The meeting was called to order at 3:35 pm by Nancy Denton.

Members Present are Marked with and “x”

<table>
<thead>
<tr>
<th>X = Present</th>
<th>Name of Committee Member</th>
<th>X = Present</th>
<th>Name of Committee Member</th>
<th>X = Present</th>
<th>Name of Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Berhane Araia</td>
<td>X</td>
<td>Samantha Friedman</td>
<td>X</td>
<td>Bill Pyszczymuka</td>
</tr>
<tr>
<td>X</td>
<td>Bradley Armour-Garb</td>
<td>X</td>
<td>Helen Ghiradella</td>
<td></td>
<td>Helene Scheck</td>
</tr>
<tr>
<td>X</td>
<td>Maria Isabel Ayala</td>
<td>X</td>
<td>Annis Golden</td>
<td></td>
<td>Victoria von Arx</td>
</tr>
<tr>
<td></td>
<td>Iris Berger</td>
<td></td>
<td>Boris Goldfarb</td>
<td>X</td>
<td>Christine K. Wagner</td>
</tr>
<tr>
<td>Maia Boswell</td>
<td>Rachel Harris</td>
<td></td>
<td>Youqin Huang</td>
<td></td>
<td>Edelgard Wulfert</td>
</tr>
<tr>
<td>Sarah R. Cohen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Nancy Denton</td>
<td></td>
<td>John Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Sharon N. DeWitte</td>
<td>X</td>
<td>William Kidd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Keith A. Earle</td>
<td>X</td>
<td>Liz Lauenstein</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Susanna Fessler</td>
<td>X</td>
<td>Andi Lyons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Cynthia A. Fox</td>
<td></td>
<td>Li Niu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval of 5-7-08 Minutes:

The minutes of 5-7-08 were approved unanimously after the following changes: 1) John Bailey Jones was present; 2) The spelling of Martha Rozett’s name in the Dean’s Report was misspelled.

Chair’s Report on the Council of Chairs meeting:

No report.

Dean’s Report:

Dean Wulfert reported that the Middle States accreditation review of 2009~2010 was staffed and underway.

The search for a new President and Chancellor is still underway.

With regard to the current budget, there was a 3% cut to the overall CAS budget at about $1.14 million. There is no hiring forecast for this year, with exception of four departments currently staffed with temporary secretaries, junior hires in LLC (Spanish area) and Communication, and two positions from last year in the Life Sciences for which offers are out but negotiations are still ongoing.

Indirect cost returns from grants will remain intact and have been distributed to departments, but all other one-time expenditures are currently suspended. Therefore, CAS faculty support in the form of faculty development/travel support/seed money has been temporarily halted.

There is an expectation that the State may impose an additional budget cut on the SUNY system within the next several months, but no clear information is currently available.
The Dean responded to several questions from council members regarding the current budget situation. There are no alternative means of acquiring money presently. Grants, which are the primary source of funding faculty research, have somewhat decreased, possibly due to the difficult financial situation at the federal and state levels. When asked where the money goes when people leave the University, the Dean explained that hiring in the College has been based on a ‘deficit model’. That is, the College projects what monies may become available next year from retirements and resignations, and based on these projections the College then authorizes searches for new faculty. However, the CAS budget has been cut by 3%, which corresponds to a loss of $1.14 million in its operating budget; hence the money from all lines freed up through retirements and resignations at the end of the current academic year will have to be turned in to absorb this loss. In regards to summer courses, the Dean does not anticipate significant changes; departments that offer summer courses are expected to be reimbursed at the same rate as before.

**Vice Chair Report on Senate Meeting:**

No report.

**Committee Reports**

Susanna Fessler reported that the 2007-2008 Council Tenure & Promotion Committee conducted no business over the summer.

No new reports as the committees have yet to officially form and meet.

**Old Business:**

None.

**New Business:**

Chair Nancy Denton welcomed the Council to a new semester and began the task of committee assignments. The vote was open for Vice Chair of the Council, to which Susanna Fessler was elected. Professor Fessler was also elected as chair of the Nominating Committee. Keith Earle was elected as chair of Faculty Development; and Samantha Friedman was elected as Council Recorder. Maria Isabel Ayala was elected chair of Academic Programs. Additional committee changes were being decided and planned.

On the 2008-09 CAS Faculty Council Standing Committee sheet it was noted that William Lanford is a member of the Physics department, not Chemistry; and Helene Scheck is an Associate Professor while she is incorrectly listed as an Assistant Professor.

A vote to allow but not require the Dean to attend the length of the Council meeting was unanimously approved.

