

Meeting of the ESF Faculty  
April 7, 2005  
Moon Conference Room

**Attending:** Larry Abrahamson, Marla Bennett, Eddie Bevilacqua, Craig Davis, Allan Drew, Jo Anne Ellis, Charlie Hall, Myrna Hall, Richard Hawks, Lee Herrington, Elaine Irvin, Chuck Maynard, Mark Meisner, Robert Meyer, Neil Murphy, Chris Nowak, William Powell, Lindi Quackenbush, Dudley Raynal, Kevin Reynolds, Neil Ringler, Susan Sanford, Rudy Schuster, Scott Shannon, Rick Smardon, Larry Smart, Bill Smith, Jeri Lynn Smith, Art Stipanovic, John Turbeville, Connie Webb, Ed White, Julie White, Ruth Yanai

The meeting was called to order at 3:33 by Scott Shannon.

**Minutes** of the March 3rd meeting, 2005, will be approved at the next meeting, since they were only recently posted on the web site.

### **Announcements and Report of Executive Committee**

The Pancake Breakfast at Heiberg will be Saturday, April 23, 2005

This Monday, April 11, the Friends of Moon Library will be recognizing Robin Kimmerer, who won the Burroughs Award for her book Gathering Moss. Silverstein also has a new book. Join us at 3:30 for the social gathering and at 4:00 for the program.

### **Report of the Executive Committee (Scott Shannon)**

Election Results: All of the offices have been filled, and most were competitive races (unlike last year). No arm-twisting was involved.

Chair, Committee on Instruction: Lawrence Smart (53 votes)

Chair, Committee on Research: William Powell (54 votes)

Secretary: Rudy Schuster (write in) (2 votes)

SU Senator: Ruth Yanai (30 votes)

SUNY Senator: John View (59 votes)

At-Large Representatives: Ted Endreny (50 votes), Andrea Baird (42 votes), Pat Lawler (40 votes), and Danilo Fernando (39 votes). Ken Tiss will be asked to fill the vacancy left by Larry Smart.

The SUNY Faculty Senate will be meeting here at ESF tomorrow and Saturday in Nifkin Lounge. Please drop in to get a glimpse of the larger system of which we are a part.

### **President's Report (Neil Murphy)**

I have promised to be brief and stand near Scott where he can rein me in. I also want to thank Scott for his leadership; we remember the state of Faculty Governance last spring, and this is a big improvement.

First, good news: Jim Hassett and his faculty have been recognized in US News and World Report. They have the 36th best engineering program in the country in the specialty of environmental engineering and environmental health.

I want to report on student fees, which were much discussed at the last meeting. (1) The biggest fee is the Student Services Support Fee. This amounts to \$416,000 and offsets 16% of our obligation to SU for student services. This fee is \$148.50 per student per semester. (2) The Technology Fee brings in about \$250,000, and is used to partially offset the cost of personnel and equipment in computer clusters and other areas that services are available to all ESF students. This fee is \$96 per student per semester. The expenditures for 2004-05 include about \$57K for Eric Latremore and Toan Tran, \$76.5K for PSR and temp service costs associated with student computing, \$32.5K for Academic Computing OTPS, \$40K for the Moon Library wireless pilot project, \$13K for the Ranger School T-1 line, \$1K for Moon Library technology supplies, \$5K for virus protection software, and \$25K for other equipment, software, maintenance, and upgrades. (3) The transcript fee is \$5 per semester, which brings in \$7,400 (some goes to SUNY) and provides students with lifetime transcript reports at no further cost.

The legislative budget looks pretty good for us. The governor is now in the **10-day** period when he may or may not make changes to the budget. In addition to the budget, we have capital requests on lists associated with the budget, such as \$500K for the BioFuel Initiative and \$6.3M for the Educational Outreach and Technology Transfer Building.

The Provost has been going through a process along with Dean Raynal and the Chairs to budget for academic equipment in 2005. This includes funds for improvements of instructional technology in the classrooms. There should be a new high-tech classroom in each building, as well as improvements to existing classrooms.

Graduate Applications: Of 269 received, we have accepted 109 and 19 have accepted us so far. There are 48 applications that still await decisions. You can help us with yield. Please get involved by making phone calls, sending emails, writing welcome/interest letters and inviting students to the Open House.

We have developed a poster highlighting our graduate programs. These have been distributed to a number of feeder institutions.

