ESF
Academic Governance
Meeting

9 November 2021
ESF Academic Governance Agenda

1. Welcome / Call to Order/Acknowledgement
2. Approval of Past Minutes
3. Executive Chair Report – G. Scott
   a. Return of some meeting amenities
   b. Vacation carryover
   c. USA / GSA membership
4. President Report – J.Mahoney
5. New Provost Introduction - S.Mukasa
6. Reports
   a. Curriculum (3 min)
   b. Student Life (10 min)
      ESF Engage/Student Event Management
       a. Awards (3 min)
          Call for distinguished professorships
       b. Library (5 min)
1. Old Business
   a. Bylaws / Standing Rules
      Vote announcement
      Announcement of Standing Rules Implementation
2. New Business
3. General Good and Welfare (10 min)
   a. ESF Board of Trustees Diversity Equity and Inclusion Committee - M.Carter
   b. Louis Stokes Alliance of Minority Participation Program (LSAMP) – M.Carter
   c. Call for summer session course proposals – S.Yurka
4. Adjourn
Virtual Sign-in QR Code

Instructions:
- Using your “smart phone”, open an internet browser.
- Click in the search dialog.
- Locate and select the “Scan” icon while pointing the phone at the QR code.
- Accept the redirection to the Socrative website
- Type your name when prompted

https://b.socrative.com/login/student/
Room: ESFAG
Executive Chair Report
Gary M Scott

Return of some meeting amenities
Vacation carryover
USA / GSA membership
New Faculty Member
Executive Chair Report
Return of meeting amenities

■ Please enjoy the refreshments

■ However, enjoy them safely and distanced
Executive Chair Report
Vacation Carryover

- For UUP employees, the 40-day vacation accrual cap is suspended

- In the Time & Attendance system, the warnings have already been removed for having over 40 days of vacation accrued

Memorandum of Agreement
between
The State of New York
and
United University Professions

In light of staffing needs resulting from the State’s response to the novel Coronavirus COVID-19, the State of New York and United University Professions agree to the following:

1. Employees engaged in the response efforts or unable to utilize vacation leave due to ongoing response efforts who would otherwise forfeit accrued vacation leave on December 31, 2021, pursuant to Article 23 of the 2016-2022 State/UUP Agreement, will be given until the close of business on December 31, 2022 to use such accrued vacation credits. Any such unused excess vacation credits as of the close of business on December 31, 2022 will be forfeited by employees. Thereafter, forfeiture of vacation credits shall be governed by collective bargaining agreement between the State and UUP. Nothing herein shall affect vacation credits accrued by eligible employees after December 31, 2022.

2. Should the parties mutually agree to further extend the deadline for forfeiture of excess vacation credits beyond December 31, 2022, nothing herein shall prohibit such agreement. Any such agreement must be made in writing and finalized prior to December 31, 2022.

[Signature]
For the State
10/22/21
Dana

[Signature]
For the UUP
11/23/21
Dana
Encourage USA / GSA participation in Academic Governance

- Academic Governance representatives
- Committee membership
- Executive Committee membership
Welcome to the New Provost
Samuel Mukasa

- On behalf of Academic Governance, welcome to ESF
New Faculty Member
Chemistry

Nicholas Pflug
  – Assistant Professor of Chemistry
Carl Sagan Day

- Celebrate the life and teachings of Carl Sagan
- “Billions and Billions”

Chaos Never Dies Day

- Complete disorder and confusion
- Behavior so unpredictable as to appear random due to small changes in initial conditions

Embrace the 2nd Law of Thermodynamics

https://nationaltoday.com/national-farmers-day/
President’s Report

Joanne Mahoney
David Newman
Committee Reports

Curriculum
Student Life
Awards
Library
Committee Reports

Curriculum
E. Bevilacqua
Report by Committee on Curriculum

Academic Governance meeting
November 09, 2021
Committee on Curriculum – Membership