**Meeting adjourned: 5:05**

Minutes respectfully submitted by: Bill Pyszczymuka
CAS Faculty Council Meeting
10/22/2008
AS 122
3:30 PM

Members Present are Marked with an “X”

<table>
<thead>
<tr>
<th>X = Present</th>
<th>Name of Committee Member</th>
<th>X = Present</th>
<th>Name of Committee Member</th>
<th>X = Present</th>
<th>Name of Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Berhane Araia</td>
<td>X</td>
<td>Cynthia A. Fox</td>
<td>X</td>
<td>Jason Shepard</td>
</tr>
<tr>
<td></td>
<td>Bradley Armour-Garb</td>
<td></td>
<td>Samantha Friedman</td>
<td></td>
<td>Victoria von Arx</td>
</tr>
<tr>
<td>X</td>
<td>Maria Isabel Ayala</td>
<td>X</td>
<td>Annis Golden</td>
<td></td>
<td>Christine K. Wagner</td>
</tr>
<tr>
<td>X</td>
<td>Iris Berger</td>
<td>X</td>
<td>Heekyoung Hahn</td>
<td>X</td>
<td>Sho Ya Wang</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Popp Berman</td>
<td></td>
<td>Rachel Harris</td>
<td>X</td>
<td>Edelgard Wulfert</td>
</tr>
<tr>
<td>X</td>
<td>Maia Boswell-Penc</td>
<td>X</td>
<td>John Jones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Monika Calef</td>
<td>X</td>
<td>William Kidd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Sarah R. Cohen</td>
<td>X</td>
<td>Kir Kuiken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Nancy Denton</td>
<td></td>
<td>Andrei Lapenas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Sharon N. DeWitte</td>
<td>X</td>
<td>Liz Lauenstein</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Keith A. Earle</td>
<td>X</td>
<td>Andi Lyons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Susanna Fessler</td>
<td></td>
<td>Bill Pyszczymuka</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As council members are still getting to know one another, there was a round of introductions.

Chair’s report: (Report on Council of Chairs Meeting)

One of the key messages was the importance of getting grants. The CAS grant portfolio is small compared to other units. It is important to develop strategies for helping new faculty get grants. It was noted that different departments have different experience levels with grant writing.

There is a continuing problem with finding personnel to staff committees. Response has been poor. For example, at the moment there is one at large CAS Council member (four are mandated). The issue is how to encourage people to buy-into college governance?

It was noted that CAS Faculty Council appointments should be made in the spring not fall, as happened this year.

There was a suggestion that the Council of Chairs could have departments make recommendations for at large counselors.

Dean’s report:
Money for indirect cost return has been released to departments. Externally funded departments will receive the second half of the indirect cost return at a future date.

There was a complaint from a faculty member about non-receipt of a Drescher award. The point to note is that these proposals are reviewed by a SUNY-wide committee and that very few proposals have been funded as monies are tight. Such awards are becoming increasingly competitive, and paylines are creeping up. Nevertheless, a useful perspective seems to be, “You never get the grant you don’t apply for.”

Financial concerns can also impact faculty in other ways. For example, there is a perception among faculty that a sabbatical is a right. In fact, sabbatical requests can be denied. The situation may worsen due to the financial woes at the state level because our foremost obligation is to ensure we fulfill our educational mission.

There was a question that if a sabbatical request was denied should people be encouraged to reapply. The answer was yes as the pool of applicants may be different at different times.

In the discussion that followed, it was stated that sabbaticals need to be absorbed by the department so that teaching loads are covered. Department and faculty have to work out sabbatical leaves among themselves and not leave it up to the dean.

Approval of minutes 10 September 2008.

The minutes were approved as read with one abstention.

Committee reports:

Nominating: no report.

Tenure and Promotion: the committee nominated co-chairs. There are 11 tenure and promotion, and 6 promotion cases to consider. T&P needs one more member to handle conflict of interest issues.

Faculty Development: there were 20 FRAP A proposals submitted. The review process was distributed among six reviewers, three reviewers per proposal, each reviewer has ten proposals to evaluate.

Academic Planning: getting organized, no new business.

Academic Programs: 40 course action forms to evaluate. 16 evaluated so far. Two grievances are in process.

Academic Support: no report

Old business:
An extensive discussion took place about the role of external experts in helping to evaluate FRAP proposals. The consensus emerged that if a reviewer learns something of significance from contacting an external reviewer, that information should be made available to other reviewers of that proposal.

Faculty Senate report:

Three bills passed 1) revision of syllabus requirements 2) retroactive inclusion on the dean’s list, e.g., satisfying an incomplete. 3) graduates with an incomplete or disputed grade which would bring GPA’s up to honors level have the right to petition for graduation with honors.

Submitted: Keith A. Earle
In attendance: Bradley Armour-Garb, Elizabeth Popp Berman, Sarah R. Cohen, Nancy Denton, Sharon DeWitte, Susanna Fessler, Cynthia Fox, Samantha Friedman, Annis Golden, Heekyoung Hahn, John Jones, Bob Keesee (for William Kidd), Kir Kuiken, Andrei Lapenas, Liz Lauenstein, Bill Pysczczymuka, Jason Shepard, Sho Ya Wang, Dean Edelgard Wulfert

Not in attendance: Berhane Araia, Maria Isabel Ayala, Iris Berger, Maia Boswell-Penc, Keith Earle, Rachel Harris, Andi Lyons, Victoria von Arx, Christine Wagner

1) Chair’s report:

There was no Chair’s Council meeting since the previous CAS Faculty Council Meeting. Denton has worked with the Academic Planning Committee in preparing a discussion of the procedures to elect “at-large” members. Denton waited to discuss this in more detail in the committee report section (see (4) below).

