



## Academic Governance

### College-Wide Meeting Record September 17, 2019

#### **Attending**

Voting members: Neal Abrams, Susan Anagnost, Colin Beier, Eddie Bevilacqua, Russell Briggs, Biljana Bujanovic, Julia Burton, Avik Chatterjee, Janine DeBaise, Theodore Dibble, Martin Dovciak, John Drake, Mark Driscoll, Shannon Farrell, Melissa Fierke, Ivan Gitsov, John Hassett, Douglas Johnston, Erica Majumder, Huiting Mao, Thomas McGrath, Robert Meyer, Sharon Moran, Christopher Nowak, Ruth Owens, William Powell, Lindi Quackenbush, Bahram Salehi, Gary Scott, Matthew Smith, David Sonnenfeld, Werner Stavenhagen, John Stella, Mark Teece, John Wagner, Ruth Yanai, Chang Geun Yoo, David Newman, Dan Collins, Peter Huber, Ray Appleby, Christopher Baycura, Brian Boothroyd, Laura Crandall, Casey Duffy, Heather Engelman, Terry Ettinger, Lauren Gibbs, Sophie Gublo-Jantzen, Aaron Knight, Patrick McHale, Karen Moore, Jonathan Owens, Aaron Rounds, Leslie Rutkowski, Katherina Searing, Mark Storrings, Erin Tochelli, Mary Triano

Visitors: David Amberg, Timothy Blehar, Malika Carter, Maureen Fellows, Anne Lombard, Amy McLaughlin

#### 1. Welcome / Call to Order

*Executive Chair Doug Daley called meeting to order at 11:01 with gavel.*

*Acknowledgment of “where we stand” – ancestral and unceded territory of the Onondaga Nation. Today is also US Constitution and Citizenship Day.*

#### 2. Approval of past minutes

*Motion 11:13, second, no amendments, by unanimous voice vote*

#### 3. Executive Chair Report

- a. Appointments: Parliamentarian, Sargent at Arms

*Mark Storrings is Parliamentarian, Neal Abrams is SaA.*

- b. Bylaws/Standing Rules: Intent to review and update as needed



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*Will give attention to desired revisions to bylaws / rules that were identified last year. Also welcome input on how AG operates from the membership. Contact Colin and/or Doug to share suggestions.*

*Outlined new / revised policies coming this semester, that are currently in process.*

- c. Call for faculty to populate IDE (2 faculty) and MSCHE (6 faculty) Committee

*Need two faculty members for IDE committee.*

*Need six experienced/senior faculty and professional staff members for upcoming Middle States Accreditation self-study. John Wagner and John Turbeville are co-Chairs of self-study process, Sophie is coordinating interactions with Middle States.*

*Also will be looking for two faculty for Student Health Advisory Committee*

- d. Meeting participants must use a microphone when addressing the body in order to be heard on the live stream.

### 4. President's Report

*ESF magazine went dormant, but it's back now and better than ever. Hats off to marketing and communications team for great work.*

*Satellite Properties Task Force – need to take a synoptic view, first phase: accurate analysis of costs / revenues, second phase: mission relevance and strategies to decrease financial burden*

*Traveled to Albany 16 September with COO Mahoney and CFO Rufo, meeting of minds, now have a shared vision with the Chancellor of how we're going to unravel the challenges we have and move forward into the future.*

*Received some final edits to Discovery Challenge documents yesterday, will be distributing these reports to campus later today / tomorrow.*

*We want to have every student qualified be registered to vote in the 2020 election*

- a. New Faculty Introductions by Department Chairs



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*Fierke (EFB): Dr. Cynthia Downs, graduated from ESF 2004, PhD U Nevada, animal physiologist and animal behavior; Dr. Josh Drew, marine conservation biologist, PhD Boston U, coral reefs in Malaysia, senior synthesis in con bio; Dr. Jerry Belant, ESF's first endowed professor of wildlife conservation.*

*Chatterjee (FCH): Dr. Erica Majumder, biochemistry, PhD Washington University, postdoc Scripps Institute*

*Nowak (FNRM): Mr. Jeremy Thompson, Ranger School instructor, surveying (replaced Mike Webb); Dr. Mohamed Razkanari in Construction Management; Dr. Endong Wang in Construction Management; Dr. Julia Burton in Forest Ecosystem Management/Silviculture, replacing Dr. Nyland, PhD from U. Wisconsin.*