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Shijie Liu</td>
<td>Chemical Engineering</td>
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<tr>
<td>Robin Hoffman</td>
<td>Landscape Architecture</td>
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<tr>
<td>Kimberly Schulz</td>
<td>Environmental Biology</td>
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<tr>
<td>Gary Scott</td>
<td>Executive Chair</td>
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<tr>
<td>Fran Webster</td>
<td>Chemistry</td>
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<td>Joanie Mahoney</td>
<td>President of SUNY ESF</td>
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<td>Wendong Tao</td>
<td>Environmental Resources Engineering</td>
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<td>Ruth Owens</td>
<td>Library</td>
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<td>Eddie Bevilacqua (chair)</td>
<td>Sustainable Resources Management</td>
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<td>Sijie Kristiansen</td>
<td>Environmental Studies</td>
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Nonvoting Members and Observers

<table>
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<tr>
<th>Name</th>
<th>Representing</th>
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<tbody>
<tr>
<td>Scott Shannon*</td>
<td>Associate Provost for Instruction</td>
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<tr>
<td>Casey Duffy</td>
<td>AG Staff Representative</td>
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<tr>
<td>Mary Triano</td>
<td>AG Staff Representative</td>
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<tr>
<td>TBD</td>
<td>GSA Representative</td>
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<tr>
<td>Lexi Chipules</td>
<td>USA Representative</td>
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<tr>
<td>Leslie Rutkowski / Elizabeth Minard</td>
<td>Registrar</td>
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<tr>
<td>Susan Sanford</td>
<td>Undergraduate Admissions</td>
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<tr>
<td>Jeremy Coleman</td>
<td>Undergraduate Admissions</td>
</tr>
<tr>
<td>Ann Moore</td>
<td>Division of Environmental Science</td>
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<tr>
<td>Tondelaya George</td>
<td>ESF Open Academy</td>
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<tr>
<td>Thomas Carter</td>
<td>Office of International Education</td>
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<tr>
<td>Erin Tochelli</td>
<td>CoC Secretary</td>
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<tr>
<td>William Foshee</td>
<td>Board of Trustees</td>
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Committee on Curriculum (COC)

Purpose
This committee, composed of faculty members only, in order to exercise its responsibility for the conduct of the College's instructional program, shall be concerned with:
- All matters that pertain to the development, modification and removal of courses and curricula at the College including:
- Support and administration
- Content and interrelationship of courses and curricula
- Instructional methods
- Degree requirements
- Outcomes and compliance with College and SUNY policies that pertain to curriculum

Composition
The committee is composed of eight (8) voting faculty members representing the academic departments (Chemical Engineering, Chemistry, Environmental and Forest Biology, Environmental Resource Management) and the supporting organizations such as the Environmental Science and Forestry Programs and the Graduate Program.

Meetings

<table>
<thead>
<tr>
<th>Dates</th>
<th>Agenda</th>
<th>Minutes</th>
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<tbody>
<tr>
<td>Tuesday, September 21, 2021</td>
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<td>Tuesday, October 19, 2021</td>
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<td>Tuesday, November 16, 2021</td>
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<td>Tuesday, December 14, 2021</td>
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Spring meetings to be determined.

Past years meetings

- Curriculum Proposal deadline: January 15, 2022
- Course Proposal deadline: March 1, 2022

https://www.esf.edu/coc/
Committee Reports

Student Life
E. Tochelli
ESF’s NEW Student Engagement Platform: CampusLabs AKA ESF ENGAGE!
https://esf.campuslabs.com/engage/
Be sure to click blue “SIGN IN” box using your **ESF.EDU credentials** @esf.edu!

***YOU MUST HAVE the ESF **DUO Security APP** to sign-in.***

https://it.esf.edu/Account-Info/DUO
NEW EVENTS CALENDAR!
https://esf.campuslabs.com/engage/events

PLEASE ALSO Post on the Current ESF Events Calendar while we transition!

www.esf.edu/calendar

Click “Log in to add an event”
Register YOUR Student Organization on the “Register An Organization Button”. Please Sign In on the top right blue button.