The next meeting is on 12/3/08 and is a formal faculty meeting.

2) Dean’s report:

Dean Wulfert began her report with the news about a potential $71 million budget cut to the SUNY system. This might amount to a 3 percent cut for each SUNY campus.

The Dean thanked the CAS Faculty Development committee for its work in evaluating the FRAP A and Conference/Journal support proposals.

Dean Wulfert discussed the teaching award in CAS. The deadline to submit nominations for the award was Friday, 11/14. She mentioned that there were 9 nominations last year, and this year there were many fewer. There are two teaching awards, one for mentoring and one for innovativeness and excellence in teaching. Last year, the monetary award associated with these teaching awards was raised to $500. Given the low turnout of applications, the Dean wondered whether these awards should be discontinued.

Committee members provided feedback. Some suggested that the Dean wait until the deadline to fully assess the level of interest because many people wait until the last minute to submit their applications. Others suggested that because there are several similar awards out there for teaching, perhaps CAS could do a better job distinguishing this award from the others. One person suggested that there be a centralized location that lists all the awards and maps each award to each entity giving the award (e.g., the University, CAS). Other members wanted clarification on the procedure for submitting nominations for the award. The Dean confirmed
that only a nomination letter is needed to be eligible for the award and that renominations are acceptable.

After discussing the teaching awards, Dean Wulfert informed members of the Council that the University is considering a winter break shut down of electricity to save money. She asked the Council for their feedback. Members were concerned about the regular staff members who work full time during the winter intersession. Faculty members in the sciences were concerned about the need to operate labs. Many cannot complete their research without the operation of their labs.

Andrei Lapenas suggested that we try to make cuts to resources in our everyday work lives to save money year round instead of just during a shut down period. Lapenas heads an environmental sustainability task force and is trying to seek ways to do this to benefit the University. Lapenas suggested that the best way to get people interested would be to give them incentives. Perhaps a reward structure could be set up so that those who make the most significant cuts in resources get the greatest rewards. Other members of the committee suggested that using the internet (e.g., Skype) or phone cards could save significantly on phone costs.

Finally, the Dean encouraged everyone to participate in the graduation ceremony in December.

3) Approval of Minutes for 10/22/08

The minutes for 10/22/08 were approved unanimously after two changes: 1) Bill Pyszczymuka was present. 2) The underlined phrase was added to the following statement in the minutes: “T&P needs one more member from the Arts to handle conflict of interest issues.”

4) Committee Reports

Nominating
Chair Susanna Fessler reported that the Nominating Committee is trying to get a head start on the nominating process for the 2009-2010 Faculty Council. They have been tweaking the web page that is used for Faculty councilors/sub-committee members to try to make it more user friendly. The URL is http://apps.albany.edu/volunteer/?ID=20. The committee welcomes suggestions on improving the web page, which can be e-mailed to Susanna Fessler at fessler@albany.edu.

Tenure and Promotion
Co-chair John Jones reported that the first tenure case was being considered on 11/13/08. The committee found an alternate faculty member from the Arts.

Faculty Development
Co-chair Samantha Friedman reported that there were 6 applications for the Conference support award mechanism. A subset of the committee convened and ranked the applications and
submitted a memorandum to Dean Wulfert providing the rankings and justification for the rankings.

The full committee also had convened to review the 20 applications for the FRAP A award mechanism. There were 6 members reviewing the applications. We each reviewed 10 applications, resulting in each application having been reviewed by 3 members of the committee. We considered several criteria in ranking the applications including potential for acquiring external funding, the significance of the proposed research, the innovativeness and creativeness of the proposed project, whether the proposed methods were applicable to carry out the research, the rank of the faculty member, whether the application involved collaborative or interdisciplinary research, and whether the applicant followed the application instructions. We submitted two rankings of the applications to the Dean, one with the external funding criteria and one without. Both rankings were reasonably similar. The committee is in the process of preparing a final report of the justification of the rankings as well as comments on each of the 20 proposals.

**Academic Planning**
Chair Annis Golden reported that the committee met to consider the question about what the CAS by-laws say about the election of council members to becoming “at-large” members. Historically, these seats have been filled by teaching faculty and not by professional staff. Chair Denton asked the committee to examine whether the by-laws specify anything about who can occupy these seats. Chair Golden and her committee researched this issue and found that there exists no language in the by-laws precluding the election of professional staff members. They put together a memorandum summarizing their research.

**Academic Programs**
Chair Maria Isabel Ayala was not present, but another member of the committee reported that the committee’s work is ongoing and it has been conducting its business via e-mail.

**Academic Support**
Chair Cynthia Fox had no report and said that the committee would be meeting next week for the first time.

