Faculty Council meeting
September 13, 2017 2:45 pm
AS-122


Not in attendance: Gerald Zahavi

The meeting was called to order by Chair Stewart at 2:47 p.m.

The Chair welcomed everyone to the Faculty Council of 2017-18, and asked each Councilor to briefly introduce themselves.

The first order of business was a motion to change the agenda as follows:

- Approval of the May minutes was postposed to the next meeting because the May minutes were not available.
- New Business to include the election of the Vice-Chair

Chair’s report:

The Council has been slow in filling some of the open positions. The original deadline for nominations was Monday 9/11, but it has been extended to Monday, 9/18, in order to expand the pool of nominees. There are three at-large and two professional positions open. The Chair encouraged councilors to make nominations themselves and to encourage others to do so.

The Vice Chair, Nathan Powers, has resigned from the Vice Chair position as of this morning. Consequently, the council must elect a new Vice Chair. The Vice Chair must be senior faculty, will chair the Nominating Committee, act as Senate liaison for the Council, and will become the Council Chair in 2018-19. Further discussion of the Vice Chair position was postponed until the Dean arrived.

Election of the Recorder:

After hearing the description of the responsibilities of the Recorder, the Chair asked if any Councilors were interested in taking them on. Julia Jennings of Anthropology volunteered. There were no other volunteers and J. Jennings was elected by acclamation.

Population of Standing Committees: Associate Dean Susanna Fessler introduced the committees and their responsibilities. Chair Stewart asked people to read through the information and to sign up for a committee.

Dean’s report:
The Dean reported that the annual Council of Chairs retreat was recently held at the Alumni House. New Chairs gather in the morning and are briefed on the rights and responsibilities of the Chair’s position. Returning Chairs join later for the Dean’s “State of the College” presentation, which is followed by a workshop. This year’s workshop was on student grievances, providing Chairs with sample cases that they could discuss. The Dean noted that grievances, if at all possible, should be settled at the level of the department. If they are not, they go to the CAS office, then to a Faculty Council subcommittee. If a grievance is not resolved at that level, it proceeds to a UAC subcommittee.

The Dean also noted that President Rodriguez stopped by for a meet-and-greet, after which many chairs attended the university convocation.

At the most recent Council of Chairs meeting, the “O’Leary Memo” and teaching loads in the College were discussed. The Dean explained that the initial teaching load, per the memo, is a 3-3 load. One course release each is provided for faculty who are research-active and substantially involved in doctoral education (e.g., chairing a doctoral committee), resulting in a 2-2 load. The Dean noted that there are differences in the bench sciences, whereby faculty can receive further reductions. A councilor asked if this was a change in policy, and the Dean noted that it is not.

Also at the Council of Chairs meeting was a presentation on the first steps of the CAS strategic plan. The Dean explained that departments will report annually what they have accomplished in terms of the six goals of the strategic plan.

**Election of the Vice Chair**

Due to the lack of eligible Councilors in attendance, the Vice-Chair election was postponed. The Dean said that the issue could be resolved by e-mail in the coming weeks.

It was noted that the standing committees also needed to elect their respective Chairs. After examining choices/preferences of the councilors present, it was agreed that some tweaking would need to be done to round out some of the committees. As the Nominating committee is technically tasked with this per the Bylaws, first the Vice Chair needs to be secured. (The Vice Chair chairs the Nominating Committee).

The meeting was adjourned at 3:30 p.m.
CAS Faculty Council Meeting Minutes
October 11, 2017 2:45 p.m., Arts & Sciences, Room 122


Not in attendance: Gabriel Hetland, Elena Stein, Helen Strother

1. Call to Order
The meeting was called to order by Chair Stewart at 2:46 p.m.

2. Approval of Minutes from May 3, 2017 & September 13, 2017, Council Meetings

Minutes from the May 3, 2017 (6 abstentions) and September 13, 2017 (6 abstentions) meetings were approved.

3. Chair’s Report

Chair Caro-Beth Stewart gave the following announcements:

- CAS Chairs Council met with President Rodríguez. Normal business was suspended. Each Chair provided a 3-minute overview of his/her department and interesting initiatives in the areas of research, teaching and/or public engagement. This was followed by a brief Q&A section.

- Prof. John Mandle joined the Faculty Council as a representative of the Department of Philosophy and agreed to serve as Vice-Chair for Council. He is assisting the various sub-committees to elect committee chairs.

