

FACULTY SENATE EXECUTIVE COMMITTEE

Minutes of November 10, 2004

(unapproved)

The Faculty Senate Executive Committee (FSEC) met at 2:00 p.m. on Wednesday, November 10, 2004, in 567 Capen Hall to consider the following **agenda**:

1. Approval of the minutes of October 13 and 20, 2004
2. Report of the Chair
3. Report of the President/Provost
4. Efficiency at UB – Academic Support Services Committee
5. Report on centers and institutes – R. Genco
6. Old/New business
7. Executive session (if needed)
8. Adjournment

Item 1: Approval of the minutes of October 13 and 20, 2004

Both sets of minutes were approved as distributed.

Item 2: Report of the Chair

Chair Nickerson reported:

- Mission Review 2 is likely to be the main agenda item for the December 7th Faculty Senate (FS) meeting.
- Three finalists for the position of vice provost for graduate affairs and dean of the graduate school are being interviewed this week.
- The Teaching & Learning Committee met and discussed their charge. They also considered a memorial for Dr. Richard T. Sarkin.
- The Educational Policies & Programs Committee discussed research by undergraduate students and heard about a new office that has been established to facilitate undergraduate research.

Item 3: Report of the President/Provost

None

Item 4: Efficiency at UB – Academic Support Services Committee

Steve Cerne, a representative of AVCOR Consulting, facilitated a brainstorming session to gather ideas about “opportunities for improvement in quality, effectiveness and efficiency in regards to support services, campus policies, business processes, technology or other Academic support systems.” Today’s comments will be combined with those of other participants and summarized to identify trends and recurring themes. Summary trends and themes will be posted on the UB2020 Web site in December.

Suggestions and comments included:

- Coordinate ads to save money when advertising positions
- Use approved language for affirmative action listings
- Online time sheets
- Streamline personnel transaction forms (PTFs)
- UB Business Web site should be more accessible by all computers
- Improve classroom scheduling processes for better use of space
- Proactive strategic facilities plan
- Streamline paperwork between SUNY, UB, UB Foundation, etc.
- Reduce waste in Libraries/Cybraries printing
- Web-based scheduling programs
- Student Response Center workflow
- Schedule final exams when scheduling classes
- Replace inefficient administrative software
- Counterproductive restrictions in job descriptions
- Increase online information for students, e.g., syllabi prior to start of classes
- Make UB more user-friendly for students with disabilities

- Make UB's policies easier to find/learn
- Utilize technology for more efficient meetings
- Increase support for non-campus-based students/faculty
- Extend hours for basic services beyond 9am-5pm
- Create a campus-wide intranet
- Use information technology to share information
- Having research mentors for new clinical faculty
- Replace computers based on standardized timeline

Item 5: Report on centers and institutes – R. Genco

Interim Vice President of Research Genco introduced Dr. Lisa Freeman, a research fellow from Kansas State University who is spending time at UB as part of a leadership program through the American Council on Education.

Dr. Genco said that there are currently 100 or so centers and institutes at UB. Most are funded from external sources, but 15-20 do receive financial support from the university.

As part of UB's current planning effort, a task force is being appointed to look at the role of the university's centers and institutes in relation to our mission. The task force will be asked to evaluate how other universities are dealing with centers/institutes, evaluate what UB is doing, and to formulate recommendations. Dr. Freeman has already done most of the first part, and her written report should be very helpful.

Most of UB's centers/institutes are research oriented, but some are also involved in teaching, scholarship, creative activity, and service. The task force will have to consider what methodology to use for evaluating what they do and how successful they are. They'll also be making recommendations regarding proposing and funding centers/institutes in the future. Some current centers may need to get cut in order to support new ones. A limit on the number of years centers can receive university funding might be advisable.

Questions & comments:

- The FS Research & Creative Activity Committee, chaired by Professor John Ho, has already discussed many of these issues, so the task force should consider involving them in their deliberations. (Nickerson)
- What happens when grants don't cover all the costs of a center/institute? (Nickerson)
- University support might be made available to cover the balance, but that's one of the factors that the task force will be addressing. Some centers might require continuous funding while others will remain self-sufficient. Some may just need seed money for a few years until they become successful enough to support themselves. Central financial support currently ranges from \$18,000 to \$5 million per year. (Genco)
- The task force will determine how centers will be governed, how they'll be evaluated, whether there are "sunset" provisions, how indirect costs will be administered, and how to handle promotion/tenure of faculty. (Genco)

Item 6: Old/New business

Professor Baumer made a motion that FSEC reverse the earlier decision that sent the assessment for undergraduate education proposal to the College of Arts & Sciences (CAS) Policy Committee. That will delay the matter from being finalized until next semester, whereas the FS Grading Committee can deal with it more expeditiously. All that's holding it up is having the FS Chair sign off on it. The motion was seconded.

Questions & Comments:

- CAS should be able to act expeditiously on it, too. Or Chair Nickerson can simply sign off and we'll be done with it. (Schack)
- The matter should be discussed before Senate approval is given. (Nickerson)
- Either the Educational Programs & Policy Committee or the Academic Planning Committee seem to be more appropriate than the Grading Committee. But if there's a legitimate need for expedition, perhaps the FSEC should act on it directly. (Schack)

- The CAS schedule of meeting times won't accommodate dealing with the proposal expeditiously. The Grading Committee deals with assessment issues, so they're not an inappropriate choice to deal with the matter. (Baumer)
- Amend the motion by substitution so FSEC will be the body to discuss and vote on the assessment question. (Schack) This was seconded and passed.

The amended motion to reverse the earlier decision and have the FSEC address the assessment issue also passed. It will be included as an agenda item at our next meeting.

Item 7: Executive session (if needed)

There was an executive session.

Item 8: Adjournment

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Will Hepfer
Secretary of the Faculty Senate

Attendance (P = present; E = excused; A = absent)

Chair: P. Nickerson (P)

Secretary: W. Hepfer (P)

Architecture & Planning: GS. Danford (P)

Arts & Sciences: S. Bruckenstein (A), M. Churchill (A), J. Faran (P),
S. Schack (P), K. Takeuchi (E)

Dental Medicine: M. Donley (P)

Education: X. Liu (A)

Engineering & Applied Sciences: C. Basaran (P), J. Jensen (P)

Informatics: J. Ellison (P)

Institutional/General: O. Mixon (A)

Law: vacant

Management: C. Pegels (P)

Medicine & Biomedical Sciences: J. Evans (A), L. Harris (P), J. Hassett (P)

Nursing: P. Wooldridge (A)

Pharmacy: G. Brazeau (A)

Public Health & Health Professions: C. Crespo (A)

Social Work: Barbara Rittner (A)

SUNY Senators: W. Baumer (P), W. Coles (P), M. Kramer (P), P. Nickerson (P)

University Libraries: C. Tysick (P)

Guests: P. Balzano (SA), B. Burke (EDAAA), M. Cochrane (Reporter), L. Labinski (Prof. Staff Senate), L. Meister (SA)