5) Old Business

None

6) New Business

The memo put together by Chair Annis Golden and the Academic Planning Committee was discussed. According to the CAS by-laws, there should be 4 at-large committee members, with 2 members at-large being voted for every year. The research done by Golden and her committee found that there is no language precluding the participation of professional staff.

Council members discussed whether we should specify how many of the at-large members should be tenure-track faculty and how many should be professional staff members. For
background information, Chair Golden informed the Council that there are currently 359 total tenure-track faculty and 75 professional staff members. It was decided that if you have 3 professional staff members elected to be members at-large, then in total, there would be 5 professional staff members on the CAS Council and 25 regular teaching faculty (a 5:1 ratio, which would be consistent with the ratio of faculty to professional staff in CAS). Given this discussion and this calculation, CAS Council members decided to change the recommendation in the existing memorandum put together by Golden and her committee to read: “Four voting members of the Faculty Council shall be elected as At-Large members by the voting faculty and professional staff of the College. At least one will be a member of the teaching faculty, unless there are no nominees.”

Another item of new business that arose in the conversation about the election of at-large members was whether there exists a culture in CAS that inhibits participation on the Council. A few members were frustrated wondering whether the Council actually has any power. A discussion ensued about the role of the CAS Council. It was suggested that Dean Wulfert should consulted about this in order to learn what she believes the role of the Council is. With such information, Council members could be better informed about the issues that should be discussed during the remaining academic year.

**Meeting adjourned at 4:45pm**

Minutes submitted by Samantha Friedman, December 1, 2008.
CAS Faculty Council Meeting
12/3/08
CC 375
3:30pm

In attendance: Berhane Araia, Maria Isabel Ayala, Iris Berger, Elizabeth Popp Berman, Sarah Cohen, Nancy Denton, Keith Earle, Susanna Fessler, Cynthia Fox, Samantha Friedman, Annis Golden, John Jones, Kir Kuiken, Andi Lyons, Bill Pyszczymuka, Jason Shepard, Christine Wagner, Sho Ya Wang, Edelgard Wulfert


1) Approval of Minutes for 11/12/08 Council Meeting

Minutes approved unanimously.

2) Chair’s report:

Denton welcomed everyone to the year-end Council meeting. Her first item of business was encouraging faculty to get grants. This has been emphasized at the Chair’s Council meetings and is pertinent given the difficult economic times that the University and New York state are experiencing.

Denton mentioned some of the initiatives that the Faculty Council has been discussing and is preparing to undertake during the spring semester. Members of the University community are interested in documenting the extent to which we are engaged in the larger community. One of the initiatives that the Council is working on is listing these ties to the community. At the suggestion of Dean Wulfert, the Council is also considering ways in which we can help reduce the University’s costs during the budget crisis. Andrei Lapenas, one of the Councilors, leads an environmental sustainability task force on campus and is trying to coordinate ways to cut spending in University operations in order to save money and provide incentives for faculty/departments for participating in such efforts. One of the last initiatives mentioned by Denton is that the Council is trying to bolster participation in its activities and work. Councilors have discussed the lack of participation in Council meetings and on committees, and the hope is to create initiatives that will attract participation and that will ultimately benefit CAS and the University.

3) Dean’s report:

Dean Wulfert began her report with the bad news facing CAS and the University and ended on a more positive note with some good news.
The Dean discussed the potential $71 to $102 million state budget cut to the SUNY system. This might amount to a 3 percent cut of the state budget for each SUNY campus and a 3 percent cut to all departmental budgets. As a result there will be virtually no new hires made in CAS for the foreseeable future, even in the case when there are retirements.

Dean Wulfert encourages the faculty to do the best job that they can with the resources available. She suggested that departments should reflect upon their resource usage and reallocate the resources if there is a more efficient way of doing so. The Dean has been visiting departments throughout the semester, and on a weekly basis has been meeting with the Deans and the Provost. She encourages everyone to attend the town meetings that are being organized in order to be kept up to date with the budget situation. Dean Wulfert ended her not so good news by informing attendees that the interim chancellor at SUNY Central will step down at the end of December.

On a more positive note, the Dean highlighted the success of the journalism program. The major was launched last year and has grown to 180 student majors. There are another 120 intended majors. She also mentioned the initiation of a globalization major. Although it is small now, it is a truly interdisciplinary major not housed in a given department and is expected to grow over the years.

Dean Wulfert reiterated the importance of acquiring external funding. She noted that award levels are down as compared to previous years, but the number of applications has risen. She congratulated a number of individual faculty members within CAS for their recent acquisition of noteworthy external grants.

Finally, the Dean ended by bringing attention to CAS’s website. Featured there are newsworthy items about faculty and students. It also should serve as a resource for providing current information about recent events and items like the campus-wide shutdown that will occur over the break.

4) Committee Reports

Nominating
Chair Susanna Fessler reported that things have been relatively quiet during the fall semester for the Nominating committee. The main objective of the committee’s work for the spring semester will be to populate the CAS Council for the 2009-2010 term. Fessler will chair the Council next year and would like to identify new councilors and other faculty to serve on Council committees before the summer begins. Fessler and fellow committee members will be sending out a questionnaire to department chairs within the next few weeks asking them for the names of individuals who might be interested in participating. She also made a pitch for participation in the University Senate. Dick Collier, Secretary of the University Senate, is the person to contact.

