

**Professional Staff Senate Executive Meeting
April 2, 2015**

Convener: Ann Marie Landel

Recorder: Kathleen M. Kielar, Ph.D.

Agenda:

- 1) Approval of previous meeting minutes to March 5, 2015
- 2) Chair Report
 - a) Recruiting for Anna's position
 - b) PSS Budget
 - c) April 6 - SUNY Campus Government Leaders meeting
 - d) PSS Senator Elections
 - e) PSS Voting
 - f) Policy & Governance Work
 - i) Bylaw changes
 - ii) Cancelled Meetings
 - g) Old Westbury Resolution on NYS Budget
 - h) State Budget notes
- 3) Vice Chair Report
 - a) May 20 – PSS Awards Celebration
 - b) New Co-Chairs needed for Welcoming Committee and Staff Development Committee
 - c) April 2 Diversity Event on Autism Spectrum Disorders
- 4) Guest Speaker: Andrew Stott, Dean of Undergraduate Education. General Education Program update
- 5) Old/New Business
 - a) April 9 - Next General membership meeting – Andrea Constantino, Director of Campus Living and Josh Sticht, Deputy Chief of Police
 - b) May 7 - Executive Committee Meeting - Discussion of Senator Elections. Guest speaker is Stephen Dunnett, Professor and Vice provost for International Education
 - c) June 4 – Executive Committee Meeting – Discussion of topics for the 2015-16 academic year. Luncheon.
- 6) Adjournment

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- 1) Meeting called to order by Ann Marie Landel
 - 2) Minutes from the March 5, 2015 were not approved as a result of lack of quorum.

3) Guest Speaker, Andrew Stott, Dean of Undergraduate Education.

General Education website: <http://gened.academicaffairs.buffalo.edu/news/>

Dean Stott met with the Executive Committee to talk about the New Undergraduate General Education Program. December of last year the Faculty Senate voted to approve the General Education proposal and was promulgated by the President that the new program would be offered for all incoming Freshman and Transfer students for the Fall of 2016. We envision that class will be around 5500 students. We'll need to make sure that there are enough seats for these students, as well as grandfather those students who are at UB prior to the Fall of 2016. In essence we will be running two programs running parallel for two years.

The program is as follows:

- 40 credits of study for every student on campus with no exemptions and no waivers
- We offer a core program of gen ed for every student. This is different than what we've offered students for the last 20 years in that different students have different requirements by program, major, or school. The current program as it appears in the catalog is 48 credits. But if you're an engineer, you would take as few as 16 credits. The biggest casualties currently are the first writing component, foreign language, art, etc.
- Gen Ed suffered from the lack of oversight from a centralized entity. As a result lots of adhoc decisions were made of who should be waived out, etc.
- Of the 40 credits, every student will take a first year seminar. A first year seminar is a big ideas course. This will be an exploratory program. For example a management student could take an exploratory course in management, but they can just as well take it in art, poetry, or music. The idea is to paint on a big canvas, respond to big ideas, think critically, ethical reasoning, and get some contact with faculty the moment you start on campus. The data shows that this type of high impact exposure to faculty has a positive benefit on retention and time to degree.
- If you are a transfer student that is coming in with over 45 credits of transfer courses, you'll take a 1 credit version of the first year seminar course...in essence a first year seminar lite course. This will be an orientation of intellectual engagement and the expectations of a research university.
- Every student has to take some required courses:
 - Communication Literacy Sequence
 - The first one, Communication Literacy I, is essentially English 101 but with revised learning outcomes. Instead of 3 credits, it will be 4 credits. Good communications skills are the top of employers want list. We were alarmed when we saw that 60% of the students did not meet the required composition standards when we did a programmatic assessment.
 - Communication Literacy II is a reimaging of the way we teach composition. Currently, we have a two prong sequence of English 101 and English 201. We waive an enormous number of students out of English 101, so student's first encounter with faculty is at the English 201 level. What we want to do is waive far fewer students out of the Communication Literacy I course and then have students take a writing in the disciplines course. We are trying to get away from the view that

composition is walled off from the rest of student's education, but instead to infuse the curriculum with many more opportunities to write. We are adopting the principle that students communicate better when they have something to communicate about and they have a purpose. If you are a health sciences major, you'll take a course in writing in health sciences. If you are an engineering major you'll take a course in technical writing.

