

Professional Staff Senate Executive Meeting
February 5, 2015

Convener: Ann Marie Landel

Recorder: Kathleen M. Kielar, Ph.D.

Agenda:

1. Approval of previous meeting minutes to November 6 and December 4, 2014
 2. Chair Report
 - a. Anna is Retiring
 - b. SUNY Plenary Report
 - c. Diversity Survey
 - d. Assessment Brown Bag
 - e. Faculty Senate Approval of General Education Curriculum
 - f. University Club
 - g. Digital Challenges Series
 3. Vice Chair Report
 4. Guest Speakers: Amy Myszka and Deborah Hard
 5. Old/New Business
 6. Adjournment
-

1) Meeting called to order by Ann Marie Landel

2) **Approval of past minutes from November 6th and December 4th 2014**

<http://www.pss.buffalo.edu/committees/executive.php> Minutes were approved.

3) **Chair Report**

- a) **Congratulations to our New Officers.** Dominic Licata, David Love and Sarah Piraino.
- b) **Anna is retiring** – beginning June 1st. Last day is May 22nd. Meeting with Provost about her replacement.
- c) **SUNY Plenary – Ann Marie Landel**
 - i) Plenary was held at SUNY Farmingdale, which is on Long Island. Ann Marie reported on updates in SUNY. The full report can be found at:
<http://www.pss.buffalo.edu/about/pdfs/plenary/Spring2015.pdf>
- d) **SUNY Diversity Committee Survey** coming. They are collecting information about curriculum across university system. Diversity is redefined to include all aspects of human difference, including but not limited to age, disability, race, ethnicity, gender, gender expression and identity, language heritage, learning style, national origin, sexual orientation, religion, social-economic status, status as a veteran, and world view.

PSS Executive Committee Sign in Sheet

February 5, 2015

Name
Ana Maui Lendel
Joe Mantione
Amy Mylka
D'Urso
Linwood Roberts
Dund Jones
Sarah Pua'ia
John
Jonathan Navratil
Danise Wolfe
Jarice Gustawish
Mike McManaman
Sandra Ptohman
for fm
Susan Steck
Kesha Lanier

- e) **Assessment Brown Bag Series:** Designing and Assessing High-Impact Experiential Learning Offerings. 2/5 noon-1pm. Hands on workshop exploring UB's expanding commitment to experiential learning thru lenses of course design and assessment. Presented by Mara Huber.
- f) **Faculty Senate approved new Gen Ed curriculum.** From Andy Stout:
At the end of last semester, the Faculty Senate approved an innovative new curriculum of General Education to be launched with the incoming freshman and transfer class of 2016. Preparations for the new curriculum are already underway. There are 30 pages of course development guidelines.

To this end, please find attached the "General Education Course Development Guidelines." This document provides an outline of the new curriculum and its learning outcomes, as well as a description of the course proposal and approval process and a timeline for implementation.

The document aims to provide a clear framework for the new program with the minimum prescription, providing faculty and departments with the scope to imagine how their own disciplines might best suit the new format.

To kick-start the conversation, Department Chairs and Directors of Undergraduate Study will be **invited to attend a meeting to discuss program implementation and course design.** Additional workshops to share ideas related to the new program will be announced throughout the semester. These will be open to all, with dates and times forthcoming via email and posted to the new General Education website:

<http://gened.academicaffairs.buffalo.edu>

The above website will be the definitive source for all announcements and updates concerning the new program, and will serve as a document repository and resource for materials related to course design.

- g) **UClub2.0. Wed 2/4, 4-6pm.** Diversity committee presented at a table.
- h) **Please join us February 17-18, 2015 for a two-day program on instructional innovation, part of the *Digital Challenges Series*, co-sponsored by UB Information Technology and the University Libraries.**
 - ***Teaching and Learning in the Classroom of the Future will take place February 17 from 9:30 a.m. - 3 p.m.*** in 145 Student Union. Experts will discuss how the classroom experience is likely to change over the next decade.
 - The day starts with addressing the needs of "born digital" students as presented by Dr. Kathleen Gradel (SUNY Fredonia). The discussion continues with local educators Jen Kinyon (Nardin Academy), Karen Kondrick (Ripley CSD), and

Chris Edwards (Ellicottville CSD) sharing the latest technologies employed in today's classrooms.