- Five at-large positions have been filled by election or volunteering.

4. Senate Report (Vice-Chair)

Vice-Chair Mandle reported the following:

- The Dean and Vice-Chair could not attend the first Senate meeting (September 25, 2017) due to schedule conflicts. Minutes from the Senate meeting will be consulted once they are available.

- At-large elected councilors have been assigned to committees, while other positions are in process of being filled.

- The Faculty Development committee will review FRAP-A proposals
5. Dean’s Report

Dean Edelgard Wulfert reported the following:

- CAS Chairs council met with President Rodriguez. Chairs were encouraged to present positive issues about their departments and represent heterogeneity of work in CAS. The meet was well-received by President. A suggestion was made to continue similar meetings on annual basis. CAS has another 3-hour timeslot with the President (October 18, 2017 from 1:00-3:45pm in the Campus Center Boardroom, 1-2:15 for the arts, humanities, and area studies, 2:30-3:45 for the sciences and social sciences). Faculty and graduate students are invited to the forum. Councilors are encouraged to attend this meeting. The forum is a venue to report news on departmental work and ask questions.

- The President will decide whether to continue with the Strategic Plan as it exists now. Many priorities have remained the same since the tenure of President Jones and Interim President Stellar. It is expected that the emphasis on increasing enrollment, public engagement, research will continue.

- The CAS travel award application is now submitted online and is fully electronic.

- The annual reception for part-time faculty has held. Attendance increased by approximately 10 faculty members. The President, Provost, and Bill Hedberg were invited and all 3 attended.

- The annual CAS dinner will be held November 2, 2017 at 5:30 pm, at the Italian-American Community Center’s Treviso. The speaker is Rabi Musa.

6. Committee Reports

The Academic Planning Committee has been suspended and its workload rolled into other committees. A future revision of the CAS by-laws will reflect this change.

Nominating:

The committee had nothing new to report.

Tenure and Promotion:

The committee had nothing new to report.

Faculty Development:

12 applications for FRAP-A awards have been received and will be reviewed.
**Academic Planning:**

Suspended.

**Academic Programs:**

The committee had nothing new to report.

**Academic Support:**

The committee had nothing new to report.

7. **Old Business**

There was no old business to discuss.

8. **New Business**

Determination of committee chairs. Committee chairs are as follows:

- Nominating: John Mandle
- Tenure and Promotion: Duncan Cumming
- Faculty Development: James Boswell, volunteered
- Academic Programs: Oliver Timm, volunteered
- Academic Support: Helen Strother, elected in absentia

Brian Rose moved from Academic Programs to Academic Support, while Rui Li moved from Academic Support to Academic Programs to avoid multiple members of the same department on a single committee.

9. **Adjournment**

The meeting adjourned at 3:20 PM.
CAS Faculty Council Meeting Minutes  
November 8, 2017 2:45 p.m., Arts & Sciences, Room 122


Not in attendance: James Boswell, Duncan Cumming, Michelle Harris, Rui Li, Chen Fan Pen, Gerald Zahavi, Changlong Zhong

1. Call to Order
The meeting was called to order by Chair Stewart at 2:47 p.m.

2. Approval of Minutes for October 11, 2017 Council Meeting
Minutes from the October 11, 2017 meetings were approved by unanimous vote.

3. Chair’s Report
Chair Caro-Beth Stewart gave the following announcements:

- Nothing new to report

4. Senate Report (Vice-Chair)
Dean Wulfert attended the Senate meeting and reported the following:

- Master’s and PhD programs for Electrical and Computer Engineering are approved and moving forward to SUNY for approval. CAS will provide math and physics courses in support of these programs.

- Searches for Deans of the Business School and the School of Public Health are ongoing. Negotiations are in progress for the SPH candidate. Dean Wulfert is chairing the Business Dean search.

- Provost Stellar mentioned that overall enrollment is strong, although master’s enrollments have not achieved targets for eight year. This year, the shortfall has been balanced out by undergraduate enrollment.

- The Department of Information Science has moved from the College of Engineering and Applied Sciences to the College of Emergency Preparedness, Homeland Security, and Cybersecurity.