Undergraduate recruitment: We have 304 students that have deposited, but 514 are still not committed. Help us help them to commit to ESF; we need another 165.

Please participate in Commencement Weekend. On the 14<sup>th</sup> there will be curriculum specific continental breakfasts at 10:00am. At 1:00pm Convocation will be held at the Landmark Theatre. On the 15<sup>th</sup> beginning at 7:45am there will be recognition of advanced degree candidates in Nifkin. Commencement begins at 9:30am in the Carrier Dome.

**Report of Ad Hoc Committee on Governance Expansion** (Julie White, Rick Smardon)

Elaine Irving, Kevin Reynolds, Rick Smardon, Jeri Lynn Smith, and Julie White

We looked at 11 SUNY campuses. Only Oneonta, like us, has a one vote one – one faculty member governance system. Others have a representative system, with votes allocated by unit. Nine of the 11 have representation of professional staff in college governance, but voting may be for only campus wide issues vs. purely academic or instruction issues.

We have 3 standing committees; Buffalo has 18. We can share this matrix with you.

We suggest a system of "Campus" or "Community" or "College" Governance  
The Executive Committee: President, Executive Chair, Secretary, Standing Committee Chairs, SUNY Senator, SU Senators, Sergeant of Arms, and Parliamentarian  
The Committee on Instruction shall be concerned with: policies regarding instructional development, support and administration including the library and educational communications; the structure, content, and interrelationship of courses, curricula, and degree requirements, the methods, quality and evaluation of instruction; standards for evaluating student academic performance; the quality of academic advisement; and policies regarding recruitment and admission of both graduate and undergraduate students.

Composition: One member of each Faculty, Dean of Instruction (non-voting), Registrar (non-voting), and other professional Staff as needed (non-voting) (how is this different from what we have now?)

The Committee on Research shall be concerned with: policies regarding research development, support and administration; policies and procedures related to graduate academic affairs; academic support services, such as analytical and technical services and computer facilities; and utilization of College Properties.

Composition: one member of each Faculty, Director of Government Relations, Dean of Research, and one Graduate Student Representative

The Committee on Public Service and Outreach shall be concerned with: policies regarding development, support, and administration of the Public Service and Nonresident Instruction programs; the effectiveness and adequacy of the Public Service programs; the nature and operation of the Nonresident Instruction program; and the maintenance of a strong and vital placement and alumni affairs program.

Composition: one member of each Faculty, Associate Dean of Outreach, Associate Dean of Student Life, and two Student Representatives

Additional committees in our administrative structure could become part of the governance structure.

The Recruitment Team shall be concerned with broadening the support and focus of ESF's efforts in undergraduate and graduate admissions.

Composition: one member of each Faculty, two members of Admissions Staff, a Representative from the Office of the Dean of Instruction, a Representative from News and Publications, a Representative from Financial Aid, the Director of Career and Counseling Services, one at large member (classified staff), and three Student Representatives (1 grad/2 undergrads).

The Retention Team shall be concerned with identifying and addressing issues that ensure undergraduate student success and retention.

Composition: one member of each Faculty, two members from the Staff of Student Affairs, one at large member (classified staff), two undergraduate Student representatives, and the Dean of Instruction.

Institutional Planning, Budgeting and Advancement shall be concerned with providing information and advice concerning the College's resources, objectives, and plans.

Composition: Vice President of Administration, Director of Development, Director of Financial Aid, one member of each Faculty, Director of Government Relations, and two at large members (classified staff) (currently the Institutional Advancement Committee).

(new) Student Life and Diversity Committee shall be concerned with those issues impacting life and student satisfaction.

Composition: Vice President for Student Affairs, two members of Student Affairs staff, five Faculty Members (varying Faculties), Director of Multicultural Affairs, Director of Human Resources, three Student Representatives (1 grad / 2 undergrads), and two at large members (classified staff). Technology might fit here.

Changes to the bylaws would expand the definition of "faculty" and address the privilege of voting.

We erred on the side of inclusion, expecting the increased numbers in each committee to accommodate more participation.

Discussion: Do we have enough faculty to fill all these slots? This would require 45 faculty members; we've had trouble getting 15 in our current structure.

Scott: How many faculty are already involved in the administrative committees? A: In recruitment? retention?

If they are appointed, rather than elected, it might not be so difficult.

A: We don't expect that all the slots would need to be filled on every committee, but the committee structure was built to accommodate more participation if desired and practical.