Tenure and Promotion
Co-chair John Jones reported that the Tenure and Promotion committee has had a slow start. The committee has reviewed 2 cases, but there are 5 more to review before the winter break.
**Faculty Development**

Co-chair Samantha Friedman reported that the Faculty Development Committee has been busy this semester evaluating applications for the FRAP A and the Conference support awards. The committee met and reviewed 20 applications for the FRAP A award mechanism. There were 6 members each reviewing 10 applications, resulting in each application having been reviewed by 3 members of the committee. The committee considered several criteria in ranking the applications including potential for acquiring external funding, the significance of the proposed research, the innovativeness and creativeness of the proposed project, whether the proposed methods were applicable to carry out the research, the rank of the faculty member, whether the application involved collaborative or interdisciplinary research, and whether the applicant followed the application instructions. The committee submitted two rankings of the applications to the Dean, one with the external funding criteria and one without. Both rankings were reasonably similar. The committee also sent Dean Wulfert a final report of the justification of the rankings and brief comments on each of the 20 proposals.

With respect to the Conference support award mechanism, there were 6 applications. A subset of the committee convened and ranked the applications and submitted a memorandum to the Dean providing the rankings and justification for the rankings. There were no applications for the Journal support award.

In the spring semester the committee will convene to evaluate applications for the FRAP B award mechanism as well as the Conference and Journal support award mechanisms.

**Academic Planning**

Chair Annis Golden reported that the Academic Planning committee does not have a well-defined charter this year namely because of the lack of resources available to CAS. They have been conferring by e-mail about where they should be headed. Most of the topics of discussion have focused on developing a college honor code and a classroom civility policy to deal with cell phone usage, and on assessing the impact of the shrinking numbers of full-time faculty in the classroom on students’ education. Golden welcomed other suggestions and told interested faculty to e-mail her at agolden@albany.edu.

**Academic Programs**

Chair Maria Isabel Ayala reported that most of the Academic Programs committee work has been done by e-mail. During the past semester there have been 67 course proposals submitted and the committee has made decisions on 56 of them. There have also been 2 grievances on which the committee has been working to resolve.

**Academic Support**

Chair Cynthia Fox could not attend the meeting. Her report was submitted to Denton and Friedman via e-mail. She said that the Academic Support Committee finally has a complete roster. The committee met in November with Helen Strother who wanted their feedback on the Guidelines and Policies that have recently been developed by CAS Computing. These are available on the web and the committee urges all faculty to take a look at them. Helen is also
available to attend faculty departmental meetings, should any department want to invite her to discuss the issues involved.

5) Old Business

None.

6) New Business & Questions from Non-councilors

None.

Meeting adjourned at 4:30pm.

Minutes submitted by Samantha Friedman, January 6, 2009.
CAS Faculty Council Meeting
2/4/09
AS 122
3:30pm

In attendance: Berhane Araia, Maria Isabel Ayala, Iris Berger, Elizabeth Popp Berman, Sarah Cohen, Nancy Denton, Keith Earle, Susanna Fessler, Cynthia Fox, Samantha Friedman, Annis Golden, John Jones, Kir Kuiken, Liz Lauenstein, Andi Lyons, Jason Shepard, Christine Wagner, Sho Ya Wang

Not in attendance: Bradley Armour-Garb, Maia Boswell-Penc, Bill Pyszczymuka, Victoria von Arx, Edelgard Wulfert

1) Approval of Minutes for 12/3/08 Council Meeting

Minutes revised to indicate Bill Pyszczymuka’s presence at the last meeting. Approved, but one abstention from Amy Bloch who was not on Council last semester.

2) Chair’s report:

Denton made a brief report. Because of the snowstorm and the cancellation of classes, she did not attend the Chair’s Council meeting. Denton briefly discussed the results of the National Survey of Student Engagement (NSSE).

She would like council members to discuss this at the March meeting. To that end, she will have the materials circulated to members before the next meeting. Because the Dean is attending a conference, there was no Dean’s report made at this meeting.

3) Committee Reports

Nominating
Chair Susanna Fessler reported that she sent a second e-mail to CAS chairs to solicit names for CAS Council and Faculty Senate.

Tenure and Promotion
Co-chair John Jones reported that the Tenure and Promotion committee has reviewed 7 tenure and promotion cases. They have materials for one more tenure and promotion case and 3 promotion cases. They are waiting for materials for 3 additional tenure and promotion cases and 2 promotion cases.
Faculty Development  
Co-chair Samantha Friedman reported that the Faculty Development Committee has not been busy yet this semester. However, she and fellow members will be meeting and working soon on evaluating applications for the FRAP B awards and the Conference and Journal support awards.

Academic Planning  
Chair Annis Golden reported that the Academic Planning committee has not met since last meeting. They will get together soon.