- We are currently speaking with faculty about how to redesign their courses that already exists in their major to make them writing intensive and to make them writing ready. We want them to enhance disciplinary knowledge as a form of communication appropriate to the discipline and inculcating that through students. We want to make sure that everyone realizes that writing is not something that you farm out to the English department, make the student take a course, and then saying "You're done", but instead it is part of everyone's professional development and career development regardless of what path you take.
- Math class
 - Scenario based math class for those that are not in STEM– real life applications of math
- Natural Sciences Sequence that we are calling Scientific Literacy and Inquiry – 7 credit series where there are 2-3 credit classes and a 1 credit class, which is a lab. That will require students to look at science from the perspective of the micro level world, the human level world, and the macro world. And then intertwine that scientific learning with aspects of culture and ethics and real world control scene application.
- Integrative Clusters – A cluster is three classes connected by theme, line of inquiry or subject matter. We have two of these that students need to fulfill, so six classes in total.
 - First Integrative Cluster is called the Thematic Integrative Cluster and it's based around the UB 2020 themes of Environment, Health, Humanity, Innovation, and Justice. Students choose one theme and then they take three classes that pertain to that theme across disciplines. In this, the student is also going to not only fill the requirements of the cluster, but they are also going to be fulfilling some aspect of the requirements of the SUNY GER. The SUNY General Education Requirement is a laundry list of classes that a student can choose from. These requirements go across all 64 campuses. Most of these classes are history. If a student chooses health, he or she will fill a social science class, sociology of health, a humanities class like Death and Dying in the 19th Century, and a third is a free choice. So you can take a classics in physical health.
 - The second cluster is called the Global Diversity Cluster and it's the same idea. It connects classes across the disciplines and there are three ways to fulfill this.
 - The first is by taking classes connected by theme by Global and Diversity Learning. That could be a social science class in the Demography of Native American Populations; a world

civilizations class in North Africa. Finally, take an engineering class in the Answan dam. The infrastructure of the third world.

- The second is to take 9 credits or more of a foreign language. This is called the Language and Culture Track.
 - The third is by accumulating forms of international experience. Essentially this is study abroad up to 9 credits. This could be a semester abroad or if you were going to do a Winter Session you would need to combine it with classes from the other tracks to make up 9 credits.
- There's another requirement is the Domestic Diversity class. Students must take 3 or more credits on courses that have been designated to fulfill domestic diversity learning outcomes. That can be superimposed on other aspects. So you can take a first year seminar in the renaissance but it can also serve as the domestic diversity class. You can take the scientific inquiry class that can count as the domestic diversity class. This will require our faculty think in ways that it has not done so by infusing diversity across the curriculum. You can certainly have the diversity classes being in the diversity curriculum, but Andy would like to see it infused in everything we offer.
 - The Integrative Capstone – This is a one credit opportunity for students to reflect on what they have done and provide an opportunity to bring together what they have learned. Every student will be given an e-portfolio account using software called Digication (<https://www.digication.com/>). They will use it in throughout their general education curriculum and use it as a workspace and be able to submit their work through it. They will store their learning artifacts on this. This will allow for them to think of their learning is connected. We want students to think of their learning as building a larger narrative on each other and allow the student to be able to see the interconnectedness of their learning experiences here at UB.
 - The faculty senate has approved this and we are now working on the implementation. A Director, Krista Hanypsiak, has been hired and will be starting April 3, 2015.

4) Chair Report

a) **Recruiting for Anna's Position**

The Staff Associate position has been posted internally on HR's website. Posting closes 4/9. Need to get a person hired so Anna can train them. Anna's last day is @ May 1st.

b) **Budget** – As a result of hiring a Staff Assistant in the office, the budget is being reviewed. The PSS budget has been traditionally an ambiguous entity that Anna has managed very closely. The PSS Chair and incoming chair have met with Sean Sullivan to review the budget. Discussions took place as to what PSS needs and will spend the money on. Officers and Committee Chairs were invited to discuss expenses for the upcoming year. The Faculty Senate and PSS Chairs and Anna have been working together to come up with a budget which fits appropriately to the needs of both senates. We've proposed the following to Sean:

- i. Increase stipends for Chair, Vice Chair and Secretary (FS, PSS) as they have been the same since 1997. It was noted by Janiece Jankowski that the stipends should be looked at as equitable to the Faculty Senate Officer stipends given the time involved, but the fact that no decreased workload for PSS Officers is negotiated, but is for the Faculty Senate Officers.
- ii. Support a stipend for our Parliamentarian.
- iii. Provide appropriate level of resources for Training and Development. (lecture series and workshops on joint governance, Roberts Rules training, Orientations)
- iv. Outreach funding for promotional materials for both Senates
- v. Increase travel expenses (it's been too low for a while)
- vi. Equipment expenses include a Projector and Camera for PSS committee events/meetings.
- vii. Provide more monetary support for committee functions/events. In the past the Exec committee approved \$50 for an event towards the purchase usually of food. The budget proposal is increasing this to \$100. Committees have been scrounging over the years to try and have a decent event. The officers and Committee chairs thought the previous number was too low.

