College Wide Governance Meeting

December 15, 2015
Tuesday
9:30-11:00 AM
Gateway Building A&B

AGENDA

1. Opening Remarks/Minutes/Announcements (Donaghy)
   a. Update on 3rd Party Consultation
   b. Update on Strategic Planning Steering Committee

2. Action Items
   a. Populating Committees – Standing Rules Update
   b. Environmental Health Minor
   c. IQAS

3. Student Life Report (Manno)

4. Budget Presentation (Rufo)

5. Capital Improvements Presentation (Boothroyd)

Old Business

New Business

Next College-Wide Meeting:
February 10, 2016 at 12:45 PM in Gateway A&B
Procedures for Populating Committees other than Standing Committees of Academic Governance

College faculty and staff are called upon to serve on standing committees, ad hoc committees, task forces, college-wide committees, and search committees, at all levels of the college, to engage in shared governance and for the general good of the institution. Toward the goals of equitable distributions of workloads, assuring diversity of engagement, and to include perspectives from faculty, staff, and students, a set of procedures for appointments to these working groups has been drafted.

These procedures apply solely to committees that include members of Academic Governance (faculty, professional staff and students) outside of departmental or unit groups.

Either College Administration or Academic Governance may call for a task force or a college-wide committee, the compositions of which should be decided upon collaboratively through a committee proposal that outlines the proposed charge, the committee members, the committee leadership and the length of term of the committee’s work.

The President of the College may, at any time, convene a Presidential Advisory Group for emergent matters, these advisory groups would not be subject to these procedures.

Types of Committees other than Standing Committees

Ad hoc Committees of Academic Governance Standing Committees: A committee formed as a sub-group of an Academic Governance Standing Committee (including the Executive Committee) to study a specific subject, within a short well-defined time period. The chair of an ad-hoc committee must be a member of the committee from which it is formed and is charged with populating it. It is the originating standing committee’s responsibility to define the scope and time period for the work and the ad hoc committee will report to the standing committee.

Task Forces: The Executive Committee of Academic Governance and the College Administration shall work together to create task forces on issues of College-wide concern and charge them with specific duties in order to enhance communication and consultation among all members of the College Community. The charge shall include a timeline for the work and a report shall be provided jointly to the Executive Committee of Academic Governance and the administration. If the committee proposal does not indicate who will be chair, the committee shall select a chair from its membership.

College-wide Committee: A long term College-wide committee that oversees an area of importance to the College Community but is not a standing committee of Academic Governance. These committees are standing committees of the College with no set timeline for their work. Annually these committees shall provide a report to the College Community through an Academic Governance Meeting or other open venue. If the committee proposal does not indicate who will be chair, the committee shall select a chair from its membership.
**Academic Administrative Search Committees:**¹ Search committees for positions Dean and above, with the exception of Presidential Searches which shall follow the SUNY Board of Trustees Guidelines.² Provostial searches shall have majority representation from faculty (including academic department chairs), at least one member of the professional staff, and at least one member of the student body. Faculty and students should be represented on all administrative searches where the primary duties of that position are to work closely with faculty and students or where consultation with Academic Governance is required by the SUNY Policies of the Board of Trustees. The College President shall appoint the chair of any administrative search committee.

**Populating Committees**

**Ad hoc Committees of Academic Governance Standing Committees (includes Executive Committee)**
The chair of the ad hoc committee should make a general call for volunteers from the standing committee. The chair may recruit from the college community if additional expertise is needed.

**Task Forces**
A task force may be filled by a call for volunteers to the members of Academic Governance by the Secretary of Academic Governance. Proposed membership of the committee will be presented to the Executive Committee of Academic Governance and the College Administration, and changes may be made to achieve balance (workload, expertise, etc.) and diversity. The final committee membership will be reported at a College-wide Academic Governance Meeting.

In cases where the size of the Task Force is limited, the following procedure will be followed:

1. A call for volunteers is made to the College by the Secretary of Academic Governance.
2. Two people from Academic Governance Executive Committee and two people from the College Administration (one of whom is the originator of the committee request) appoint members to the committee with attention to balance and diversity. It is also expected that before appointments, that the originator will solicit the input of the potential committee members immediate supervisor.
3. The committee composition is forwarded to Academic Governance Executive Committee and to the College Administration for review and comment.
4. If there are no changes after step 3, the committee is announced at the next Academic Governance Meeting, if there are suggested changes, the comments are sent back to the group in step 2 for review and response until all are satisfied in step 3.

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¹ SUNY Policies of the Board of Trustees. Article IX, Title B, section 2, Appointment: Appointments of all college administrative officers and professional staff not in a negotiating unit established pursuant to Article 14 of the Civil Service Law shall be made by the chief administrative officer of the college; such appointment shall be reported to the Chancellor. Appointment of academic officers such as vice-president for academic affairs, academic deans and others with similar responsibilities shall be made after consultation with the faculty.