Academic Programs  
Chair Maria Isabel Ayala reported that they have not met either, but several proposals are pending. They will meet soon.

Academic Support  
Chair Cynthia Fox reported that they have not met since last semester. She encouraged council members to pass along items for discussion to her.

4) Old Business  
Andrei Lapenas presented an overview of the work he is doing as co-leader of the Task Force of Environmental Sustainability at UAlbany. The other co-leaders of the Task Force are Kathryn Lowery, Mary Ellen Mallia, and George Robinson.

Lapenas gave an interactive presentation pointing council members to the Task Force’s website: www.albany.edu/gogreen. He said that overall, the initiatives of the Task Force are geared more towards students than faculty. However, there is room to expand. In a previous meeting of CAS Council, he suggested that perhaps we as an advisory body to the Dean could lead the way in developing some initiatives for faculty members to more actively be involved. Given the university’s budgetary crisis, such initiatives would not only be beneficial to the environment but also to the budget.

After providing an overview of the structure of the Task Force and its work, Lapenas opened the floor to questions/discussion. Council members asked him about a variety of issues ranging from recycling to transportation initiatives.

After discussion of some issues, Denton suggested that the academic support committee should take up this initiative and try to suggest ways for faculty to “go green.”

5) New Business  
Council member Rachel Harris raised an issue of whether translation works should be counted in tenure and promotion cases. Currently, they are typically not counted. Harris asked council members whether it would be possible to form a committee to look into this further. Kent State University contains language that details the ways in which and the reasons for the inclusion of translation in tenure and promotion files.
A few council members were concerned about this proposition because they felt that such decisions ultimately lie within each department’s purview. Denton suggested that she speak with the Dean about this and come to closure on this at the next meeting.

Meeting adjourned at 4:45pm.

Minutes submitted by Samantha Friedman, February 11, 2009.
CAS Faculty Council Meeting
3/4/09
AS 122
3:30pm

In attendance: Berhane Araia, Maria Isabel Ayala, Iris Berger, Elizabeth Popp Berman, Amy Bloch, Nancy Denton, Sharon N. DeWitte, Keith A. Earle, Susanna Fessler, Cynthia A. Fox, Samantha Friedman, Annis Golden, Rachel Harris, William Kidd, Kir Kuiken, Andi Lyons, Bill Pyszczymuka, Jason Shepard, Christine K. Wagner, Sho Ya Wang, Edelgard Wulfert


1) Approval of Minutes for 2/4/09 Council Meeting

The minutes were revised to indicate Liz Lauenstein’s presence at the last meeting and Dean Wulfert’s absence. The minutes were then approved unanimously.

2) Chair’s report:

Denton’s report focused on the issue that Rachel Harris raised last meeting about whether translation works should be counted as scholarship in the tenure process. Denton met with Dean Wulfert to discuss this issue and passed on to the Dean the material from Rachel, including the document of how Kent State University incorporates the treatment of translation works in the tenure process. The Dean said that she would discuss the matter with other administrators.

Denton also attended a Chair’s Council meeting and heard the Dean speak on the budget crisis. Because the Dean was about to speak to the CAS Council, there was no need for more discussion on this point.

3) Dean’s Report

The Dean began her report hoping to generate discussion about results from the National Survey of Student Engagement (NSSE) that showed that UAlbany ranks comparatively lower in terms of student engagement and satisfaction than its peer universities. The Dean is extremely interested in these results and more importantly, in generating ideas for ways to change students’ satisfaction and engagement, because CAS is responsible for 75 percent of the undergraduate education and 87 percent of the generation education requirements.

Denton commissioned Annis Golden and the Academic Planning Committee to develop a report commenting on data from the NSSE. Denton, the Dean, and CAS Council members decided to discuss the report drafted by Golden and her committee during the committee reports section of the meeting.

The Dean spent the latter part of her report discussing the allocation of graduate assistantships. Because of the economic crisis in New York State and the University, paired with the loss in buying power due to the recent tuition increase, more than 40 percent of the resources available for offering graduate
assistantships to new-to-program students have been lost in CAS. The initial allocations of the
remaining resources were made primarily by the Dean of Graduate Studies with advisement from the
Provost and the Deans of each College/School.

Dean Wulfert reported the details of the allocation. All existing graduate students at both Master’s and
doctoral level who are eligible for funding will continue to receive funding. However, funding for new-
to-program Master’s students has been drastically reduced and virtually eliminated in CAS. With
respect to allocating the current reduced resources to doctoral programs, a decision model was
developed by the Dean of Graduate Studies with input from Provost and Deans to support existing
strength. The following indicators were used as determinants: 1) the quality of the doctoral students as
gauged by GREs, GMATs, etc.; 2) third-year retention rate in each program; 3) average time to
complete the doctoral degree in each program, relative to the national standards for that given program;
and 4) faculty scholarly productivity as indexed by Academic Analytics (the metric is derived from
indicators such as number/quality publications; citations; grants; books; scholarships, and compares a
given department with its peer departments from the same discipline). All measures were taken over a
three-year period to decrease fluctuations. The four indicators were standardized and combined into a z-
score that served to rank-order all doctoral programs across the University.