- In the afternoon, UB Professor Sam Abramovich will offer a provocative look at the future classroom and discuss the ways in which teaching and learning could evolve over the next 10 years. Reflections from a panel of UB educators, Professor James Milles (Law), Dr. John Tomaszewski (Pathology and Anatomical Science), and PhD candidate Jeremiah Grabowski (GSE) will follow.
UB Instructional Technology Fair 2015 will take place February 18 from 10 a.m. - 3 p.m. in the Student Union Atrium.
- Vendors, including Sony, Verizon, Dell and Capstream Technologies, will exhibit the latest products and services in the educational technology marketplace.
- Maker Space will feature practical experimentation with 3D printing and other technologies, along with a “Tech Salon” staffed by experts from the Tools of Engagement Project (SUNY) and UB Accessibility Resources who will offer one-on-one assistance and advice on using universal design, social media, mobile apps, presentation tools and more. We encourage you to view the full schedule and register at: <http://www.buffalo.edu/digitalchallenges.html>

- i) PSS will be sponsoring a STEM event for students, faculty and staff on April 23rd in the Student Union from 8:30 – Noon. Women in STEM: Inspire, Grow, and Connect is the title of the event. Please look for it on the Website soon.
 - j) **Center for Educational Innovation’s Open House from 1-2:30pm on Friday Feb 6th, 212 Capen Hall, North** campus. Learn about our new strategic plan and initiatives, meet staff and discuss how they can work together to promote effective and innovative pedagogy leading to enhanced student learning.
- 4) Vice Chair Report** – Committee reports are available on the table.
- a) We still have nominations open for PSS Outstanding Service to the Professional Staff Senate. We have received one nomination, but are still looking for more.
 - b) Ann Marie Swartz will be stepping down as the Welcoming Committee Chair. If you are interested in this position, please let us know
 - c) Mentoring – Joe Mantione presented some changes in the mentoring program. There was an assessment in the spring of the program. The program was typically an every other year program, to a more open enrollment format that is ongoing. We created a council of mentors (25 – 30 people) and then we put a marketing push to participate in a protégé’. We have 17 pairs of protégé’s and mentors out there. Each pair has a facilitator from the committee who will check in on the pair at the 3 month, 9 month, and then at the 1 year mark. They are asked about the relationship, goals, etc. We then use the goals document to do a review to make sure we’ve met their expectations. The protégé’s have a choice to a) stay with the same mentor, b) like to be mentored from someone else, c) the protégé feels they no longer need a mentor. As they leave, we want them to know that we would like them to be a mentor in the future. Over the next 6-8 weeks, we will rebuild that council of mentors. In April, we’ll do another effort to get some protégé’s.

- d) Continuous Improvement Event – Susan Steck reported that they are planning a joint PSS Continuous Improvement and OD&T Supervisor's learning forum. April 22nd, Kim Elsner will talk about data management, taking strategic planning, budgeting and score cards. It's a 2 hour session 9:00 – 11:00 in 120 Clemens.

5) Presentations by:

- a) **Deborah Hard** – EAP Director. Talking about EAP and what's new and things going on. EAP is here to help employees at the University to cope. It's free and confidential to all employees and departments. We can handle internal issues to departments, as well as individual employee problems. There is a paper in the front of a set of programs that we will be making. All is confidential with the exception of homicide, suicide, or endangerment of a child. With those cases, we are required by law to report. Most sessions are one on one and we will come to you regardless of what campus you are on. We have just inherited the campus mediation program as a result of a retirement. Why not select a mediation approach instead of the grievance approach? There are often long term negative effects when utilizing the grievance approach. The mediation approach has resulted in an 86% effectiveness rate and ends up being positive for both parties.

Top issues were workplace issues, parenting issues, and couples/partner relationship. We'll design workshops, etc. for your unit.

May 20th we'll be offering an open house where we offer mental health vendors and suicide prevention information session.

We have some support groups: Working parents (Crystal), caregivers (Sue), and special needs (Deborah). We'll have a new one on workplace stress support group in the fall.

- b) **Amy Myszka** – Director of Wellness and Worklife Balance. Update to new programs that are being offered. Programming is geared by providing you with tools to find your own balance. Invite us to your meetings. We'll be happy to strategize with you to improve moral and workplace culture. We offer fitness classes (even in your department in your building at your own specified time!!), surveys, employee recognition programs, team retreats, workplace climate initiatives, and weight loss support groups.

Our Workplace Climate initiatives will work with employees within a department. We conduct surveys and discussions that measure employee trust, pride, comradery, fairness and respect within departments. Then we conduct focus groups with employees to get at some recommendations for improvement. This is a good way to improve morale.

NYS-Balance website located at <http://www.nysbalance.ny.gov/> login as username is “nys” and the password is “balance”. You'll get access to consultants through the “Consultant Services” option that can help you 24/7. This includes contracting work, party planning, etc. The idea is to save you time and effort. They offer free legal services and counseling.



There are host of wellness fitness classes for employees that we do on campus regardless of your level of fitness. They can do customized fitness programs for your department.

We offer smoking cessation programs, lactation support, discount programs, and tickets at work program (password is UBBULLS). We offer volunteer opportunities.

Finally, April 27th is the Bring your Kids to Work day. We will have programs including tours and other events.

6) Old/New Business

- a) **General Membership meeting is Feb 26th.** Provost will present along with Continuous Improvement committee hosting a speaker who took the United Way training and put a project together to improve ways in their department.
- b) **Executive Committee meeting for Feb/March** – who to present?
- c) **General Membership meeting for March 26th** – Laura Hubbard
- d) **General Membership meeting for April** – President Tripathi

7) Adjournment