UNIVERSITY PLANNING and POLICY COUNCIL

AGENDA

9 September 2008

10:30-11:30—UNH 306

I. Call to Order and Introductions

II. Approval of Minutes from 8 May 2008

III. Chair’s Report

IV. Old Business

V. New Business
   A. Change in Registered Program Titles in Africana Studies
   B. Name Change for the Department of Earth and Atmospheric Sciences to
      Department of Atmospheric and Environmental Sciences.
   C. Consolidation of Masters Programs in Public Administration and Public Policy
      into a single program.
   D. Request for budget figures from the office of the Vice President for Finance and
      Business as a regular part of the UPC agenda
   E. Reconstitution of the two Committees within UPC—see attachment

VI. Other Business

VII. Adjournment
PRESENT: Tom Bessette, Scott Birge, Randall Craig, Diane Dewar, Eric Eisenbraun, Cathy Herman, Reed Hoyt, Jon Jacklet, Irene Lurie, David Miller, Susan Phillips, Paul Ricciardi, David Wagner

GUESTS: Robert Geer, Dan Smith

MINUTES: Minutes from April 17, 2008 unanimously approved as corrected

ACADEMIC AFFAIRS REPORT

Dr. Susan Phillips, Interim Provost, reported:

- The end of the year is a busy time in Academic Affairs – the division is gearing up for commencement
- First year experiences task force is still being formed and will begin work over the summer

CHAIR’S REPORT

An announcement from the Presidential Search Committee is expected shortly

OLD BUSINESS

Robert Geer and Dan Smith from CNSE were on hand to answer any remaining questions that UPC may have regarding the proposal for undergraduate programs that was approved at the April 17th meeting. There were no additional issues. UAC has vetted curricular issues and UPC has examined resource issues; a co-sponsored bill will go to the full Senate on Monday, May 12th.

NEW BUSINESS - PRESENTATIONS

1. UUNI 399 Peer Educators Course Proposal
   - Dr. Hoyt moved to table the proposal and relayed concerns from the Senate Executive Committee:
     o That the proposal did not contain a sufficient assurance of quality – the course should relate only to teaching experience and needs more flexibility –
     o Concerns that it be under a graduate instructor rather than an undergraduate TA – who teaches and who supervises; what if there are departmental connections one to another; according to undergraduate regulations, teaching practica like this are non liberal arts courses and may create some transfer problems.
Also, this is like an internship, which are S/U courses; why can’t this be done
within departments, e.g. Sociology already has such a course.

The SEC expressed concern that this would be taught by full time faculty

Comments from UPC included Dr. Dewar’s remark that she felt that there were holes in
administration of the course. Dr. Craig expressed concern that the repetition of course
for up to six credits is problematic and gives too many credits in this type of experience
Dr. Phillips spoke in favor of the concept; as a very effective model to help students
receive additional instructional service and experience, but agreed that the proposal
needed additional review to address the aforementioned concerns.

A vote was held to table the proposal for further discussion over the summer or into the
fall, which was approved unanimously.

2. Writing Program Proposal

UPC is charged to look at resource implications – Appendix A (implications for
implementation) need to make sure the staffing side is covered – Dr. Hoyt commented
on financial concerns given the budget climate and the addition of another Gen Ed
course – CAS chairs are resistant to this proposal.

Discussion of the proposal focused on approval of the concept but exploring a smaller
pilot to provide evidence that this is worth the university’s investment –

Dr. Phillips noted that writing is most important – how do we get there? There are
differing assessments of how serious a problem this is – Dr. Wagner mentioned that the
faculty has been surveyed and that writing is the highest faculty priority. Since the bulk
of the funding sought for this program would not be needed until Fall 2009, we do have
time to find out how much is actually needed through a pilot program.

Need to find the right teachers – how do we make the best use of our faculty with a
natural talent for teaching writing, regardless of their fields? Creating a cadre of writing
teachers from existing full time faculty ranks removes resources. There is a continuity
problem with the adjunct solution – CAS has many long term lecturers, but there is a
concern that if we move in the lecturer direction, we then have fewer resources to hire
tenure track lines.

There are three different ways to staff this program. Most traditional is to employ
existing faculty, but enthusiasm wanes as research pressures mount. Programs end up
becoming unsatisfactory very quickly. Second model is to hire adjuncts and graduate
students; the problem is widely varying quality and training. Some institutions hire staff
at a higher salary than adjuncts – there is a market of qualified individuals who could just
teach with, say, 3 year appointments. University of Colorado and others use this model.
This promotes longevity among the instructional staff, and higher quality instruction.

Dr. Lurie related a story of a student who had tremendous writing difficulty and would not
take advantage of help that was offered – she underscored that this is the most
important skill and it looks very bad to turn out graduates from our programs who cannot
communicate. UPC should make a stand on this topic whether or not the resources are
available.