- The SUNY Central councilor reported that a search is underway for a permanent SUNY Provost.
There was a discussion of the Undergraduate General Education Policy. The current policy is 20 years old, but has been revised since (approximately 7 years ago). SUNY will convene a faculty committee to identify best practices and compose a white paper this year, with implementation planned for the following year. The outcome must be approved by the Board of Trustees and implemented over a 3- to 4-year process.

Vice-Chair Mandle reported:

- Voting is underway for changes to faculty by-laws. Voting is open until December 5, 2017, via MyUAlbany. One amendment is to no longer count ex-officio members toward quorum.

Susanna Fessler reported:

- The fall faculty meeting was held and captured on video which is available online. Statistical information about the University was provided. Several initiatives were announced, including the expansion of members of the Strategic Planning Committee. The main themes are: diversity and inclusion, student success, research excellence, globalization, public engagement. The creation of a President’s Council was announced; it is comprised of representatives from leaders of administrative and academic units, faculty, students, and staff. This new group is to meet twice a semester, with the aim of expanding knowledge of issues critical to the University.

5. Dean’s Report

Dean Edelgard Wulfert reported the following:

- Dean Wulfert reported on President Rodríguez’ visit to CAS (2 parts, each lasting 1.5 hours). The President laid out eight areas that require attention: 1) identity of UA unclear; 2) graduate enrollment goals unmet in recent years, especially master’s (possibly representing a $7.7 million loss in revenue); 3) research expenditures and infrastructure; importance of retaining R1 status; 4) enhancing interdisciplinary work and emphasizing collaborations across disciplines, which is especially important for grants; establishing the University’s role as a global institution, fostering study abroad, and engaging in international research collaborations; 5) diversity and inclusion — any excellent university must be diverse and inclusive, which is a natural outgrowth of society; therefore the university must include faculty and students of all groups. [A student climate survey is currently being administered; surveys for faculty and staff will be administered next semester.]; 6) strategic planning process; 7) branding campaign to be completed in 2018; 8) the silent phase of a capital campaign is underway; the open phase will start in fall 2018. The floor was then opened to questions and answers.

- The University’s strategic planning initiative was suspended during the search for the new President. President Rodriguez has reviewed the draft strategic plan and is satisfied with its overall direction. He identified five important target areas (diversity and inclusion, student success, research excellence, globalization, and public engagement). Planning activities in each area are carried out by 10+ members lead by two co-chairs. The co-chairs comprise the Steering Committee led by Provost Stellar and VP Christakis. Meetings of the steering and area committees are underway. Draft plans for each area outlining goals, strategies, action steps, people responsible, and success metrics are due by December 15, 2017.
6. Committee Reports

Nominating:

The committee had nothing new to report.

Tenure and Promotion:

- The committee has met 6 times, heard 5 cases, with 6 planned for November 15; 18 total cases this year.

Faculty Development:

- The Faculty Development Committee recently completed its review of the 2017–18 FRAP-A proposals. The committee received 12 proposals, including 4 from Biology, 2 from Sociology, 2 from Psychology, 2 from Chemistry, 1 from Africana Studies, and 1 from Communications. All proposals were deemed eligible for review and consideration. In addition, all proposals were deemed to be of high quality and quite impressive. The committee submitted its final reviews and rankings to the Dean’s Office on Monday, October 23. The Dean commended the committee members for their hard and efficient work.

Academic Planning:

Suspended.

Academic Programs:

- The APC has reviewed 10 course action forms (7 new courses, 3 minor edits in the bulletin). All were approved.

- An ad hoc grievance subcommittee [Karla Kash, Caro-Beth Stewart, Oliver Elison Timm and two students] has been formed and will meet on November 9th to make a recommendation in one grievance case.

Academic Support:

The committee had nothing new to report.

7. Old Business

There was no old business to discuss.
8. New Business

- Committee memberships on the roster are out of date. New Assistant to the Dean, Julia Singleton, will help to manage these issues.

9. Announcements:

- Susanna Fessler announced that the open educational resource (OER) fellowship information has been emailed. The goal is to promote use of open educational resources. The annual call for proposals for online teaching and learning will be sent soon. Dean Wulfert emphasized the importance of online courses and programs to promote enrollment, especially in the summer term. Research has demonstrated no difference in student performance between in-person and online courses, including a study in which one of our faculty, Prof. Karin Reinhold (Math), was a participant who taught the same statistics course once online and once in a traditional classroom setting. While online summer courses continue to be restricted to 20 students, such enrollment limitations are not imposed for fall and spring semester courses. Regular semester online offerings are encouraged.