*Quackenbush (ERE): Dr. Bahram Salehi, from Memorial University Newfoundland, remote sensing engineering; new Instructional Support Staff, Karen Karker is supporting ERE course instruction*

*PBE: Dr. Chang Geun Yoo, chemical engineer, PhD U Wisconsin; Dr. Kumar, PhD Ohio State University, bioprocess engineering, T-E analysis*

### 5. Committee Reports

*Chair recognized all of the AG Committee Chairs for their service*

#### a. Research

*Stella: first year chairing COR, will take on traditional work (McSten, Spotlight, Exemplary Research), implementing a subcommittee structure to delegate tasks to members of COR, inviting anyone (outside of COR) who would like to assist to contact John. Also trying to increase number of NSF proposals / awards, will be live-streaming webinar on Nov 18-19 in a specified location on campus. In future, ORP will be dedicating funds for faculty to attend future grant workshops to improve their submissions. Research administration: updating COI reporting as of Nov 1 (simplified process), funding agencies require this, as does OAF, its easy and simple to do. Increasing PhD graduation rates: COR wants to provide a forum for getting best ideas to grow PhD rates, incentives / barriers. Questions email John Stella.*

*Amberg (from floor): mandate grad students take grant writing courses, worked well at Upstate, perhaps COR can help make that happen at ESF. Stella agreed it would be COR priority.*

*Salehi (from floor): can you expand NSF webinar live-stream to individuals at home/office? Stella: anyone can login, we thought we would dedicate a room on campus for viewing*



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*Malika Carter (from floor): if you have NSF grant, there are multiple opportunities to increasing diversity / inclusion, e.g., for high school students*

### b. Curriculum

*Bevilacqua: introduced mission, members of CoC. August meeting: because the College is transitioning to Banner in Spring 2020, the deadline for curriculum revisions was moved up to 31 Oct 2019. Course proposal deadline has not changed.*

*Leslie Rutkowski (from floor): please avoid making new departmental prefixes!*

- c. Student Life – no report
- d. P&T – no report
- e. IQAS

*Shannon Farrell: will hold a series of workshops on teaching and learning culminating in the Hardy Shirley Colloquium in Jan 2020, Terry Ettinger is hosting the first of these.*

*Ettinger (from floor): Efficient vs effective teaching, Wed Sep 25 2-5pm Greenhouse Illick 530 , if interested in attending call or email Terry*

*Brandon Murphy: Open Academy will have office hours, series of workshops targeted at faculty for online course planning*

### f. Awards

*Searing: will be soliciting nominations for Chancellor's Awards by email shortly, we also manage distinguished professorships and honorary degrees*

- g. Library – no report
- h. Technology

*Rounds: overview mission of committee*

### i. UFS

*Gary Scott (Alternate) will be representing us at UFS Plenary. Notice of upcoming election for both positions.*



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j. SU Senate – no report

### 6. Old Business

a. Marshall Hall Updates (Rex Giardine)

*Giardine: on budget, on track for summer 2020 start... overview of renovations, improved ADA accessibility, will go into detail at Town Hall meeting on Thursday 19 Sep*

### 7. New Business

a. SUNY Consensual Relationship Policy

*Chair provided an overview of policy, Amy M. and Tim B. (HR) available for questions. Using AG to inform about policy.*

*Malika Carter: Campus will have an opportunity to review and comment over a two-week period.*

*Amy McLaughlin: We cannot make changes to the Consensual Relationships policy, as it is a SUNY mandated policy that has been vetted with unions.*

### 8. Adjourn

*Motion, seconded, passed by acclamation*

*Meeting adjourned 12:13 pm.*

#### **Attachments:**

**IDE Committee Request**

**MSCHE Committee Request**



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The Inclusion, Diversity, and Equity (IDE) Committee is seeking two new members to represent ESF's faculty. The committee meets on a biweekly basis to discuss diversity issues and initiatives on campus. It is made up of representatives from faculty, staff, and undergraduate/graduate students. Membership is a two-year commitment, with the opportunity at the end of the two years to renew membership or be considered a committee ally. Allies remain on the IDE listserv however are not expected to attend meetings. For previous meeting agendas and minutes, please visit the [IDE committee webpage](#) to get a better idea of what the committee entails.

If you are interested in joining the IDE committee or have additional questions, please contact Lela Randall of the Office of Inclusion, Diversity, and Equity at [lrandall@esf.edu](mailto:lrandall@esf.edu). The fall meeting schedule will be determined once membership has been finalized, in order to accommodate members' availability. Thank you for your commitment to promoting inclusion, diversity, and equity at ESF!