Cathy Herman asserted that we can’t grind everything to a halt because of budget
concerns – we need to prioritize and fund essential programs. Writing is a basic and as
planning proceeds, we have to look at writing as a fundamental need and not a nicety.
Dr. Wagner noted that programs with a strong writing program are a good selling point.
• Teaching needs to become a higher priority – how do you balance – time is a zero sum game as much as money.

• Dr. Hoyt asked about the Writing Center - it is independent of this proposal and is a free standing service for all students, and is not affected by this proposal.

• The committee greed that the pilot is a good idea. Dr. Jacklet inquired about incoming student quality –whether writing is a criteria for admissions. Dr. Phillips commented that many of our students should have been taught the necessary communication skills in K-12, but we can’t control that. Dr. Wagner noted that writing skills have been a problem for some time and that everybody has been seeing this trend – there are problems with students not writing well enough, no matter how tight our admissions criteria are.

• Dr. Phillips endorses the program as a priority and agreed that a lesser funded trial program is a good idea.

• The committee moved to identify writing as a top University priority that is necessary to preserve excellence. Furthermore, UPC endorses the proposal as written and encourages the Provost to fund the program to the greatest extent possible.

• The motion was put to a vote and approved with one opposition.

3. Professional Staff Teaching initiative

• Tom Bessette took the floor to address the potential to give existing professional staff with appropriate credentials the opportunity to teach a course as their schedules allow. The University has an unused pool of highly qualified, enthusiastic potential teachers available to teach as a part of their professional obligation. Would like to propose that a bill be submitted next year, as an alternative to hiring adjuncts.

• Dr. Wagner noted that this may be perceived as hindering our efforts to hire regular faculty – perhaps limiting the number of people or hours in this proposal would be a way to work this so as to not overwhelm.

• Ms. Herman explained how this has come up in Media and Marketing; her staff have skills that are in high demand for instruction, but their heavy workload makes this difficult. She created a lab course that is supervised by her staff

• Dr. Ricciardi asked if other institutions do this; he has experience with an institution that offered voluntary leave to leave their normal responsibilities in order to connect with the organization in a different way – refreshing from a human resources perspective. Looking at the bigger picture, structuring the program so as not to deplete departmental resources but allowing staff to broaden their professional lives builds stability and enthusiasm within the university community.

• Dr. Phillips noted that it is very helpful to have staff teaching, but she does not want to mandate it. Dr. Hoyt felt that it enhances the educational mission if the resources are available.

• Mr. Bessette will explore the implications with UUP, investigate whether other institutions offer such a program, and report back to the committee.

Motion was made to adjourn at 11:35 a.m.

Respectfully submitted,
Stacy Stern
MEMORANDUM

To: Acting Dean, Eldegard Wulfert

From: Marcia E. Sutherland
Chair, Department of Africana Studies

Date: February 6, 2008

Re: Registration of the Department’s Program Name

The Department’s name change from the “Department of African and Afro-American Studies” to the “Department of Africana Studies” was approved at the departmental level and by President Patrick Swygert around 1991. Len Slade informed me that it was assumed that the then President’s Office had registered the Department’s new name with SUNY System Administration and with the New York State Education Department.

The New York State Education Department’s inventory of registered programs currently lists the Department’s old name “African and Afro-American Studies.” I am requesting the approval of the title change to the “Department of Africana Studies” for our graduate and undergraduate programs. It is also my understanding that governance bodies (UAC and GAC) will need to approve this title change before transmittal to the SUNY System Administration and to the New York State Education Department.
As you know, Interim President George Philip recently concurred with the recommendation of the Faculty Senate to suspend admission to the Geological Sciences graduate program here in Earth and Atmospheric Sciences. In fact, this was preceded the year before by suspension of admission to the undergraduate program in Geological Sciences. Hence, at this point, it is at least potentially confusing, if not outright misleading, to have our department titled “Earth and Atmospheric Sciences.” The “Earth” portion of our name almost always suggests a geology program. Hence, the department feels that it is necessary to quickly effect a formal change in our name.

In fact, we have voted on this, with 14 of our 15 faculty members indicating that they are in favor of changing our name to “Department of Atmospheric and Environmental Sciences.” (One faculty member did not respond.) We feel that this is consistent with our current and likely future configuration, regardless of whether a graduate program in Environmental Science is actually pursued in this department. Indeed, our undergraduate program in Environmental Science is already at nearly 100 majors, and shows every indication of continued growth. We are hopeful that future hires will also have an environmental slant or facet.

In summary, we request that you support the renaming of our department, and if so, we ask that you forward this request to all relevant governance and administrative entities. We are ready to make the big move from DEAS to DAES!
Reed, Michael, and Dick:

Just received a telephone call from David Andersen, Chair of Public Administration and Policy, saying that his department had voted to consolidate their two Masters programs (Public Administration; Public Affairs and Policy) into one. They will be stopping admission to one, and directing their students through the one remaining Masters program. Since there was seen to be a lot of overlap between these two programs, it was decided to consolidate. He wanted to know what governance would need for this to occur. I mentioned the following:

(a) Description from department of rationale, history of enrollments, current/revised curriculum, impact on students, and resource implications

(b) Letter of endorsement from the Dean of Rockefeller College

(c) Send materials to the Senate Office to be put onto the agendas of the UPC and GAC

I wanted to give you a heads-up on this item, even though it appears to be reasonable and non-contentious. I will be sending an e-mail to David Andersen in order to have a hard copy for the record. If I have forgotten anything in items ‘a’ and ‘b’, please let me know.