- The 12/6/2017 2:45-4:15 pm Full Faculty Meeting has been moved to the Multipurpose Room in the Campus Center West Extension.

10. Adjournment

The meeting adjourned at 3:48 PM.
CAS Faculty Council Meeting Minutes
December 6, 2017 2:45-4:15 p.m., Multi-Use room, Campus Center West Extension


Not in attendance: Michelle Harris

1. Call to Order

   • The meeting was called to order by Chair Stewart at 2:52 p.m.

2. Approval of Minutes for October 11, 2017 Council Meeting

   • Minutes from the November 8, 2017 meetings were approved as distributed.

3. Chair’s Report

Chair Caro-Beth Stewart gave the following announcements:

   • Nothing new to report

4. Senate Report (Vice-Chair)

   • Nothing to new report

5. Dean’s Report

Dean Edelgard Wulfert reported the following:

   • State of the College

       The Dean’s State of the College report included updates on faculty highlights and accomplishments.

       The report on hiring stated that in the last academic year, 19 faculty were hired, including 16 tenure-track, 1 visiting associate professor, and 2 full-time lecturers. For the current academic year, 18 searches have been authorized, including 14 tenure-track and 4 full-time lecturers. Eight faculty in the College were promoted to the rank of associate professor with tenure, and 5
were promoted to full professor. The College also acted on 45 renewals (7 in the fall term, 34 in the spring term).

The College’s external funding has dramatically increased over a period of 10 years. In the 2016/17 academic year a total of $26 million were generated in external funding. Some of these grants carried no overhead and actually result in a cost to the University because the Central RF calculates a “tax” on the total cost of all grants, regardless of whether they have indirect costs associated with them. This “tax” will be deducted from the sum total of indirect costs and thus reduces the indirect cost return to campus.

- **Academic programs**

  New academic programs include:
  MS Data Science (Department of Mathematics and Statistics)
  MS in GIS (Department of Geography and Planning)
  Certificate of Graduate Studies in Autism (CARD/Department of Psychology), with 12 students already enrolled
  Creative Writing minor (Department of English), consisting of a 6-course sequence, with 64 students enrolled to date

  Planned Academic Programs include:
  Dual MA/JD agreement (WGS Studies and Albany Law), the agreement is awaiting signatures
  Combined major/minor in Business Economics (Department of Economics)
  MS Computational Physics (Department of Physics)

- **Initiatives to improve student outcomes and retention**

  IBASS: Introductory Biology Academic Support Services. Provides support for freshmen, and works with at-risk students to increase retention

  BioDome: Biology Developmental Outreach Mentoring and Enrichment Program. Includes peer mentors and pre-health walk in services

  Chemistry pilot study with at-risk students. Identifies at-risk students with a pre-test, and provides intensive small class preps and labs and ALEKS (online tutoring system). Preliminary results indicate that at-risk students in the program are performing as well as not at-risk students. A final test will be administered to all students to assess program effectiveness.

  BCAMP Consortium: Hosting Guest Speaker Dr. Phyllis Robinson (UMD Baltimore County) 9:30-10:30, December 8, CC Ballroom

- **Enrollments**

  Over the last 3 academic years, total campus enrollments have been increasing whereas CAS enrollments have somewhat decreased. CAS majors in the humanities and arts have further decreased, those in the social sciences have remained approximately stable, and those in the sciences have increased. Results of a seat count analysis have yielded comparable results.
• Budget

Discussion of major components of the CAS budget included: From every faculty line turned in through resignation or retirement, the provost retains 10% for PIF (Provost’s Investment Fund), a different version of what was previously called CAR (Centrally Allocated Resource). Since PIF has been in effect under Provost Stellar, CAS has contributed $603,000 in permanent resources and has received reinvestments totaling $419,000. In the spring semester of 2017, CAS received a budget cut (“efficiency target”) of $202,000, which resulted in the Dean not authorizing one intended staff search and two faculty searches. As Academic Affairs faces another major deficit in 2017/18, CAS expects yet another budget cut whose size is currently unknown. Further reductions may result from 2020 MOUs that did not meet the stated goals. (Of 19 funded proposals University-wide, reportedly only one has met its enrollment and funding predictions.)

• Commencement Weekend: May 18-20, 2018. The format will be the same as last year, but with 7 ceremonies instead 5.

