



State University of New York  
College of Environmental Science and Forestry

## **College Wide Governance Meeting**

November 19<sup>th</sup>, 2014  
Wednesday  
12:45-1:40 PM  
Gateway Building A

### **AGENDA**

- 1. Opening Remarks/Minutes/Announcements** (Donaghy, 5 minutes)
  - i. SUNY Excels
- 2. Electronic Voting Procedures** (Donaghy, 15 minutes)
- 3. Expectations and Responsibilities for Faculty Mentors and Graduate Students** (Shannon, 15 minutes)
- 4. Ownership, Representation and Distribution of College-Related Media and Other Creative Media Policy** (Turner, 15 minutes)
- 5. Student Life Report** (SLC Member, 10 minutes)

**Next College-Wide Meeting:**

**December 11<sup>th</sup>, 2014 at 12:45 PM in Gateway A&B**

## Electronic Voting Procedures

Faculty Governance bylaws allow for electronic balloting; the following procedures will be used to clarify the process for ensuring a confidential and accurate vote.

Web-based surveys or voting systems may be used for secret ballot voting on Governance Issues or non-secret registration for events. Emails and responses associated with the latter, will be clearly marked as NOT CONFIDENTIAL in the invitation emails, on the first page of the survey and at the top of each question.

When the ballot is intended to be confidential but de-identified these are the procedures that will be followed:

1. Lists of email addresses for the voting campus personnel, will be generated by Information Systems and checked by the Executive Committee for accuracy before the first ballot or survey of the semester.
2. Electronic voting will be conducted using a commercially available web-based survey or voting system. The Executive Committee prior to each vote will select the web-based system and the Executive Chair will purchase a secure account using funds from the Governance Account. Information regarding the security of the account will be distributed widely before each use.
3. No fewer than two members of the Executive Committee, who are not on the ballot, and including the Sergeant-at-Arms will have access to the account once the ballot/survey is live. Contact information for these individuals will be listed on the first page of the ballot/survey and on the final page of the ballot/survey.
4. The password to the electronic voting account will be changed preceding any vote collection so that only those charged with conducting the vote will have access to the ballot while voting is occurring.
5. Ballots will run for no less than ten (10) calendar days, they will be checked periodically by those indicated in item 3, to ensure that the system is functioning properly and reminder emails will be sent automatically every three (3) days to faculty who have not already voted. No preliminary election results will be reported.
6. Settings for confidential ballots will de-identify data, results will be stored on the internet site for the web-based system and deleted after six (6) months.

## Glossary of Terms

**Confidential ballot:** A ballot cast such that who responds to a survey is known, but direct links to the respondent will be de-identified.

**De-Identified ballot:** Data is collected by confidential means but responses will be grouped and reported as percentages. This makes the data anonymous when “processed” but the data collection method is not anonymous.

**Anonymous ballot:** A ballot cast such that the responses are not linked to a name and there is no record kept of who voted or how many times a vote was cast.

# **Expectations and Responsibilities for Faculty Mentors and Graduate Students**

## **Proposed ESF Graduate School Policies and Procedures**

### **OIGS Policy Proposal 2014.1 – Graduate School Student-Mentor Compact**

#### **Proposed Policy**

Each graduate student, upon matriculation at ESF, shall review the Commitments and Responsibilities of Graduate Students and Faculty Mentors (listed below) published on the ESF Graduate School with their Major Professor. Each graduate student shall subsequently submit a signed copy of the ESF Graduate School Student-Mentor Compact (Form 1), with the endorsement of their Major Professor, to the Office of Instruction and Graduate Studies within 30 days of their initial matriculation into a graduate degree program.