Bill Powell: What are the charges to these committees?

Julie White: The charges would not change; only one committee is new. The charges are described in our report.

Scott Shannon: The idea is to expand opportunities for faculty participation in administrative roles, and to allow for better administrative teamwork on the faculty committees.

Charlie Hall: If it ain't broke, don't fix it. Does this proposal fix any of the things that are really broken? What we produce here are only three things: students, research and creative products, and good will and outreach. If the fix you're presenting takes time away from these primary missions?

Rick Smardon: It will increase inclusion in our committees.

Julie White: We're getting the message that we won't get the extreme of participation by faculty.

Susan: In my previous experience, there was more integration across the campus. Here we are isolated in stovepipes, and the work we are doing could be more broadly understood.

Marla Bennett: It's not clear that these committees need to be part of governance as opposed to reporting to governance.

Scott Shannon: We brought this topic up for discussion because we see opportunities for improving our delivery of our primary roles by increasing understanding across these various functions.

Bill Powell: Some of these committees now have ten or more people on them, which, in my experience, is not a very effective size for effective dynamics.

Charlie Hall: If we can add students and staff and take a little of the burden off the professors, it's a win-win proposition.

Julie White: This is an extreme proposal; one member of each faculty doesn't have to be on the committees.

Larry Smart: What about the Quality of Work Life Committee? It seems parallel to the student committee.

Mark Meisner: We need to ramp up the Green Campus issue. I'd like to see that in the charge for the Institutional Planning committee. Students want to go to environment schools that practice what they preach.

We will distribute the report via Campus News. At the first meeting of the fall, we should have a more detailed proposal. Perhaps our parliamentarian (Peter Black) can give us some advice on how to proceed. If you would be interested in participating, please contact Scott Shannon.

## **Reports of the Standing Committees**

### **Committee on Instruction (Craig Davis)**

#### Curriculum Proposals:

- o Revisions to B.S. in Natural Resources Management
  - o Revisions to B.S. in Forest Resources Management
  - o Revisions to B.S. in Forest Ecosystems Science (DUAL option)
  - o Revisions to B.S. in Construction Management
  - o Revisions to B.S. in Wood Products Engineering
- All approved.

#### New or Revised Courses:

- o APM 645 Nonparametric Statistics and Categorical Data Analysis
- o BTC 401/EFB 601 Molecular Biology Techniques
- o BTC 425/EFB 625 Plant Biotechnology (note change in course number)
- o FOR 301 Adirondack Forest Ecology and Dendrology
- o FOR 303 Introduction to Forest Resources Measurements
- o FOR 321/521 Forest Ecology and Silviculture
- o FOR 322 Forest Mensuration
- o FOR 323 Forest Biometrics
- o FOR 324 Natural Resource Information Systems
- o FOR 356/556 Introduction to Raster GIS Analysis
- o FOR 357/557 Practical Vector GIS
- o FOR 370 Timber Management
- o FOR 558 Advanced Topics in GIS
- o FTC 217 Forest Protection

Some of these proposals were modified after receiving comments.  
All approved.

#### Drop Courses:

- o EFB 527 Plant Biotechnology

o EFB 401 Molecular Biology Techniques  
No negative comments were received. All were approved.

**Announcements:**

The SU School of Management made a change in their curriculum. ACC200 will replace ACC151 for minors in management.

All course proposals should be submitted on the new templates. Any proposals received between now and fall 2005 will be posted to the web and the review "clock" will be started at the beginning of the fall semester (not now).

A draft of the "Electronic Transmission of Theses and Dissertations" proposal is posted on the COI site. It will be discussed and voted on in the fall. Take a look at it this summer when you have nothing else to do.

Review of appeals to undergraduate dismissal will take place on 2 June 2005.

**Committee on Research (Chris Nowak)**

McIntire Stennis: This year we are returning comments, including summary committee comments, to improve future proposals. Two of the five proposals funded were in their third year resubmission. The review, selection, and feedback process is improving.