• CAS Holiday Open House is to be held on 11 December, 2017.

• Questions and comments

Concerns were raised about compact planning and efficiency targets and how they affect the CAS budget.

• Dean’s Award for Outstanding Achievement in Teaching

Susanna Fessler introduced the awardees:
Tenured/tenure-track faculty: Pinka Chatterji (Economics)
Non-tenure-track fulltime faculty: Christine Vassallo-Oby (LACS)

6. Academic Support
Nothing to report (section repeated on agenda)

7. Committee Reports

Nominating:

The committee had nothing new to report.

Tenure and Promotion:

17 cases, 8 finished, 9 to be completed by the end of the fall term.

Faculty Development:
FRAP-B applications will be reviewed in the spring term.

**Academic Planning:**

Suspended.

**Academic Programs:**

Reviewed 16 Course Action forms, all approved. One grievance case is outstanding. A sub-committee has been formed and will give a recommendation.

**Academic Support:**

The committee had nothing new to report.

8. **Old Business**

There was no old business to discuss.

9. **New Business**

There was no new business to discuss

10. **Adjournment**

The meeting adjourned at 4:18 PM.
CAS Faculty Council Meeting Minutes
February 14, 2018 2:45-4:15 p.m., 122 Arts and Sciences


Not in attendance: Michelle Harris, Karla Kash

1. Call to Order

- The meeting was called to order by Chair Stewart at 2:51 p.m.

2. Approval of Minutes for December 6, 2017 Full Faculty Meeting

- Minutes from the December 6, 2017, meeting were approved as distributed.

3. Chair’s Report

Chair Caro-Beth Stewart made the following announcement:

- The Council needs to take steps to change its by-laws and eliminate the Academic Planning Committee because it has outlived its purpose.

4. Senate Report (Dean Wulfert)

- The Dean reported from a Deans Council meeting that graduate enrollment targets across the University have not been met in the past 10 years. There is a group working on setting realistic enrollment goals.
- Deliberations have begun to make the campus smoke-free by Fall 2018 (TBD)
- The Chancellor has created a new task force to assist with the recovery of Puerto Rico after the destruction through hurricane Maria. President Havidán Rodríguez is co-chairing the task force.
- A task force report on graduate education has been produced. Senators requested to know who served on the task force and what the recommendations of the task force were. The report will be discussed at the Deans Council and will be presented to the Senate via GAC.
- The topic of contingent faculty was raised. Bill Hedberg reported on the recommendations of a blue-ribbon panel whose first recommendation has been implemented (minimum per-course salary has been increased to $3,800). It is not yet clear when future increases may be implemented.
5. Dean’s Report

Dean Edelgard Wulfert reported the following:

- The strategic planning process was initiated under President Jones (“4 stakes in the ground”) and continued under Interim President Stellar.
- Over 100 faculty and staff participated in the initial meeting with the “Concert of Ideas” and in several follow-up meetings focused on relevant major topics (e.g., research, graduate education, diversity).
- The information was distilled into five major areas through an iterative feedback process (student success, research excellence, diversity and inclusion, internationalization, service and engagement), but the strategic planning process was halted once the new President was announced.
- After his arrival to campus, President Rodriguez reviewed the prior work and gave the go-ahead to reinitiate the planning process. Five working groups with co-chairs, faculty, staff and student memberships and senate representation developed the five identified areas in detail. Based on their work, a draft strategic plan was developed.
- Provost Stellar and VP Mike Christakis have begun “roadshows” to discuss the draft plan with many campus constituencies and to request feedback.
- The Senate and UUP sent an open letter to campus community demanding a formal inclusion in strategic planning process.
- Provost Stellar directed his response to this letter to UUP President Aaron Major and shared his response to the open letter with the President’s Advisory Council. Provost Stellar pointed out that per SUNY BOT Policies UUP has no formal standing in the strategic planning process. Dean Wulfert forwarded this letter to the CAS chairs for distribution to their faculty.
- The strategic plan will be revised based on the feedback from the roadshows.
- April 13 is the projected formal inauguration of President Rodríguez. The strategic plan should be rolled out at this event.

- 2018-2019
  - The upcoming academic year marks the 25th anniversary of the College of Arts & Sciences.
  - A committee of long-serving CAS faculty has been convened to assist in the planning of celebratory events.