² Presidential Searches shall follow the SUNY Board of Trustees, “Guidelines for the Selection of a President When a Vacancy Occurs at a State-operated Campus of the State University of New York,” [http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/GUIDELINESFORPRESIDENTIALSEARCHESFinal.pdf](http://system.suny.edu/media/suny/content-assets/documents/faculty-senate/GUIDELINESFORPRESIDENTIALSEARCHESFinal.pdf) last accessed 10/14/15.
**College-wide Committees**
Appointments to college-wide committees will follow the same rules as for Task Forces.

Since College-wide Committees may have long-term work assignments, appointment shall be made for three-year terms. When terms expire, openings are filled by an open call for nominations.

**Academic Administrative Search Committees**
Nominations to fill the seats allocated for faculty, staff, and students will be solicited through an open call to the College Community. Elections will be held to inform the Executive Committee of Academic Council. The Executive Committee of Academic Governance is then charged with ensuring balance and diversity on the committee while respecting the preferences of the membership reflected in the votes. The recommended membership of the committee will be presented to the Executive Committee of Academic Governance and the College Administration for approval. The final membership of the committee will be reported at a College-wide Academic Governance Meeting.

**Bibliography**

SUNY Fredonia, Faculty Governance Bylaws: [https://docs.google.com/document/d/1wn2I4A7y_psBTk7AqRq4E2FDNJWv7oT_cbkd7V_kH3k/edit](https://docs.google.com/document/d/1wn2I4A7y_psBTk7AqRq4E2FDNJWv7oT_cbkd7V_kH3k/edit)

SUNY Oswego, Faculty Governance Bylaws: [http://www.oswego.edu/academics/faculty/assembly/bylaws.html](http://www.oswego.edu/academics/faculty/assembly/bylaws.html)

Washington State University: [https://news.wsu.edu/announcement/faculty-senate-seeks-committee-members/](https://news.wsu.edu/announcement/faculty-senate-seeks-committee-members/)

University of Arizona: [http://facultygovernance.arizona.edu/Committees](http://facultygovernance.arizona.edu/Committees)


| Date adopted by Executive Committee unanimous vote: | 12/7/15 |
ESF Curriculum Proposal Form
Committee on Instruction - ESF Faculty Governance
Office of Instruction & Graduate Studies

Date: October 8, 2015
Department: Division of Environmental Science
Curriculum Title: Environmental Health Minor

☒ New curriculum and/or degree program OR ☐ Changes in existing curriculum (check all that apply):

☐ new program title ☐ new courses added ☐ new accreditation
☐ revised courses ☐ change in total cr. hrs. ☐ new assessment plan
☐ new course sequence ☐ new program objectives ☐ other significant change

Justification Narrative: please provide an explanatory narrative outlining the need or rationale for the new curriculum or program, or justifying the need to significantly change an existing curriculum (i.e. addressing emerging or changing societal demand, addressing changing technology, focusing on a new interdisciplinary body of knowledge, etc.)

Many students at ESF are concerned about impacts of the environment, including the built environment, on human health but do not wish to pursue a B.S. in Environmental Health as their central focus. This population of students would be well served by an opportunity to obtain a minor in Environmental Health that introduces the core subjects and issues. Many majors (e.g., Environmental Science, Forest Biology) provide the opportunity for 15-17 elective credits within their programs. The growing list of minors attests to the value of making these opportunities available to the student body at ESF.

Institutional Impact:

Anticipated Enrollment: 5 per semester
Change from existing condition: Anticipate 10-15 students per year to enroll

New Faculty or Staffing Requirements: None required beyond existing resources

New Technology and Classroom Resource Demands: None required beyond existing resources

New Computing Resources Requirements: None required beyond existing resources

New Accreditation Requirements: None

New Assessment Requirements (explain & describe): None
New Library Resources Requirements: None required beyond existing resources;

New Transportation Requirements: None

New Forest Properties or Field Practicum Facilities Required: None

Impacts on other Departments at ESF (please obtain and attach response from affected departments): Student enrollment in this program is expected to span departments as is the case for all minors.

Impacts on Admissions (particularly transfer requirements and articulation agreements; please obtain and attach response from Admissions if an impact is anticipated) No negative impact on articulation agreements, but we expect this minor to be a positive marketing asset for incoming students

List courses taught within the Department at ESF: See list on next page (EHS and ENS courses)

List courses taught outside the Department at ESF: See list on next page (EFB and EST courses)

List courses taught outside the Department at SU: See list below (FST102 is an optional course, not required).

