



State University of New York  
College of Environmental Science and Forestry

## College Governance

**ESF College-Wide Governance Meeting**  
**3:30 – 5:00 PM, Wednesday, May 2, 2012**  
**408 Baker**

### Minutes

**Alumni relations:** Justin Culkowski. **Business Affairs:** Lisa Campagna. **Chemistry/A&TS:** Neal Abrams, Greg Boyer, Theodore Dibble, Kelley Donaghy, Ivan Gitsov, John Hassett. **Cons Mgmt & Wood Pro Eng:** George Kyanka, Robert Meyer, William Smith, Kenneth Tiss. **Env Res and For Eng:** Georgios Mountrakis, Lindi Quackenbush. **Env Studies:** Myrna Hall, Dawnelle Jager, Valerie Luzadis, Jack Manno, Theresa Selfa. **Environ & Forest Bio:** Jonathan Cohen, Melissa Fierke, Elizabeth Folta, Jaqueline Frair, Greg McGee, Tsutomu Nakatsugawa, Lee Newman, William Powell, Sadie Ryan, Kimberly Schulz, William Shields, Steve Teale, Christopher Whipps. **Forest & Natural Res. Mgmt:** Diane Kuehn, Douglas Morrison, David Newman, Christopher Nowak, Ruth Yanai. **President/VPs/Gov Relations:** Bruce Bongarten, Robert French. **Inst/Grad Studies:** Suzette Vandeburg. **Landscape Architecture:** Margaret Bryant, Susan Dieterlan, Timothy Toland. **Moon Library:** Stephen Weiter, Jessica Clemons. **Outreach:** Richard Beal, Charles Spuches. **Paper/Bioprocess Engineering:** Biljana Bujanovic, Klaus Dolle, Yuan-Zong Lai, Shijie Liu, Bandaru Ramarao, Gary Scott. **Research Programs:** Neil Ringler (EFB). **Student Life/Services:** Laura Crandall, Anne Lombard, Liz Mix, Heather Rice. **Undergrad Admissions:** Susan Sanford

**The meeting was called to order at 3:37 by Kelley Donaghy.**

#### 1. Minutes

1. Minutes from the 12/15 meeting were accepted.

#### 2. Committee on Curriculum Actions

1. Program Proposals. Proposals from three programs were discussed and voted on.
  - Environmental Studies – Adjustments to the Certificate of Graduate Study in Environmental Decision Making, a list of course requirements, and the corresponding catalog text changes.
  - Environmental Resources Engineering – Nine course proposals and two catalog changes
  - Forestry and Natural Resources Management - A series of changes to the Natural Resources Management Program.

A single vote was taken for all three proposals which passed unanimously.

## 2. Policy Proposals

- A committee consisting of Kelley Donaghy, Scott Shannon, Ray Blaskiewicz, Kayva Krishnan, Doug Daley, Scott Blair, Greg McGee and Bruce Bongarten forwarded a proposal to revise the course withdrawal policy. Several changes were made:
  - Create W (Withdraw) and WF (Withdraw Failing) grades
  - Weeks 1-4 of classes: drop without record of registration
  - Weeks 5-9: withdraw from class and receive a grade of "W"
  - Weeks 10-14: withdraw from class and receive "W" or "WF" from instructor
  - W and WF do not affect GPA
  - W and WF are not replacable with "R" grade
  - Current Add/Drop form used up to last day to add a class
  - New Course Withdrawal form used after last day to add

The proposal passed unanimously.

- Course Prefix Policy. Typically, each department or division uses a single prefix for all courses offered within the corresponding department or division. Where a distinct program exists as a separate or semi-autonomous unit within a department or division, a secondary prefix may be designated and used by that program. A new prefix should only be created if all of the following conditions exist:
  - The program area for which the new prefix is intended represents a significant departure from the core programmatic offerings of the department.
  - A minimum of 6 courses must be created or re-designated to constitute a new prefix area
  - A distinct, Committee on Curriculum approved academic program must accompany the creation of a new prefix, such as a new major, minor, or certificate of advanced study.
  - All proposals for new course prefixes shall be approved by Faculty Governance.

The proposal passed unanimously.