6. Academic Support
   (section repeated on agenda)

7. Committee Reports

Nominating:

Revision to the by-laws will be initiated by the Nominating Committee.
Tenure and Promotion:

7 cases were competed in Fall 2017: 5 mandatory T&P cases, 2 early T&P cases

1 early T&P case was completed so far in Spring 2018, with 7 remaining Spring cases (2 promotion cases scheduled and 5 cases to be scheduled including 1 mandatory T&P case, 1 early T&P case, and 3 promotion cases)

Faculty Development:

FRAP-B applications will be submitted in March.

Academic Planning:

Suspended.

Academic Programs:

Reviewed 7 Course Action forms (5 new courses and 2 minor program revisions). The sub-committee has met and made a recommendation to the Dean’s office. Dr. Rakhee Balaram (Art and Art History) has joined the committee in place of Dr. Amy Bloch, who served on the committee in the fall semester.

Academic Support:

Meeting scheduled for next week.

8. Old Business

There was no old business to discuss.

9. New Business

Discussion of revising a biology course on RCR to accommodate needs across other units, especially for meeting funder requirements and training graduate students and postdocs.

10. Adjournment

The meeting adjourned at 3:28 PM.

Not in attendance: Michelle Harris

1. Call to Order

- The meeting was called to order by Chair Stewart at 2:46 p.m.

2. Approval of Minutes for February 14, 2018 CAS Council Meeting

- Minutes from the February 14, 2018, meeting were approved as distributed.

3. Chair’s Report

- Chair Caro-Beth Stewart had nothing to report.

4. Senate Report

- Dean Wulfert attended the Senate meeting. Dean Wulfert reported that the Senate discussed the Provost’s report on the strategic planning road shows and how alignment of the plan would take place. The strategic plan will be presented by the President during his Spring Faculty Address on 4/3/18. Schools, colleges and administrative units will be charged with aligning their own strategic initiatives with the University plan. CAS created a strategic plan 1.5 years ago and departments report annually their contributions to the progress on the goals specified in the plan. CAS will likely adjust its plan to re-align it with the University’s strategic plan. The CAS alignment will need to take place over the summer (May-June) to meet a July 2018 deadline. The Dean will ask CAS Councilors available over the summer to participate in the alignment process.

5. Dean’s Report

- Following last year’s budget cut ($202,000), the College has suffered another budget cut ($218,000) for the 2017/18 fiscal year that will hamper its ability to conduct searches during the 2018/19 academic year. In addition, most departments that received 2020 funding in 2012 did not met their stated enrollment or external funding goals. The College is being held accountable and an additional major budget cut will likely be imposed in the current year.
• The Dean has requested hiring plans from all departments, but there will likely be only very few hires in the coming year.
• The Dean mentioned that SUNY Stony Brook also is suffering severe budget woes that have resulted in program closures.
• Councilors expressed concerns about graduate education related to budget cuts.
• Councilors asked about the source of this budget crisis. Dean Wulfert noted that departments across campus have not met their graduate enrollment targets, particularly for self-paying master’s students. Enrollments have fallen significantly below projections for the past eight years, which has led to an ever increasing budget shortfall.
• Councilors asked for comments on replacements for retiring faculty in a program with a strong grant portfolio and a growing doctoral program. They inquired about equity in replacements and how decisions will be made. Dean Wulfert explained that her foremost concern must be to guarantee that students have the classes they need. Maintaining its positive external funding profile is an important goal for the College, but the indirect cost from grants plays a smaller role in the University’s financial health than the resources derived from enrollments. As enrollments are the University’s most important source of revenue, in a budget crisis the reduced number of lines must be allocated to departments that could otherwise not deliver their instructional program.
• A councilor raised the role of the administrator-to-faculty ratio in the budget crisis for discussion. The Dean agreed that it is a national trend that the number of administrators has been increasing more than the number of faculty. She pointed out that the needs of students have also increased over the years as universities must provide ever more extensive services.
• A councilor asked how far UAlbany falls below other state-funded universities in the number or self-paying master’s students. Dean Wulfert said she did not know. She pointed out that, in consultation with the departments, UAlbany’s master’s student enrollment targets have repeatedly been adjusted downwards in the past and that this upcoming year prospective master’s students in some areas will be offered modest amounts of tuition scholarships in an attempt to increase enrollments.

6. Committee Reports

Nominating:

A slate of candidates for distinguished dissertation awards has been sent for consideration.