Based on the z-scores, doctoral programs were divided into three groups – strong, middle, and low.
Programs identified as being strong received the same allocation of new-to-program graduate
assistantships as last year. Those falling into the middle group were cut by two lines for new-to-
program students. Programs falling in the lower group received no new-to-program assistantships. All
programs received funding for eligible current doctoral students. Aside from these initial funding
decisions, additional resources may become available through extended year funding for fifth-year
students.

4) Committee Reports

Nominating
Chair Susanna Fessler reported that there should be no empty slots next year on CAS Council and
Faculty Senate because of her persistence in e-mailing department chairs to get nominations. The
deadline for nominations for the at-large positions is March 15th, and the deadline for departments to
hold their own elections for their own representatives (and get the results to CAS) is April 1st. Elections
for the at-large positions will be held shortly after the March 15th deadline.

Tenure and Promotion
Co-chair Bill Kidd reported that this year the T&P committee has so far processed 8 tenure cases and 3
associate-to-full promotion cases. Four cases have been reviewed and voted on since the February CAS
Council meeting. All fall mandatory tenure cases are completed. For the remainder of the spring
semester, there are 2 mandatory tenure, 1 early tenure, and 2 associate-to-full promotion applications to
review. Files for four of these pending cases have now been received in the Dean’s office; the fifth is
awaiting a reviewer’s letter. The committee hopes to complete these reviews before the end of this
month.

Faculty Development
Co-chair Samantha Friedman reported that the Faculty Development Committee met earlier that day and
discussed and finalized the ranking of 27 applications submitted by CAS faculty for the 2009 FRAP B
awards. Each proposal was reviewed by three members of the committee. As was the case in ranking
applications for the FRAP A competition, proposals for the FRAP B awards were ranked in two ways. The main difference was that one set of rankings did not consider the applicant’s potential for receiving external funding for the project and the other set of rankings included such consideration. Interestingly, however, both rankings yielded the same top applications. The committee is in the process of summarizing the results of their discussion and rankings in a memo to the Dean.

*Academic Planning*
Chair Annis Golden reported that the Academic Planning committee met and discussed NSSE results. They examined the benchmark characteristics, advising, orientation/transfer student issues, and instructional resources/class size and reported on those. This report provided a basis for discussion by the Council and the Dean. Part of the discussion focused on finding ways to improve the advising of transfer students. UAlbany is significantly lower than its peers on advising to seniors, and it is possible that the large number of transfer students to UAlbany could lower the levels of satisfaction among seniors. The other part of the discussion of was centered on students’ experiences in the classroom. Because the faculty-to-student ratio is high at UAlbany, faculty do not require students to do a lot of writing. A discussion ensued about ways to possibly change the culture and/or reward faculty who are doing more in the classroom.

*Academic Programs*
Chair Maria Isabel Ayala reported that the committee has received 27 new proposals. Of those, 9 have been voted on and the committee has met and voted on 3 major proposals. A subcommittee has been formed to deal with a grievance submitted to the committee. Ayala urged CAS Council members to alert their respective faculty members of the upcoming March 31st deadline. Proposals making academic program changes will be evaluated during the remainder of this semester if they are submitted on or before this date. Otherwise, they will be evaluated in fall of 2009.

*Academic Support*
Chair Cynthia Fox reported that they have not met. However, they have been charged to work on an issue concerning wireless access in the Humanities building. Essentially it takes 11 steps to get on to the wireless system, and the committee will meet to try and understand why this is such a complicated process. The committee also plans on discussing ways to involve faculty in the Green initiatives presented by Andrei Lapenas at an earlier CAS Council meeting. With respect to the latter, Susanna Fessler mentioned that she checked with Sue Faerman and found out that it is okay (and not in violation of any Faculty Senate rules) if faculty only make electronic copies of their syllabi available to students.

5) **Old Business**
None.

6) **New Business**
None.

Meeting adjourned at 5:05pm.

Minutes submitted by Samantha Friedman,
CAS Faculty Council Meeting
4/15/09
AS 122
3:30pm


Not in attendance: Bradley Armour-Garb, Maia Boswell-Penc, Rachel Harris, Kir Kuiken, Jason Shepard, Victoria von Arx, Christine K. Wagner

1) Approval of Minutes for 3/4/09 Council Meeting

The minutes were approved unanimously.

2) Chair’s report:

Denton reminded faculty of the upcoming April 23rd spring faculty meeting. Her report focused on sharing information from the two Chair’s Council meetings that she had attended since the last CAS Council meeting. The first meeting was largely a discussion of graduate assistantships. The Dean of Graduate Studies, Marjorie Pryse, was there to meet with chairs and engage in further discussion of the allocation of graduate assistantships for the upcoming academic year. The process is very centralized this year and one must consult with Graduate Studies if an assistantship is turned down, rather than just offer it to another student in the same department. At the second Chair’s Council meeting, staff members from the Counseling Center administered a suicide prevention workshop. There was also a visit by Tine Reimers from the Provost’s office and a discussion about mentoring junior faculty. There are also plans for a retreat and developing a peer network for junior faculty.