- Accessory Instruction credit hours at SU required per student in this curriculum:
- Accessory Instruction credit hours required per semester by this curriculum
- Change in Accessory Instruction needs over current programs and curricula
For the Minor, all students must take the three courses below (7 credit hours):

- EHS250 Foundations of Environmental Health 1
- EFB360 Epidemiology 3
- EFB400 Toxic Health Hazards 3

Additionally, students must select an additional 9 credit hours (pick 3) from the courses below:

- EHS440 Occupational Health and Safety 3
- EHS350 Environmental Health Management 3
- EHS320 Disease Prevention 2
- FST102 Food fights: Contemporary Food Issues 3
- FCH399 Introduction to Atmospheric Science 3
- ENS470 Environmental Risk Assessment 3
- EST245 Foundations of Environmental Communication 3
- EHS480 Hazardous Waste Management 3
- EFB303 Introductory Environmental Microbiology 4
Catalog Curriculum Narrative:

Please provide a narrative description of the program, the broad program objectives and learning outcomes, and a curriculum course outline using the precise format proposed for/or currently used in the ESF catalog (if revising an existing program or curriculum proposal, please attach a copy of the original MS Word file with revisions shown in “track changes”):

The Environmental Health minor will introduce students to environmental health with a core context of epidemiology and toxicology; the minor requires 15-17 credit hours. There are 3 required courses (7 credit hours): EHS250 Foundations of Environmental Health(1), EFB360 Epidemiology(3), and EFB400 Toxic Health Hazards(3). Students will have the flexibility to explore a variety of components by selecting an additional three courses (8-10 credit hours) from among the following: EHS440 Occupational Health and Safety(3), EHS350 Environmental Health Management(3), EHS320 Disease Prevention(2), FST102 Food fights: Contemporary Food Issues(3), FCH399 Introduction to Atmospheric Science(3), ENS470 Environmental Risk Assessment(3), EST245 Foundations of Environmental Communication(3), EHS480 Hazardous Waste Management(3), EFB303 Introductory Environmental Microbiology(4).

The Environmental Health minor will be available to students in all majors (except Environmental Health) who want to increase their knowledge of the impact of the physical environment on human health.

Some of the courses have additional pre-requisites, and students should investigate this before selecting courses to fulfill the minor requirements.

Students must have a minimum GPA of 2.7 to apply. Interested students should submit the minor enrollment form accompanied by a list of courses to fulfill the minor requirements to their faculty advisor and the Environmental Health minor coordinator, with final approval from the Dean of Instruction and Graduate Studies.

Program Outcomes

Program outcomes for the Environmental Health minor are to produce graduates who:

1. Can define an environmental health problem, identify potential causes and possible solutions, and apply critical thinking skills to make thoughtful recommendations;
2. Can articulate the fundamentals of environmental health for human populations within a context that is informed by the fields of epidemiology and toxicology;
3. Can advise about management of health risks in the home and work environments;
4. Have the ability to foresee potential human health problems and propose improvements;
5. Can apply critical thinking and analytical evaluation to contemporary environmental health issues.

Curriculum Transition Plan:

This is a new program- no transition plan is required.
5. Approval Signatures:

Signatures below, or attached letters, indicate that the affected departments, programs or units have been notified of this proposal and have had an opportunity to assess the impact of the proposal on their respective units. If departments did not respond to your notification, you may wish to document your effort to contact them.

Affected Academic Department(s) or Program(s):

[Signatures and dates]

Chair Signature

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Or letter attached □

Or letter attached □

Or letter attached □

Or letter attached □

Or letter attached □

Or letter attached □

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Or letter attached □

Other Units

[Signature]

Date

[Signature]

Date

[Signature]

Date

[Signature]

Date

[Signature]

Date

[Signature]

Date

[Signature]

Date
Office of the Provost

Signature below, or attached letter, indicates that the Provost either a) agrees that there is no need for additional resources from the College; or b) indicates willingness to provide the extra support to the department.

[Signature]

Provost Signature

Date: 10/1/15
6. Proposer Information and Department Chair Affirmation:

Contact Person:
Name: Lee Newman  Department: EFB/ENS
Email: lanewman@esf.edu  Phone: 315-470-4937

This proposal has been reviewed and approved by the sponsoring Department. Affected departments have been notified and given the opportunity to provide feedback. Department resources are or will be made available to support this curriculum revision, or a plan is in place to meet the resource needs as identified in the Institutional Impacts section of this proposal (see Section 2, above).

Name: Russell Briggs  Department Chair (or designated curriculum representative)
Signature:  Date: 9/24/15
Department Chair (or designated curriculum representative)  Or letter attached □
7. Final Approvals:

D.D. Reuter, Chair

Curriculum Committee

11/11/2015

Faculty Governance

Date

Provost

Date
Inclusive Excellence
As an institution, we embrace inclusive excellence and the strengths of a diverse and inclusive community. During classroom discussions, we may be challenged by ideas different from our lived experiences and cultures. Understanding individual differences and broader social differences will deepen our understanding of each other and the world around us. In this course, all people (including but not limited to, people of all races, ethnicities, sexual orientation, gender, gender identity and expression, students undergoing transition, religions, ages, disabilities, socioeconomic backgrounds, veteran status, regions and nationalities, intellectual perspectives and political persuasion) are strongly encouraged to respectfully share their unique perspectives and experiences. This statement is intended to help cultivate a respectful environment, and it should not be used in a way that limits expression or restricts academic freedom at ESF.