Tenure and Promotion:

The Committee discussed and voted on three cases that were carried over from the fall semester (1 early tenure and 2 promotion cases). The Committee will be reviewing and voting on the last fall case this week (promotion case delayed due to snow emergency).
There are 4 pending spring cases (1 early and 1 mandatory tenure case, 2 promotion cases).

Faculty Development:
The committee received FRAP-B proposals last week. Proposals are under review.

**Academic Programs:**

42 Course Actions forms are under review. 1 grievance case is under re-evaluation.

**Academic Support:**

Computing issues were discussed. The committee consensus is that the academic support committee needs a more formal charge or definition. This may require a change to the by-laws.

**7. Old Business**

Chair Stewart is willing to work on a cross-departmental Responsible Conduct of Research (RCR) course. She requests input from non-biology departments.

**8. New Business**

There was no new business.

**9. Adjournment**

The meeting adjourned at 3:40 PM.

Not in attendance: Michelle Harris, Archana Krishnan, Rui Li, Joanne Kaufman

1. Call to Order

- The meeting was called to order by Chair Stewart at 2:47 p.m.

2. Approval of Minutes for March 21, 2018 CAS Council Meeting

- Minutes from the March 21, 2018, meeting were approved as distributed.

3. Chair’s Report

- Chair Caro-Beth Stewart had nothing to report.

4. Senate Report

- Dean Wulfert attended the Senate meeting of March 19, 2018. Provost Jim Stellar spoke about the strategic planning roadshows. They have been completed. The Deans have been directed to create alignment plans.

5. Dean’s Report

- Dean Wulfert reported that Vice Provost Kevin Williams spoke at the Chair’s Council meeting about graduate enrollment. Williams created a Graduate Enrollment Task Force last year concerning graduate enrollment and admissions. The goal was to identify why colleges have not been meeting graduate enrollment goals. Discussion included the following recommendations:
  - Units should be held accountable for meeting enrollment targets. Incentives should be provided for units that create growth in enrollment.
  - Units are encouraged to be proactive in recruiting or enticing potential Master’s students. Personal communication (via telephone or email) with prospective students is encouraged.
  - Targets for individual departments should be re-examined to make them more realistic.
Developing a comprehensive marketing strategy.

Assess existing graduate programs and benchmark them against competitors (peers and aspirational peers).

Create more accelerated pathways to graduate education. This includes 4+1 and 3+2 programs. CAS has some programs like this already. This could increase enrollment/recruitment of professionals and undergraduates.

- A question was asked about support for offering Master’s education in the summer, which must be taught by full-time faculty. It was suggested that full-time faculty would be paid for summer effort if the department decided to offer an abbreviated pathway to a master’s degree (e.g., one academic year and two summers), but it remains a departmental position.

- A question was asked about maintaining standards across the different types of Master’s programs. Should they have different names, for example, if the programs were not of the same rigor? It was suggested that this should be assessed at the department level.

- A comment was made about a capstone project for the Master’s program. These students often complete the project and front-load coursework. This may help to maintain standards and quality.

- Create fully online master’s programs for Master’s level instruction. Already existing programs at the University include MPH and two programs in the School of Education.

- Improve the program development process, which currently is a cumbersome process. The recent MS in GIS (Geography) took two years for approval. SUNY has made a commitment to speed up the process.

- Increase funding for graduate students; both in terms of amount per year and number of years.

- Establish a Graduate School. A Graduate School can assist in admissions of Master’s students. It could become the home for interdisciplinary programs.
  - A comment was made about feasibility of this model for research-intensive programs. It may not be as helpful for all programs.
  - A question was asked about whether this would be a positive or negative development for CAS. It is hoped that it would ease some of the burden of Master’s level enrollment in CAS.

CAS is searching for a new webmaster/web designer/marketing hire to assist CAS units.

6. Committee Reports

Nominating:

Nothing to report.

Tenure and Promotion:

The Committee has met/voted upon five cases so far this spring.
2 Early Tenure and Promotion Cases
3 Promotion Cases

The Committee is reviewing/voting upon one mandatory tenure and promotion case this week (Wed., 4/11/18).

The Committee has two pending promotion to full professor spring cases.
   1 scheduled for 4/19/18
   1 scheduling in progress (4/26/18 meeting proposed)

Faculty Development:

FRAP-B reviews have been submitted to the Dean. The committee has met to discuss how the clarify review criteria and process for FRAP-A and FRAP-B awards. A report will be submitted soon.