3) Dean’s Report

Dean Wulfert reported that CAS has received some resources for graduate programs in terms of extended year lines. Graduate assistants in their 5th years in good standing who have passed their candidacy exams may receive funding. Departments who were given no new lines were given first priority for this extended year funding.

Dean Wulfert raised another issue about graduate assistant funding, namely funds for tuition. CAS’s budget for tuition has been cut by $60,000. As a result, CAS currently has a significant shortage on tuition money for students funded on research grants or on Fulbright and other fellowships that do not cover tuition monies. In these cases, students may have to pay for some of their tuition. The Dean and her staff are currently trying to find a solution by requesting additional funds and, if this fails, by deciding on what level of funding students will receive and what they will have to pay out of their own pockets.
4) Committee Reports

Nominating
Chair Susanna Fessler first gave a report on the Senate meeting that she attended and then gave her committee’s report. At the Senate meeting, the President and Provost talked mostly about the dire budget situation. Another item of business that was a bit controversial was the approval of the development of a task force to make the campus 100 percent smoke free. Fessler announced that the Senate elections will be held electronically during the last week in April. She also announced that there will be a panel at 7pm on April 16th at the Campus Center Assembly Hall sponsored by CAFFECoR to discuss the “red light” rating given by FIRE – the Foundation for Individual Rights in Education. She encouraged faculty members to attend.

Regarding the Nominating Committee, Fessler passed around a list of Council members’ terms and asked us to check it. Terms are for two years. At the May 6th CAS Council meeting, she would like us to choose which subcommittees we would like to serve on. Fessler encouraged us to try to recruit members who are non-council members to serve on these subcommittees.

Tenure and Promotion
Co-chair Bill Kidd reported that this year the T&P committee has so far processed 9 tenure cases and 3 associate-to-full promotion cases. One case has been reviewed and voted on since the March CAS Council meeting. For the remainder of the spring semester, there are 2 mandatory tenure and 2 associate-to-full promotion applications to review.

Faculty Development
Co-chair Samantha Friedman reported that the Faculty Development Committee received only 2 applications for the conference support award for spring 2009. Both were evaluated by all members of the committee, and both were recommended to receive funding.

Academic Planning
Chair Annis Golden reported that the Academic Planning committee had no new business since the last meeting.

Academic Programs
Chair Maria Isabel Ayala reported that the committee has received 25 new proposals. There are 2 grievance cases pending and 1 coming up in the next week. The committee has also been working on 1 major curriculum proposal. Ayala’s goal is for the committee to be done with their work by the 1st week in May.

Academic Support
Chair Cynthia Fox reported that they finally met and discussed two items. The first concerned the wireless access issue in the Humanities building. Fox said that there was not much to discuss because the access issue was related to a hard wiring problem in the building which has now been fixed. The second item discussed was the “go green” initiative on the UAlbany campus. The committee met with Mary Ellen Mallia, Director of Environmental Sustainability, from the Office of Sustainable Development and discussed ways that faculty could be involved. Mallia gave a presentation to the group about what her office does and about ways in which faculty could teach “green” courses. Fox said that Mallia would be open to going to any departmental faculty meetings to discuss these ideas.
Following Fox’s report, CAS Council members discussed the idea of the FRAP A/B awards being submitted and evaluated electronically, without any paper. Dean Wulfert said that she would explore this possibility. Such a system has already been implemented for some promotion and tenure cases at the level of the Council of Promotions and Continuing Appointments.

5) Old Business

None.

6) New Business

Denton had some new business to discuss. Maria Isabel Ayala’s committee, Academic Programs, has had a lot of work this semester. Her committee deals with all matters related to course changes, whether they involve the implementation of new courses or a restructuring of an academic program. Some of this work takes less than one hour of the committee’s time, but the latter type of change takes much more time to complete.

In addition to this regular work, the committee is charged with hearing student grievances made against faculty members. The university by-laws state that the Academic Programs committee is supposed to form an ad-hoc committee for each grievance comprised of 3 faculty members, 1 undergraduate, and 1 graduate student. This past Fall there were 2 grievances that were carried over from last year and one additional grievance. Since January, there have been 3 more, and ad-hoc committees have been formed.

Denton raised the issue of whether there is a way for this committee to give up its responsibility of forming these ad-hoc committees and charge another CAS Council committee with this task.

Given that it is in the by-laws and it is complicated to change them, the Dean suggested that the procedures be left as stated in the by-laws. However, she suggested that the chair of the Academic Programs committee and the chair of CAS Council could work together informally. The Chair of CAS Council could ask the Academic Planning committee or the Nominating committee for help in forming ad-hoc committees to deal with the grievances. CAS Council members were in support of this idea.

Meeting adjourned at 4:45pm.

Minutes submitted by Samantha Friedman, April 27, 2009.