Be specific with “General Information” and when creating a website, please note there are two spots – one for an internal organization through campuslabs, so simply add your club name there. Be sure to add a roster of your general officers too.
Once you the Registration, please be sure to fill out ALL fields that you have.

Please include the “Organization Description” field as this will be part of your main CampusLabs website.

When completing this Website, simply type in what you want the CampusLabs website to be: (i.e. simply type, esffoodpantry or esfchooseaction)

Your External Website will be your @esf.edu website link and will then be the “Earth” icon on your main CampusLabs site.
Once your group is approved, you can go in and fine tune it, set up events with your organization and SO MUCH MORE!

Go to the “Manage” feature in the waffle bar by your profile picture to Manage, then click to the far left on the 3-lined icon.

Here you can add in a Circular Profile Picture, add a gallery of pictures, forms for your office/group, and of course events!
Waffle: switches between MANAGE: manager of the organization & EXPLORE: normal ESF user

Hamburger: when in MANAGE waffle, allows you to have a multitude of different things to do [add to roster, events, news, etc…]

Profile: is your individual profile
About allows you to add more to your profile including your PICTURE!

*Please make sure it is not cut off. If you need help, please send me your image/logo!

When Adding Events, be sure you are in the right organization/dept if you are in a few (or else you will associate with the wrong office)

You can add more images in the Gallery or Documents tab!
To manage your “ROSTER” please start by clicking the Roster button.

This will allow you to add ALL of your officers into the Student Organization, including your ADVISOR!
To manage your “ROSTER” please start by clicking the Roster button.

This will allow you to add ALL of your officers into the Student Organization, including your ADVISOR!
You should also add in all important documents to this software by clicking the “DOCUMENTS” link.

You can also build custom “FORMS” if you ever want to build an interactive form such as ones you would typically do in googlesheets.
You can either add a file or organize a folder to add files. Be sure to also change document type including adding in your Constitution and Bylaws!
Events!

Be as thorough as possible!
Events!
You can add custom questions and be creative here if you would like!

Follow instructions to add as many details as you’d like!
ESF December Commencement

Host Organization: ESF Student Involvement and Leadership

Location: Hendricks Chapel

Begins: Friday, December 10, 2021 at 3:00 PM EST

Ends: Friday, December 10, 2021 at 4:30 PM EST

Status: Approved

Visibility: The Public

RSVP Setting: Anyone

Event Attendance:

0 Invites
0 Attended
0 Absent
0 Excused

Attendance URL: https://estimply.com/engage/event/7485170/attend?vu

Access Code: R91NPERB

Any Engage user who visits this URL within 72 hours after the event ends will be marked as "attended" for this event.

Post Event Feedback
Submitting News!

Create News Article

Title *

Article Title *

Summary *

Article Summary *
(up to 250 characters)

Body *

Enter the body of the article

Visibility

Visibility
MOBILE VERSION: CORQ!

Committee Reports

Awards

Katherina Searing
2021-2022 SUNY Distinguished Faculty

Please consider nominating a deserving faculty who has achieved rank of full Professor

Categories:

- The *Distinguished Professorship (DP)* recognizes national or international prominence through research and scholarship, or artistic performance and achievement.
- The *Distinguished Service Professorship (DSP)* recognizes a notable reputation for service to the campus and the State University, and to the community, state or nation. [Number of DSP nominations capped by enrollment]
- The *Distinguished Teaching Professorship (DTP)* recognizes outstanding teaching mastery at the graduate, undergraduate, or professional levels. [Number of DTP nominations capped by enrollment]

Prenomination form available online: [https://www.esf.edu/acadgov/awards.htm](https://www.esf.edu/acadgov/awards.htm)

