



State University of New York  
College of Environmental Science and Forestry

## **College Governance Meeting**

November 20, 2013

Wednesday

12:45-2:00 PM – College Hour (+)

Gateway A & B

In attendance:

Robin Hoffman, Benette Whitmore, Karaline Carr, Susan Dieterlan, Ruth Yanai, Doug Daley, Ken Tiss, Bruce Bongarten, Mike Kelleher, John Hassett, Shannon Farrell, Chuck Spuches, Bob Meyer, Teresa Selfa, Laura Rickard, Paul Caluwe, Ruth Owen, Sue Anagnost, JoAnne Ellis, Scott Shannon, Gordon Paterson, Greg McGee, Lee Newman, Mark Teece, Lindi Quackenbush, Claire Dunn, Bob French, Kevin Reynolds, PJ Connell, Margaret Foley, Beth Folta, Rich Hawks, Steve Weiter, Anne Lombard, John Turbeville, Gary Scott, Dawnelle Jagar, Huiting Mao, Tom Amidon, Chuck Maynard, Mark Driscoll, Laura, Greg Boyer, Ted Endreny, Jessica Clemmons, Bill Smith, Rick Beal, Valerie Luzadis, Biljana Bujanovic, Robert Quinn

Doug D announcement on course curriculum form change. All communications should go through the website to the new e-mail address ([curriculum@esf.edu](mailto:curriculum@esf.edu)). Barb Newman will be helping with COC now.

Approve minutes. Done.

KD - Grading Policy – acknowledged committee members for helping get info to depts. Emphasized this was a collaborative effort b/ faculty, admin and students. Overview of why we are changing w/ information on grade change resolution at the SUNY level. Process and timeline of committee efforts provided. They then received comments, changes were made and what it before us now has been endorsed by the committee and is now here to be voted on. Details on changes made – there were pieces missing in our current policy and now they've been added. (Independent study needs a syllabus as well). Also looked at other changes that needed to be addressed. For example, extend "I" grade for one year, not having 3 finals in one day, other work should not be due during finals week.

Mark: asking about "faculty" appt?

Bruce: Every faculty or staff person must have a faculty status to teach a course. If they don't, they should.

Mark: Pg 6, syllabus will include AI & disability statements? Really? Those are very long.

KD - there is another document coming that will provide short statements, which will have a link to the larger documents.

Mark - we should be able to see them first.

KD - you will

Mark - for grade disputes, who pays for that?

KD - it will be paid for by the college

Mark - will this be pushed on the depts eventually? Everything else is. It needs to be codified as to who's paying.

Mark - also, there's nothing mentioned here that Provost & President can change grades.

KD - it is not allowed. SUNY policy. Never has been.

Mark - its written like we have to keep exams, is that correct?

SWeiter - no, gradebooks & other records, not items turned back.

Mark - there needs to be something explicit in the document.

KD - there is a link and a paragraph.

GMcGee - attendance policy? Do we have to have one?

KD - Yes and yes, for labs you need to have an attendance policy and keep those records of attendance back six years for liability reasons. If you don't have an attendance policy state that.

GM - please read back regarding what we have to keep.

KD - read: if you don't give back, then keep for one year.

GM - friendly amendment to insert "not returned to students"

KD - agreed, confirmed with IQAS committee

DDaley - special grades "I", present policy is 1 semester?

SShannon - Yes.

DD - Why going to one year?

KD - some courses are only offered once a year, if so, then can not fix the "I" until a year later. To keep from hurting grades students had to petition to extend the "I". This seemed to make sense.

DD - the wording is "should"

KD - the following sentence addresses what happens after 1 yr

DD - and follows with 2 yrs?

KD - students can graduate with an I/F, not with an "I".

DD - will we get bogged down with this... it should be resolved w/in wks, not yrs.

GBoyer- gave examples, someone getting ill, but there's nothing to keep faculty from giving an ultimatum, or having something in their syllabus.

RYanai - she interprets that it eliminates the routine production of petitions

DD - does a syllabus have to be created for research credits? Thesis credits? Can there be a dept level cover?

KD – yes, yes, deferred to Bruce

BB – a big part of this is that we have an obligation to let students know how they will be evaluated. There needs to be a written document b/ student & instructor for every credit bearing course.

KD – IQAS is also drafting a document to be used as a template for this

GMcGee – number of final exams, who is compelled to change?

PCallaway – Sr faculty get priority!

GB – haven't we been doing this

KD - it is an unwritten rule, we need to have it in place where it can be found. Scott Shannon will be the heavy and BB said it had to happen. Mary said she'd try to make sure exams don't overlap as much as possible, but it will still happen – gave an example – she has a student w/ 4 finals.

GB – as far as he could remember, its only happened 3 X and it was resolved easily among reasonable people making reasonable decisions.

KTiss – mediation paragraph... it is lacking a statement that compels both the instructor and the student to participate in the mediation process. If one of the parties does not go, then it is wasted time and \$.

PJ Connell – I don't think you can compel someone to participate. A professional mediator would have insights on how to make this happen.

KD – point of consideration, that paragraph was not changed.

Mark – when all of this goes through, the student handbook has to be changed.  
Committees are still listed incorrectly – when will it be fixed?

SS – well aware of it, working on it

DD – IQAS members will be selected at random? (L17, pg 8) also, says there will be student reps, but not how they will be chosen.

KD – the USA and GSA will do the choosing

PJ – he receives a request and then sends an e-mail to officers for whoever can go

RY – does not like that it says at random

PC – at random is at Random...

LQ – do these details need to be in this grading policy? It should be a pointer, not in the document.

KD – willing to take out the “random” sentence

KD – according to the MTP, it has to be there

TAmidon – so the procedure is to send an e-mail to USA/GSA? Why not put that in?

SW – TA moved to remove “at random sentence”, KT seconded

SW – is there further debate? Vote.

\*Hand vote – unanimous, no abstentions.

BB on Seamless Transfer

Questions on who know anything about – none.

There is a transfer path, including 30 CR of GenEd. These are guaranteed to transfer and they must be able to complete w/in 2 more yrs.

We are a receiving institution, if a student completes a path, then we have to guarantee they'll finish in 4 semester, we make that caveat that you have to start in fall. A BS can't exceed ??? credit hours.

Applied equally to native as well as transfers. We can't ask transfers to take more hours than a native student.

Everything has to fit within 126 hr box & the box is divided into 2 pieces, 60 hrs and then we get to define the rest.

NOTES ENDED

The rest of Bruce's slides are on the Meeting page of faculty Governance

Chuck Spuches spoke about Open SUNY – his slides are available on line at the faculty governance meeting.

**Meeting adjourned at 2:05 PM.**