**Accepted Proposals:**

Daley/Endreny	"Characterizing Forested Bioretention Processes to Restore Water Quality and Quantity"
Porter	"A Risk Assessment of a Chronic Wasting Disease Outbreak in New York State"
Quackenbush/Kroll	"Investigating New Advances in Forest Species Classification"
Stipanovic/Smart/Cameron	"NMR and TGA Methods for Rapid Selection of Willow Varieties with Optimum Wood Properties"
Zhang	"Localized Spatial Analysis of Tree Competition and Growth in Mixed-Species Hardwoods"

The Spotlight on Student Research will take place Tuesday, April 12<sup>th</sup>. The posters will be up from 10 to 4, with students present from 1 to 2:30. Please attend; the students are dying to have you visit. Last year, there were very few faculty who came by. We appreciate the Library and Physical Plant for their logistical support.

**Committee on Outreach and Public Service (Art Stipanovic)**

Friday, October 7, 2005, will be the college wide symposium on Teaching, Research, and Outreach. The title "A Continuing Dialog on the Synergy Between Teaching, Research, and Outreach. Professor Susan Powers of Clarkson University will be our keynote speaker. The program begins at 11:45AM with a luncheon followed by the formal program at 12:15.

We will also have a recognition ceremony at 3:30 PM featuring examples of excellence in Teaching, Research and Service.

## **Undergraduate Student Association (Liz Reif)**

April 14: Open forum with President Murphy. Please attend to Spring Banquet: Students love to see faculty there. Earth Week is approaching, more information to come.

### **Discussion Item: "*Impediments to Instructional Quality*"**

A survey was implemented in February 2005, asking faculty to answer questions about demographics, administrative support, student incivility, classrooms, wet and dry labs, field labs, studios, computer labs, and the library.

Fifty-one of 157 faculty returned the survey (32% is not a great response rate for a captive audience). So our results are not a random sample, but we can tell you what the respondents thought.

Teaching budgets: only 39% have a budget allocated. Only 46% participate in Instructional Quality events. Most use internet technology (e-mailing students, developing a web page, assignments submitted electronically). Most have a mentor who helps them and find that beneficial. The copy center is well liked and used except that the hours are not more flexible. Two-thirds have a GA, 80% are happy with their GA support. We should have asked whether the rest need a GA. Few faculty have colleagues visit their courses, but most use student responses to surveys. Comments included the need for projectors in classrooms, the need for help developing web pages, and the need for more funding.

Student Incivility: Student behaviors were classified according to "civility" (is this the same as "disruptive"?) The most disruptive behaviors are pretty rare. Coming to class unprepared is common.

Classrooms: Since there were few respondents for any one classroom, the data were summarized by building. In general, instructors would like to be able to control temperature and lighting, and the document cameras and PCs need to be more reliable. (Neil Murphy has promised to provide chalk in every chalkboard even if he has to put it there himself.)

Specific Instructional Resources (labs, field, studios, computers, libraries): The wet labs and studios got the lowest ratings. The equipment needs to be upgraded, not just for instructional purposes but for health and safety reasons. Some people would like to offer field labs but don't have the budget for it. Studios need better equipment and more space. Computer labs were highly rated, though there were comments about environment and software needs. The library was highly rated, except for the inability to place copyrighted material on reserve.

Summary: Classrooms need a maintenance budget to make the equipment more reliable. We need big, simple, Fisher-Price buttons to switch functions. Areas that are working well: copy center, library, computer labs, GAs.

The Maple Syrup award (drawn by Ed White) went to Betsy Elkins.

Discussion:

Rich Hawks: Courses can have field trip fees; is this a teachable moment.

Connie Webb: There is a \$25 transportation fee set aside for classes with field trips. Some courses are not tapping these funds.

Larry Smart: It's surprising that 1/3 of us have never posted material on a web site.

Eddie: Some of those who do are just posting their syllabus; a smaller fraction is using it during the term.

Rick Hawks: We have trouble holding students responsible for the e-mail they receive. I'm shocked by how little some of them want to use e-mail.

Eddie: I teach a large course in which I e-mail the whole class, and a significant fraction don't pay attention.

Lee Herrington: Some don't forward the e-mail from their SU account; I insist that they do and tell them how to do it.

The summary report will be posted on the COI web site.

**New business:** Thanks to all the members of Faculty Governance who are moving on to greener pastures: Craig Davis, Chris Nowak, Tom Slocum, Jane Verostek, Eddie Bevilacqua, Joanne Ellis, Jose Fragoso, Karen Limburg, Gary Scott, Sid Chatterjee, Alex Weir, and Sue Anagnost.

**Old business:** None

Meeting adjourned at 4:46 p.m.

Minutes respectfully submitted by

Ruth Yanai