Due: December 15, 2021; Questions: kbsearing@esf.edu

The awards committee will review these pre-nominations and if approved, will subsequently request supporting documentation for completion of a full nomination.
Committee Reports

Library

M. Smith
The migration to our production server was a complete success, with no dropped research assets or researchers.
  - We successfully uploaded 1406 assets and 180 researchers.
Initial expansion is currently in progress, which is filling researcher profiles with the output linked to them. Smart Harvesting will be soon, dramatically expanding the reach of this discovery service.
Next Steps:
  - Connecting the esf.experts.edu URL to the Researcher Profiles.
  - Getting SAML sign-on configured, in order to allow researchers to login and view/edit their profiles.
Coming Soon:
  - Researchers will be given a link and instructions on how to access their profile to:
    ▪ Add a photo
    ▪ Add ORCID iD
    ▪ Connect to Research Groups
    ▪ Review Research Output
  - Moon Library will provide video and in-person instruction for how to work with Esploro.
Old Business
Bylaws and Standing Rules

Bylaws - Structural issues of academic governance
Standing Rules - Procedural issues of academic governance

- Ratification vote of the Bylaws is complete
  - 43 to 4 (91.5% to 8.5%) with 5 abstentions

- Ratification of the Standing Rules by the Executive Committee
  - Unanimously approved

- Implementation of the new committee structure over the next two months
  - Fully implemented for spring semester
New Bylaws/Standing Rules
Transition to Spring Semester

- Transition to new committees
  - Executive Committee → Executive Committee
  - Research Committee → Research and Scholarship Committee
  - Committee on Curriculum → Academic Affairs Committee
    - IQ&AS Committee*
  - <no current committee> → Faculty and Staff Advancement Committee
    - P&T Committee**
    - Technology Committee*
    - Library Council*
  - Student Life Committee → Student Experience Committee
  - Honors & Awards Committee → Awards Committee

- Appointment of members
  - Reaching out to chair/directors of academic units to affirm/reappoint to committees

- Creation of ad hoc committees as necessary for tasks
  - *Could be ad hoc committees if necessary
  - **Provost-appointed committee per the P&T Guidelines
New Bylaws/Standing Rules
Transition to Spring Semester

■ Election of Executive Committee At-Large members
  – Faculty member with continuing appointment
  – Faculty member without continuing appointment
  – Staff representatives
  – Terms to be spring semester + the 1/2/3 year term specified in Bylaws

■ Appointment of Student Representatives
  – GSA/USA
New Bylaws/Standing Rules
Spring activities

- Election of Staff Representatives
  - *Split between 1 and 2-year appointments*

- Election of Executive Chair

- Appointment of Student Representatives for next academic year

- Appointment of Standing Committee members
New Business
General Good & Welfare

ESF Board of Trustees Diversity Equity and Inclusion Committee - M.Carter
Louis Stokes Alliance of Minority Participation Program (LSAMP) – M.Carter
Call for summer session course proposals – S.Yurka
ESF Board of Trustees Diversity Equity and Inclusion Committee

- Malika Carter
  - Chief Diversity Officer

(Highlighting the Board of Trustees DEI Committee activity on the front page – not clicking through the site)
https://www.esf.edu/welcome/trustees.htm
Louis Stokes Alliance of Minority Participation Program (LSAMP)

- Malika Carter
  - Chief Diversity Officer

LSAMP Program URL
https://www.esf.edu/ide/lsamp/default.htm

Faculty Outreach Interest Form
https://forms.office.com/Pages/ResponsePage.aspx?id=XvQcR3x4vUKpXOdIEjEm9jVJK9NatYNJhkKhJox5JjZUNkg2WIbAWjk3UUpCVDVJszZWNDM5WjJWVSQIQCN0PWcu
Call for Summer Session Course Proposals

■ Sarah Yurka
  – Assistant Director of Special Sessions
Adjourn