Best,

**Kerrie Findlay** (she/her/hers)

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### ESF Self-Study Steering Committee **Charge, Structure, and Background**

Work to begin in Fall 2019

#### Overall Committee Purpose

The Self-Study Steering Committee will be comprised of ESF faculty, professional staff, administrators, and students in order to assess and document the quality of programming, student experiences, administrative functionality, ethics, and alignment with institutional ESF's mission and strategic goals since our Periodic Review Report, which was accepted on July 1, 2017. Included in the work of this committee will be review of Middle States Commission on Higher Education standards for accreditation and requirements of affiliation, and to document and articulate a unified vision of assessment and continuous improvement at ESF. Participation in this committee will present opportunities to gain a deeper understanding of regional accreditation expectations and an opportunity to have a voice in how ESF documents the quality of education and support available. This commitment will require active involvement in committee, and Working Groups of the committee, activities beginning in Fall 2019 and culminating with the Fall 2021 MSCHE self-study site visit.

All aspects of the self-study should connect to the institutional mission. ESF's institutional mission is: "The mission of the College of Environmental Science and Forestry is to advance knowledge and skills and to promote the leadership necessary for the stewardship of both the natural and designed environments."

#### Specific Charge[1]

- Consult with institutional stakeholders and identify areas of strength and opportunity associated with the achievement of the institution's mission
- Work with institutional leadership to identify 3-5 institutional priorities to be addressed in the self-study;
- Select the organizational approach to the institution's self-study;
- Develop the Self-Study Design;
- Establish, charge, and oversee the Working Groups and coordinate their work;
- Ensure that the institutional priorities are adequately addressed in the Working Groups' analysis;
- Review interim reports that will be used to write the final Self-Study Report;
- Ensure that the Timeline is implemented as planned;
- Employ a Communications Plan to effectively communicate within the institution;
- Identify the most important opportunities for improvement and innovation that will be included in the final Self-Study Report;



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- Arrange for institution-wide review of and responses to a draft of the Self-Study Report;
- Oversee the completion of the final Self-Study Report, including the refinement of the Evidence Inventory and completion of the Verification of Compliance materials; and
- Oversee arrangements to host the Evaluation Team visit.

Co-chairs should plan to attend a November 2019 MSCHE Self-Study Institute with the Assistant Director for Assessment and Institutional Research to prepare to lead the steering committee through the two year self-study process.

### Committee Membership

Characteristics to consider in selecting Steering Committee membership[2]:

- Are familiar with the institution's mission and goals;
- Have a sense of commitment to the self-study process and to the institutional priorities of the institution;
- Have a broad institutional perspective that transcends that of their own
- Represent various institutional constituencies and include adequate faculty representation. Students, staff, and trustees should be involved in the self-study process as appropriate.

The proposed Self-Study Steering Committee will be comprised of the following members:

- Co-Chairs: Two representatives from the Accreditation Committee (1 Faculty, 1 Staff)
- 3 representatives from institutional administration
- 3 representatives from institutional staff
- 6 faculty representatives
- 1 representative from the Undergraduate student body
- 1 representative from the Graduate student body

### Background: Need for MSCHE Self-Study Steering Committee

With the upcoming reaccreditation self-study of ESF due to MSCHE in the 2021-2022 academic year, it will be vital to begin work at least two-years in advance of the Fall 2021 site visit in order to produce a robust, clear, and comprehensive self-study document. This committee will lead the campus community in the discussion, discovery, and documentation of our effectiveness as a higher education institution and our alignment with MSCHE standards and requirements. It is essential to have broad representation of campus stakeholders included on this committee to facilitate discussions with all academic departments and administrative units in order to have a community-wide understanding of our institutional mission, program quality, and ethical and accountable institutional processes. Through broad representation and open communication, we



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can create a document that clearly articulates our congruence with MSCHE guidelines, as well as speak to those expectations during the Fall 2021 site visit.

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[1] Middle States Commission on Higher Education, Module Two – Initiating the Self-Study Process (2018). *Accreditation > Early Preparation before the Self-Study Institute*. Retrieved from <https://www.msche.org/accreditation/self-study-guide/module-two/>

[2] Middle States Commission on Higher Education, Module Two – Initiating the Self-Study Process (2018). *Accreditation > Early Preparation before the Self-Study Institute*. Retrieved from <https://www.msche.org/accreditation/self-study-guide/module-two/>