Ellen Weatherby.

Old Business

None

New Business

None

- There was a consensus to adjourn the meeting at 4:00 pm.

Meeting adjourned at 4:00 pm

Minutes submitted by Brett Bowles, April 14, 2008.
The meeting was called to order at 3:35 pm by John Monfasani.

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**Approval of 3-5-08 and 4-9-08 Minutes**

The minutes of 3-5-08 were approved unanimously as submitted. The minutes of 4-9-08 were approved unanimously after the following changes: 1) Helene Scheck was present; 2) Dr. Huang’s given name should have been spelled “Youqin”.

**Chair’s Report**

Chair Monfasani reported that Interim President George Philip and Interim Provost Susan Phillips attended the last Council of Chairs meeting to discuss the budget situation and other issues. President Philip explained that the additional proposed budget cut of $109 million is administrative rather than legislative in origin, proposed by the New York State Division of Budget, and justified as a “tax” on revenue collected by and allocated to SUNY. He stressed that if such cuts are actually implemented, it will be virtually
impossible to run UAlbany and the other SUNY campuses. Of the four research centers, UAlbany has historically ranked last in funding, particularly tenure-track faculty lines, and currently has the worst student-to-faculty ratio (23.5 to 1) among the four research centers. The President is advocating strongly that the budget cut proposal be rescinded by Governor Paterson.

Provost Phillips noted that there has been a marked increase in plagiarism and recommended that all instructors include the official SUNY statement on plagiarism in their syllabi. The statement is available at [www.albany.edu/undergraduateeducation/](http://www.albany.edu/undergraduateeducation/). When confronted with a case of plagiarism, faculty are required to file an Academic Violation Form that will be added to the student’s file and provide a basis for disciplinary action, especially if multiple offenses are committed. This form is available at the above link.

**Dean’s Report**

Dean Wulfert reported that her position has been regularized and that she has agreed to a three-year contract. With regard to the 2008-09 budget, all decisions are currently “on pause” until the situation is definitively resolved. No new faculty searches are currently being authorized and failed searches from this year which would under normal circumstances automatically be carried over are also on hold for the moment. The budget crisis makes attracting high-quality faculty difficult and undermines the university’s ability to negotiate competitive salaries for candidates who have multiple job offers.

Ninety-five CAS faculty members have volunteered to participate in commencement this year. However, there was embarrassingly poor attendance at the recent event held to honor CAS faculty artists and authors, in part due to timing at the end of the semester. Next year the event will be held in the fall in order to maximize faculty attendance. There will be an ice cream social for faculty on May 20 from 2:30 to 4:00 pm in the Patroon Lounge on the first floor of the Campus Center. This year’s edition of Fountain Day, held on April 27, was very well attended and successful. Students were well behaved and enjoyed themselves. Three CAS Faculty Excellence Awards have just been announced: Helene Scheck (English) is receiving the award for teaching innovation; Martha Rosette (English) the award for advisement; Igor Lednev (Chemistry) the award for student mentoring. Each award carries a cash prize of $500.

The Dean responded to several questions from council members regarding the budget. There is no firm deadline for a decision, but it should come in the next several weeks; Governor Paterson will have the final word on the matter. As for the possibility of a total hiring freeze, the Dean noted that this would have a detrimental impact on UAlbany’s ability to continue serving its students. There are crucial hires that need to be made in order to teach required courses. Priorities will have to be established based on the relative strengths of various programs and instructional requirements of degree programs. The Dean expressed optimism that the worst-case scenario from the mid-1970s, when entire academic units were eliminated because of budgetary compression, will not reoccur. She also expressed her confidence in President Phillip as an effective advocate.
for the university, citing his experience managing the New York State Pension Fund and his extensive legislative connections.

**Committee Reports**

- Nominating Committee

Chair Brad Armour-Garb was not present, but communicated to John Monfasani that he is close to filling the vacant slots on various committees for the 2008-09 year. Brad also communicated that he will be unable to take over as Council chair next year, as procedure would normally dictate.

- Tenure and Promotion

Chair Susanna Fessler reported that the committee has finished its work for the year that that in all it reviewed 18 cases, 12 for promotion from assistant to associate professor with tenure, and 6 for promotion from associate to full professor. If additional cases are submitted over the summer, the committee will work on these as needed.

- Faculty Development

Chair Karen Mohr was not present and did not report.

- Academic Planning

Chair Kevin Williams reported that the writing proposal is not on the Senate calendar to be discussed and is presumed to be “on pause” along with all other curricular and staffing decisions dependent on budget.

- Academic Programs

Chair Nancy Denton reported that the committee has finished all the course action forms on its docket and that there will be no carryover for next year. The committee may convene over the summer to handle straightforward course action forms as they are submitted. Its current business is to form an ad-hoc committee to handle a student grievance against a faculty member that could not be resolved at the departmental level.

- Academic Support

Chair Cynthia Fox being absent, committee member Tim Halkowski reported that the group met with Bob Gibson and Ellen Weatherby to discuss the procedures for room scheduling and communication between departments and the Registrar’s office. In the current electronic scheduling system, there is no automatic notification if an assigned room does not have sufficient capacity to handle course enrollment. This will eventually be fixed when the computer system is upgraded; in the meantime there will be a patch. Faculty are advised to spread out their teaching over a broader range of days of the week.
and times of day (avoiding the high-demand period of Tuesday and Thursday afternoon when possible) in order to make scheduling easier.

**Election of Chair for 2008-09**

Sole nominee Nancy Denton was unanimously elected as Council Chair for 2008-09. Brad Armour-Garb remains Nominating Chair in the meantime.

**Old Business**

None

**New Business**

Sarah Cohen informed the council that the Art History department experienced an apparent security breach in the Peoplesoft system on April 13. Its course on Art in the Western World, a high-demand core course for Art majors that also covers two General Education requirements, had all reserved seats deleted and the course immediately filled with incoming freshmen. An additional section of the course had to be added in order to accommodate Art majors.

How this deletion occurred is unknown, but the system may have been accessed from an unauthorized party outside the university. Council members expressed their concern since Peoplesoft contains a variety of sensitive personal information about students and faculty members such as grades, benefits, and social security numbers. Departments are thus urged to be aware of the potential for unauthorized access and to take appropriate security measures. When Peoplesoft is eventually upgraded, there will be fewer members in each department who will have access to the system.

- There was a unanimous motion to adjourn the meeting at 4:50 pm.

**Meeting adjourned at 4:50 pm**

Minutes submitted by Brett Bowles, May 9, 2008.