Academic Programs:

Reviewed 15 course action forms. 10 are approved. 5 will be approved soon. One grievance case was reviewed and a recommendation was reached.

Academic Support:

Nothing to report.

7. Old Business

No old business.

8. New Business

Councilors whose term is ending should approach their chair or a colleague about a replacement and report the appointment to Vice-Chair Mandle.

Nominations for Vice-Chair will be made at the next council meeting.

9. Adjournment

The meeting adjourned at 3:49 PM.
CAS Faculty Council Meeting Minutes
May 2, 2018 2:45-4:15 p.m., 122 Arts and Sciences

In Attendance: Haijun Chen, Zoya Gubernskaya, Chun-Yu Ho, Julia Jennings, Jonathan Mandle, Jon Petruccelli, Brian Rose, Megan Solon, Caro-Beth Stewart, Oliver Elison Timm, Ting Wang, Edelgard Wulfert, Elena Stein, Helen Strother, Changlong Zhong, John Person, Maeve Kane, Alejandra Bronfman, Karla Kash, Archana Krishnan, Rui Li, Joanne Kaufman, Megan Solon (for Carmen Serrano)

Not in attendance: Michelle Harris, Rakhee Balaram, Helene Scheck, James Boswell, Carmen Serrano, Duncan Cumming

1. Call to Order

   • The meeting was called to order by Chair Stewart at 2:51 p.m.

2. Approval of Minutes for April 11, 2018 CAS Council Meeting

   • Minutes from the April 11, 2018, meeting were approved as distributed with one abstention.

3. Chair’s Report

   • Chair Caro-Beth Stewart had nothing to report from the Council of Chairs meeting, to be held next week.

4. Senate Report

   • Dean Wulfert reported on the Senate meeting of April 16, 2018. Zina Lawrence (Business) is the new Senate Vice Chair and will begin her three-year term as Governance Council Chair (2018/19, Senate Chair (2019/20) and UPPC Chair (2020/21) in the fall. The Senate discussed a taskforce report on contingent faculty. The course fee for part-time faculty was raised to $3,800; however, the proposed raise to $5,000 will need to be delayed due to budget constraints. There were suggestions to explore options for career progression from Lecturer to Senior Lecturer to Master Lecturer with increases in salary and 3-5 year appointments. A policy for conducting teaching evaluations and providing feedback to non-tenure track faculty is currently under discussion and may be adopted university-wide.

5. Dean’s Report

   • Dean Wulfert had nothing else to report.

6. Committee Reports

Nominating:
Vice-Chair Mandle has been compiling a list of councilors for next year. He encourages councilors to notify him of either their return or the name of their replacement.

A call for nominations for the new Vice-Chair was made. Few Associate or Full Professors are on the Council. Haijun Chen (Biology) volunteered and was elected by acclamation. He will be the new Vice-Chair beginning in fall 2018.

**Tenure and Promotion:**

The committee met and voted on 16 total cases this year:
- 6 Mandatory Cases
- 4 Early Cases
- 6 Promotion to Full Professor Cases

CAS is currently expecting 18 mandatory cases and two promotion cases for 2018-19, and there is potential for additional cases in the spring semester. Therefore, the current committee members agreed at the last meeting to expand the committee by two members next year, up to the maximum of 12 members.

**Faculty Development:**

The committee discussed the FRAP review process and compiled a report that was sent to Dean Wulfert.

**Academic Programs:**

Five course actions forms were approved from the prior period and eight from the current period for a total of 12.

**Academic Support:**

Nothing to report.

**7. Old Business**

Strategic Plan alignment: The Dean has requested that Department Chairs examine the Strategic Plan and identify aspects of their programs that align with the Plan. Department Chairs will discuss their alignment plans at the upcoming Council of Chairs meeting. After the end of the semester, Dean Wulfert will draft an integrated CAS alignment plan. Councilors present during the summer are welcome to read and comment on the draft alignment plan.

By-laws: The by-laws still need to be updated to reflect the changes to the committees. This process will be started in the Dean’s Office over the summer and continued by the Faculty Council next year.

**8. New Business**

The new Vice-Chair was elected.
9. Adjournment

The meeting adjourned at 3:21 PM.