As there is an existing pot of money, Sean Sullivan has made it clear the entire pot of money is not available to either senate as a whole. Sean has asked that each Senate establish a budget of their own and present it to him. If this is approved by Sean, then we will get increases to all our proposed changes. It's a budget in conjunction with Faculty Senate. This is a starting point. Historically, combined both senates combines have spent about \$30,000. There has been no established budget, so the practice has been that Anna would just request the needed monies as appropriate.

We are thinking with a new Assistant and lack of the present experience Anna has, to think about the formation of a **budget committee** to oversee expenses, draft a budget, bring the budget to the exec meetings as a routine for discussion, and for approval. Perhaps have as part of the Exec committee.

Several motions were made on the floor and passed. They include:

- Janiece Jankowski made a motion on the floor to create a standing Budget Committee that will be written into the ByLaws. The motion was first adopted by Kathleen Kielar and seconded by Domenic Licata. The Motion was passed.
- Kathleen Kielar made a motion that the ByLaws Committee would be assigned the revision of the ByLaws to include the formation of a standing Budget Committee. The Bylaw would contain wording to include:
 - (1) Formation and charge of the committee.
 - (2) Committee membership and alternating term limits (e.g. some people have 2 year term and others have 4 year terms). The Chair and the Staff Assistant would be permanent, ex-officio members of this committee. The decision on terms would be left up to the Bylaws committee to propose.
 - (3) Scope of duties (access to both State and UBF account information) and defined structure of accounts and administrative use of accounts (state monies be spent first)
 - (4) Established method(s) the Budget Committee will work with the Staff Assistant, PSS Chair, and the Executive Senate
 - (5) Times that the budget reports be submitted to the Executive Committee
 - (6) Times the budget reports and types of reports be submitted to the University Budget Office/Sr. Administration
 - (7) Annual meeting to establish working relationship and commitment to budget funds with the Sr. Budget Administration and Faculty Senate

Motion was first by Janiece Jankowski and seconded by Joe Mantione seconded the motion. The motion was passed. Finalization of term limits, the charge of the committee, and work methods will be determined by the Executive Committee through vote.

- c) **Elections Process for new senators will begin soon** – Anna and Kim Krzemien are the Elections committee. Kim is unable to come today. She would like to come to the May Exec meeting to discuss this. Ideas? Senators will be ending their term the end of June, new senator elections will be starting soon. We are very low in current senator membership. How can we recruit new senators, make being a senator a position that people want. What is the process to recruit senators? What should be the process?

We should have 70 -80 senators given that we have over 2300 professionals on our listserv. We don't have a solid figure of what our actual number is for professional staff. We know that UBF, Research Foundation, and UB Foundation is also included. We need to get a better handle on the non-state professionals.

Action Item for Executive Senate: It's up to the Executive Senate to determine who is considered a professional or not. Joe Mantione, with a functional definition, we can update our database with the Provosts Office (bulk purge and bulk add).

On the issue of getting more senator participation it was noted that there needs to be more meat added to the governance function of the Professional Staff Senate. Further, there needs to continue to be promotional/encouragement with supervisors and groups to get their staff members to be engaged.

- d) **April 6 – Regional Meeting of CGL's and other Faculty Leaders** - Gwen Kay, Vice Chair of the SUNY Faculty Senate, and Peter Kneupfer, Chair of the SUNY Faculty Senate, are organizing a series of regionally focused meetings to engage faculty leaders on the campuses in discussions about what is happening at the System level and what is happening on the individual campuses in terms of shared governance issues. Other campuses invited are Brockport, Geneseo, Alfred, Fredonia, Empire State College, Alfred Ceramics.
- e) **Electronic Voting** - How do we conduct electronic voting? SUNY ESF has Electronic Voting Procedures implemented. Idea is to use this as a template for our document on electronic procedures. Make adjustments to the document to fit UB ways.

Policy and Gov committee had a meeting discussion about Voting and the intricacies surrounding it. Out of the meeting key points in electronic voting included having: votes being anonymous to view, validating to ensure proper authentication into the voting mechanism, the method should be efficient (not paper) and easy to modify and use. **Update:** We are working with UB IT and SUNY Geneseo to see the programming of their application used to vote. Geneseo has been using their application for the past several years. Action: This is being worked on.

The Bylaws Committee will be writing an addendum regarding electronic voting.