#### **A. Commitments and Responsibilities of Graduate Students**

1. Graduate Students hold the primary responsibility for the success of their education and the completion of their degree. They shall be committed to their education and to maintaining the high quality of their work and demonstrate this by their efforts in the classroom, the laboratory, the studio, and in the field by maintaining a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
2. Graduate students shall work with their Major Professors to select and form steering committees (including filing the appropriate Form 2A with the graduate school) within the first year of their graduate programs.
3. Initiating and maintaining frequent and collegial communication with Major Professors and steering committee members is critical to a successful mentor-mentee relationship. Graduate students shall provide their mentors with updates on their progress at least once each semester (or more frequently as appropriate). Students shall be responsive to the advice and constructive criticism of their steering committee.
4. Graduate students typically identify their preferred Major Professor as a part of the admissions process. They have the right to change Major Professors if they can demonstrate a reasonable justification for doing so, such as making changes in educational or career direction, or finding that their Major Professor is consistently unable or unwilling to abide by the responsibilities and obligations noted herein. Students who choose to pursue a change in their Major Professor are responsible for identifying a new faculty member willing to serve in this role, as well as potentially reconstituting the graduate steering committee; neither the graduate school nor the college has an obligation to provide a new major professor or steering committee members, and if a new MP cannot be found or a steering committee formed, a student may be administratively withdrawn from their program of study.

5. Graduate students shall work with their Major Professor and Steering committee members to develop their capstone, thesis, or dissertation projects including establishing a timeline for each phase of work.
6. Students are responsible for working with their steering committees to establish the “plan of study” (Form 3B) identifying all coursework, skill, and tool requirements to be met prior to conferral of their degree. This plan of study shall be completed within the first two semesters of study at the master’s level and within the first three semesters of study at the doctoral level.
7. Graduate students shall comply with both the letter and spirit of all Program, Department, Graduate School, and ESF institutional policies, including all safety, animal use, and human subject research policies.
8. Graduate students shall provide accurate and honest reporting of research results, and they shall stringently uphold ethical norms in research methodology and scholarship.
9. Graduate students holding assistantships are responsible for understanding and discussing the details of their appointments with their faculty supervisors including institutional policies on work hours, leaves, etc., as well as the specific demands and duties of their individual appointment.
10. Graduate students shall, as early in their academic program as possible, discuss college and departmental policies, as well as individual faculty preferences and practices concerning data ownership, intellectual property, authorship, and attendance/representation at professional meetings with their Major Professor. Graduate students should come to a clear understanding of these issues and potentially secure a written agreement with their Major Professor summarizing their collective expectations and understanding in conjunction with Graduate School Student-Mentor Compact (Form 1).
11. Graduate students working in laboratory based disciplines shall maintain a detailed, organized, and accurate record of their research as directed by their Major Professor. The original notes and research data are the property of SUNY ESF and/or the SUNY Research Foundation per the ESF Office of Research Programs - Data Ownership Policies ([www.esf.edu/research/resources/orp\\_policy\\_10\\_data\\_ownership.doc](http://www.esf.edu/research/resources/orp_policy_10_data_ownership.doc)), and shall be regularly submitted to the Major Professor, but students may maintain their own copies.
12. Graduate students shall work to be good citizens within their labs, studios, and field stations. Students shall take part in shared responsibilities and use collective resources carefully and frugally, and they shall share in maintaining a clean and safe workplace. Students shall also be respectful of, tolerant of, and work collegially with all student colleagues and college personnel.
13. Graduate Students shall agree, upon entering into a mentoring relationship with an ESF faculty member, to adhere to the commitments and responsibilities noted herein by endorsing a copy of the Graduate School Student-Mentor Compact (Form 1).

**B. Commitments and Responsibilities of Faculty Mentors**

1. As role models for graduate students, faculty shall maintain the highest standards of professionalism, ethical conduct, and collegiality, respecting and embracing the contributions of students, staff, and faculty colleagues.