Best regards,
John
X.2. UNIVERSITY PLANNING AND POLICY COUNCIL

X.2.1. Composition:

X.2.1.1. The President of the University, *ex officio*.
X.2.1.2. The Provost, *ex officio*.
X.2.1.3. The Vice President for Finance and Business, *ex officio*.
X.2.1.4 The elected representative of the Council of Deans, *ex officio*. [added by amendment 10/25/04]
X.2.1.5. The Chair of the Senate
X.2.1.6. The Past Chair of the Senate
X.2.1.7. At least eight and not more than ten Teaching Faculty, at least four of whom must be Senators.
X.2.1.8. At least two, but not more than three Professional Faculty, including at least one Senator.
X.2.1.9. One graduate student and one undergraduate student, both of whom must be Senators.
X.2.1.10. No more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.
X.2.1.11. Staff support for the Council shall be designated by the Vice President of Finance and Business. [added by amendment 5/2/05]

X.2.2. The chair of the Council shall be the Past Chair of the Senate, or if unavailable, shall be elected from among the Senators.

X.2.3. The Council shall have the responsibility for the oversight and development of the educational, research and service programs of the University. The Council shall coordinate with other Senate councils and with academic, governance, and administrative units, as appropriate, in carrying out this responsibility. The Council shall make policy recommendations to the Senate.

X.2.4. The Council as a whole shall be informed of and given opportunity to discuss, at the earliest possible stages in their formulation, and shall review, with respect to strategic and budgetary goals, prior to their adoption, proposals for new academic programs and actions affecting continuance of existing programs. The Council shall make recommendations regarding such proposals to the Senate for its approval.

X.2.4.1. The Council shall recommend dates for implementing new programs or discontinuing existing programs.

X.2.4.2. The Senate Executive Committee shall coordinate program review procedures involving the Undergraduate Academic Council, the Graduate Academic Council, and the Assessment Council, as appropriate.

X.2.5. The Council as a whole shall be informed of and given opportunity to discuss, at the earliest possible stages in their formulation, and shall review, with respect to strategic and budgetary goals, proposals for new research programs, centers and facilities and actions affecting continuance of existing programs. The Council shall make recommendations regarding such proposals to the Senate, which shall review them prior to their adoption.
The Senate Executive Committee shall coordinate program review procedures with the Research Council, as appropriate.

X.2.6. The Council shall be consulted both on the size and general composition of the student body and shall make recommendations to the Senate for review.

X.2.7. The Council shall, in consultation with the Registrar and other appropriate parties, make recommendations to the Senate for changes in the academic calendar policy.

X.2.8. The Council shall seek formal representation on budget advisory bodies established by the President and Provost, and its representatives shall report to the Council in order to facilitate the Council’s review and advice.

X.2.9. **Resource Analysis and Planning Committee**

  X.2.9.1. The Resource Analysis and Planning Committee shall review important recent trends and developments in the University budget, including changes in funding sources and expenditures. It also shall review the development and implementation of the University’s Strategic Plan. As appropriate, it shall make recommendations to the University Planning and Policy Council.

  X.2.9.2. The Committee shall include the Vice President of Finance and Business, *ex officio*, or designee.

  X.2.9.3. The Committee shall include at least 6 and no more than 8 teaching faculty appointed by the Governance Council, including at least 3 Council members, 2 of whom are Senators, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

  X.2.9.4. The Committee shall include 1 Professional Faculty member, appointed by the Governance Council.

  X.2.9.5. The Committee shall include 1 undergraduate student selected by the Student Association and 1 graduate student selected by the Graduate Student Organization.

  X.2.9.6. The Committee shall submit recommendations to the Council for approval for submission to the Senate.

  X.2.9.7. The chair shall be elected from among the Council members.

X.2.10. **University Facilities Committee**

  X.2.10.1. The University Facilities Committee shall review master planning, including planning for major new buildings and facilities; the operation of facilities; renovation; and management, including traffic, transportation, and parking. As appropriate, it shall make recommendations to the University Planning and Policy Council.

  X.2.10.2. The Committee shall include the Vice President of Finance and Business or designee, *ex officio*.

  X.2.10.3. The Committee shall include at least 4 and not more than 6 teaching faculty, at least 2 of whom are Council members with at least 1 Senator, at least 1 and not more than 2 Professional Faculty, to be appointed by the chair of the Council in consultation with the governance Council, and no more than 2 voting members selected from Faculty or Staff who are not students or Voting Faculty.

  X.2.10.4. The Committee shall include 1 undergraduate student and 1 graduate student.

  X.2.10.5. The chair shall be elected from among the Council members.