- f) **Other Items the P&G committee is working on:**
- Bylaw changes - The Bylaw states “Meetings of the Executive Committee shall be held at regular intervals, not less frequently than once a month September through June”. The Executive Committee has never met in January. Cancelled meetings if they do not meet the ByLaw criteria because of cancellations due to weather, etc..
 - Old Westbury Resolution – The resolution called for the Governor and the members of the New York State Legislature to insure diversity, quality and access across SUNY in service to all residents of New York by

- (1) Returning to University-wide and Categorical programs \$5.3M to Cornell Cooperative Extension \$300,000
- (2) Returning to the State University hospitals the \$18.7M in operating expenses removed by the Governor and by increasing funds from 2014-15 levels appropriate to operating needs for 2015-16.
- (3) Increasing TAP funds to each student attending a SUNY program to include tuition increases as they occur or to remove the Rational Tuition system, thereby removing the TAPTAX, and to stop penalizing campuses for supporting low income students and dreamers and returning that tax to the academic operating budgets of each campus
- (4) Enabling and funding of the Dream Act and TAP to be delinked from and be enabled and considered separately from the ETC
- (5) To once and for all eliminate the unfair practice of providing state taxpayer funds via the Bundy Act to private colleges and rather to return those funds to the public educational trust which is the State University of New York;
- (6) To honor the State's contractual obligation to meet UUP negotiated salaries by covering this and subsequent negotiated increases via the State's budget, thereby removing the campus "Salary Tax" which only further serves to reduce academic budgets and vital services to students weakening the people's university;
- (7) To fully fund critical maintenance on all SUNY campuses and by so doing make an ongoing investment in taxpayer owned resources and facilities, which are available for public use and are an asset to the public trust;
- (8) To fund, as appropriate, capital development on campuses in service to the development of SUNY;
- (9) To fully fund at \$50M, the campus obligations of SUNY Excels Performance Measurement or delay its initiation;

The Faculty Senate has agreed to support this resolution in spirit. The faculty at UB are onboard with this. We can do this if you would like.

The group decided that the timeliness of this is too late. It would be a symbolic notion if we passed something, but we have missed our opportunity. Since the NYS budget was approved, we felt that we did not need to write anything.

- State Budget Report was shared via email to the Executive Senators. The State budget is not great, but it could be a lot worse.

5) Vice Chair Report – Committee reports are available on the table.

- a) May 20th – PSS Awards Celebration in the Center for Tomorrow. All Executive Officers are invited to attend. We ask that if you could attend that you could help with the logistics of the event such as:
 - i) Table host – 1 person at each table to meet/talk about PSS
 - ii) Stand by the Tri-fold to promote PSS and answer questions
 - iii) Help at the registration table

- iv) Awardee Handlers – every awardee has a handler. They will go to the check-in table to get their awardee and families/friends and instruct the awardee how/when to walk up to the podium to accept their award.
- v) All help should arrive at 11:30 so we can provide sufficient instructions to everyone

Nancy Paton is going to the Master of Ceremonies for the event this year. We think there will be a bigger crowd as a good amount of nominees has been submitted. It's a 2 hour event.

- b) We are looking for new co-chairs for the Welcoming and Staff Development Committees. If you are interested, please contact the PSS Office or one of the officers.
 - c) The Diversity Committee had an event today on “Students & Autism Spectrum Disorders” facilitated by Andrea Greenwood, Ph.D. & Licensed Psychologist. Dr. Greenwood currently serves as the University at Buffalo Counseling Service’s Assistant Clinical Director. A little over 60 people attended the event. The presentation went very well.
 - d) Mentoring is looking to recruit mentors and protégés.
- 6) Old/New Business
- a) Next PSS GM Meeting will be Thursday, April 9th. Andrea Constantino, Director of Campus Living and Josh Sticht, Deputy Chief of Police will be presenting on the Student Affairs Emergency Response Teams.
 - b) May 7th is the next Executive Senate Meeting. We will talk about Senator Election. Dr. Stephen Dunnett, Professor & Vice Provost for International Education, will be attending.
 - c) June 4, Executive Senate Meeting. We will be discussing topics for the upcoming year and presenters. There will also be a luncheon.
- 7) Adjournment



PROFESSIONAL STAFF SENATE

University at Buffalo *The State University of New York*

E4215

Executive	4/2/2015			Area
Candy	Morris	Executive Senator	A	1
Christine	Stumm	Executive Senator	A	1
Domenic	Licata	Executive Senator	A	2
David	Love	Senator	A	2
Marianne	Sullivan	Executive Senator	ABSENT	2
Chris	Bragdon	Senator	A	3
Arlene	Kaukus	Alternate	A	3
Kathleen	Kielar	Officer	A	3
Michael	McManaman	Executive Senator	A	3
Sarah Ann	Piraino	Executive Senator	A	3
Kirkshinta	Turnipseed	Executive Senator	A	3
Janiece	Jankowski	Executive Senator	A	4
Laura	Barnum	Officer	EXCUSED	5
Ann Marie	Landel	Officer	A	5
Joe	Mantione	Senator	A	5
Linwood	Roberts	Executive Senator	ABSENT	5
Susan	Steck	Executive Senator	A	5