2. Faculty shall strive to nurture both the intellectual and the personal development of graduate students by committing to fostering academic excellence, exemplary professionalism, cultural sensitivity, and a commitment to competence through life-long learning. They shall be supportive, equitable, accessible, encouraging, and respectful, and they shall foster professional confidence and encourage critical thinking, skepticism, and creativity. They shall aim to provide for every graduate student under their supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.
3. Faculty shall respect and encourage the chosen career paths of graduate students, including their choice of mentors.
4. Faculty select and accept individual mentees as part of the admissions process. After a student is admitted to the graduate school, the Major Professor is bound by the responsibilities noted herein for appropriately mentoring each of their accepted advisees. Faculty may withdraw from this relationship only when a student has consistently demonstrated their inability or unwillingness to abide by the responsibilities and obligations noted herein.
5. Faculty shall do their utmost to provide regular, timely, and constructive feedback to graduate students under their mentorship, and they shall encourage the same from colleagues serving on graduate steering committees. Faculty shall also be responsive to their student's queries to meet, critique their work, or answer general questions.
6. Faculty shall be knowledgeable about, and guide the graduate student through, the requirements and deadlines their graduate programs as well as those of the Graduate School.
7. Faculty shall encourage and provide graduate students with opportunities for progressive responsibility for the conduct of teaching, research, design, and other duties as appropriate to the student's discipline and their desired career path. They shall further encourage the training of the graduate student in additional skills needed for success, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism
8. Faculty shall encourage graduate student participation in disciplinary meetings, conferences, seminars, and other extra-curricular learning experiences. They shall ensure that students have sufficient time and latitude to pursue independent, self-directed learning essential for acquiring the knowledge, skills, attitudes, and behaviors required for successful practice.
9. Faculty shall recognize and respect the financial vulnerability of graduate students; they shall not take advantage of this vulnerability to promote their own research and scholarship agendas, nor shall they obstruct or delay the academic progress of a student to maintain an employment relationship not serving the best interests of the student.
10. Faculty shall discuss authorship policies with their graduate students and acknowledge their intellectual contributions to work in the laboratory, the field, and the studio. Faculty should further strive to work with their graduate students to publish their work in a timely manner prior to, and if necessary, after the student's graduation.
11. Faculty shall agree, upon entering into a mentoring relationship with a graduate student, to adhere to the commitments and responsibilities noted herein by endorsing a copy of the Graduate School Student-Mentor Compact (Form 1).



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## Graduate Student –Mentor Compact

Student: [click here to enter name.](#)

Date: [enter date](#)

Department: [click here to enter department.](#)

Area of Study: [click here to enter area of study](#)

Student Name: [click here to enter name.](#)

Major Professor: [click here to enter name.](#)

### A. Certification

1. I certify that I have read and understand the attached *Rights and Responsibilities of Graduate Students and Faculty Mentors* at SUNY ESF and that I have reviewed these rights and responsibilities with my Major Professor/Student.

Certified by:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Major Professor

cc: Department Chair  
Major Professor  
Dean of the Graduate School  
Student  
Registrar

Revised: 8.7.2014

OWNERSHIP, REPRESENTATION AND DISTRIBUTION OF COLLEGE-RELATED  
MEDIA AND OTHER CREATIVE MEDIA  
(DRAFT REVISED 16 OCTOBER 2014)

Ownership and use of video and other media at SUNY-ESF is governed by SUNY policy on intellectual property (Title J, SUNY Board of Trustees Policies. § 335.28 and § 335.29).

SUNY policy establishes that media produced by SUNY faculty and staff are, in general, the intellectual property of the individuals creating them. SUNY ESF may claim ownership of media only when it is produced under specific contract or work-for-hire arrangements between SUNY ESF and faculty or staff as specified in Title J of the SUNY Board of Trustees Policies.

Definitions:

“Creative media” are “copyrightable” media productions made by SUNY ESF faculty, staff and students, whether in the course of their regular duties or not.

“College-related media” are media produced for the purposes of publicity, advertising, recruitment, retention and student life.

Policy:

As prescribed by the Policies of the SUNY Board of Trustees, creative media are the sole intellectual property of the copyright holder. Creative media should assert the copyright claim of the media creator in the form of a standard copyright statement, e.g. “Copyright [name of copyright holder], [year]. All rights reserved” or similar language.

Unless produced under specific contract or work-for-hire arrangements with SUNY ESF, creative media should include a disclaimer that the production does not represent the views of the College, its staff or students, e.g. “This production does not represent the SUNY College of Environmental Science and Forestry.”

SUNY ESF may not appropriate or use creative media without the permission of the copyright holder.

Neither may creative media be portrayed as representing SUNY ESF without the specific written permission of the SUNY ESF Director of Communications. Specifically, creative media may not display the College name, initials, logo, or tagline, or imply any association with the College, without the approval of the Director of Communications.

The Office of Communications is solely responsible for any and all public distribution of College-related media. "Public distribution" includes all occasions of College-related media made freely accessible to the general public online via YouTube, web sites, iTunes University, social media sites and all similar outlets or channels. Public distribution of College-related media to any outlets or channels other than those administered or approved by the Office of Communications is not permitted without expressed permission of the Director of Communications.