- Timely feedback for student work policy statement. Faculty shall provide all students with timely and appropriate feedback regarding their performance and progress toward meeting prescribed learning outcomes on all assigned course work, projects, and examinations. Guidelines for implementation: "Timeliness" is a necessarily vague qualitative measure and may be interpreted broadly in different settings or as applied to different types of courses or assignments. The following minimally quantitative and conservative guidelines may provide a frame of reference for some typical situations common in ESF courses:
  - Short homework assignments: 1 week to 10 days
  - Quizzes: up to 10 days
  - Laboratory assignments: up to 2 weeks
  - Major exams: up to 2 weeks
  - Major projects or papers: up to 2-3 weeks
  - Thesis or dissertation drafts typically +/- 2 weeks, up to 30 days

Motion passed (44-Y, 3-N, 0-A)

3. Resolution. John Hassett presented a motion to the faculty from the Committee on Curriculum requesting:
  - temporary delegation of program approval authority to CoC
  - BE IT RESOLVED that: The ESF faculty delegate its authority to approve program proposals to the Committee on Curriculum.
  - This authority shall only be granted for consideration of proposals received by the committee on or before April 16, 2012 and shall expire at the end of the 2011/2012 academic year.

The resolution was passed unanimously

### **3. Promotion and Tenure Committee Report (Kyanka)**

1. Promotions George Kyanka read the current promotions as per Neil Murphy's email:

Promoted to Assistant Professor:

- Dr. Benette Whitmore, Environmental Studies

Promoted to Associate Professor:

- Dr. Kelley Donaghy, Chemistry
- Dr. Jacqueline Frair, Environmental and Forest Biology
- Dr. Lee Newman, Environmental and Forest Biology
- Dr. Theresa Selfa, Environmental Studies

Promoted to Professor:

- Dr. Eddie Bevilacqua, Forest and Natural Resources Management
- Dr. Stephen Teale, Environmental and Forest Biology

Continuing Appointment Recommendations. The following individuals have been recommended for Continuing Appointment. Final approval is granted by the SUNY Chancellor who will notify these candidates of her action in the months ahead.

- Dr. Kelley Donaghy, Chemistry
- Dr. Jacqueline Frair, Environmental and Forest Biology
- Dr. Theresa Selfa, Environmental Studies

2. The Promotion and Tenure Committee is reviewing the P&T policies to make clarifications where needed. The Committee is also concerned about variation in workloads among departments

### **4. Committee on Research**

1. Neil Ringler reported on the following:

- McIntire-Stennis Research Program
  - 22 pre-proposals submitted (8 departments)
  - 9 invited proposals
  - 4 awards (7 departments)
- SUNY Undergraduate Research Showcase
  - Reviewed 4 undergraduate research posters
  - Recommended 3 for presentation in Albany
- Seed Grants
  - 16 proposals submitted (7 departments)
  - 4 awards (2 departments)
- Spotlight on Research
  - 2-day event
  - Keynote lecture: Dr. Charlie Hall
  - 3 undergraduate awards
  - 5 graduate awards

## **5. SUNY Senator Report (Donaghy/Doelle)**

### 1. UFS Resolutions

- Purchase – October 2011  
159-03-1 – Shared Services  
159-03-2 – Evaluation of Shared Services
- Cornell – January 2012  
160-01-1 - CUNY's Failure to use Shared Governance in establishing a new curriculum  
160-02-1 - Support of BOT's Education for Undocumented Immigrants
- Geneseo – April 2012  
Several Resolutions on Awards and extending distinguished professorship titles to Librarians.  
Big Tree Inn

### 2. Campus Governance Leaders Meetings

- Teaching Evaluations
- 5% administrative budget shift
- Shared Presidencies
- Lack of communication between the administration and local governance
- Some good ideas about Shared Governance
- Commitment by the Chancellor to Shared Governance

## **6. Elections/Bylaws Results (Meyer)**

- Discussion regarding a bylaws amendment altering the length of committee chairships.

## **7. Faculty Governance in Review (Donaghy)**

- Kelley Donaghy commented on her past two years as Executive Committee Chair

## **8. Faculty and Staff Awards (Murphy/COR/Greenfield)**

### 1. Awards

- 2012 Exemplary Researcher - Kimberly Schulz, Associate Professor, EFB
- 2012 ESF Foundation Award for Exceptional Achievement in Teaching - Dr. William M. Shields, Professor, EFB
- 2012 SUNY Chancellor's Award for Excellence in Professional Service - Mr. James P. Halligan, FNRM

### 2. Champagne Toast

## **9. Next Year's College-wide Meeting Schedule**

**Fall 2012:** 9/19, 10/17, 11/21\*, 12/13 (Thursday, 9:30 AM - Reading Day)

**Spring 2013:** 2/20\*\*, 3/27, 5/1 (Wednesday 3:30 PM - Reading Day)

Unless noted – scheduled during the College Hour Wednesday from 12:45-1:40 PM

\* if needed

\*\*Due to winter break this meeting is on the 2<sup>nd</sup> Wednesday of the month instead of the third.

**Meeting adjourned at 4:52**