

FACULTY SENATE EXECUTIVE COMMITTEE

Minutes of February 25, 2004

(unapproved)

The Faculty Senate Executive Committee (FSEC) met at 2:00 p.m. on Wednesday, February 25, 2004 , in 567 Capen Hall to consider the following **agenda** :

1. Approval of the minutes of February 11, 2004
2. Report of the Chair
3. Report of the President/Provost
4. Update on grade posting & other FERPA issues – T. Mangione
5. Cooperation between CAS & FSEC – R. Jacobi
6. Budget update – S. Hamlen

7. Old/New business
8. Executive session (if needed)
9. Adjournment

Item 1: Approval of the minutes of February 11, 2004

The minutes were approved as distributed.

Item 2: Report of the Chair

Chair Peter Nickerson reported:

- Next week's Faculty Senate (FS) and FSEC meetings have both been cancelled. The executive session with the Provost was traded and has been rescheduled for March 24 th .
- The Affirmative Action Committee is working on a handbook for recruitment and retention of faculty from under-represented minorities.
- The Teaching & Learning Committee will be asked to solicit student input about faculty having access to photographs of students in their classes. It's technically possible for CIT to make the photos available via MyUB, but we need to find out the student perspective on the matter.
- The Governance Committee has met and discussed decanal review procedures:

Committee chair Marilyn Kramer reported that a FS resolution was passed years ago that there should be periodic reviews of all deans. According to Senior Vice Provost Kenneth Levy, deans are subject to review every five years. However, with new deans being appointed and some leaving, a few still haven't been reviewed. The reviews that were done all provided for adequate faculty input of opinions and concerns, although the recommended procedures were not always followed. The Committee has discussed whether the FS should revisit the resolution or pursue a different approach.

- During reviews of so-called adequate faculty input, were the faculty actually aware that a review was taking place? Were faculty members surveyed to find out if they knew when a review was being done? (Schack)
- Faculty were not contacted by the Committee, which is in need of additional members. (Kramer)
- Is having the FS take over the decanal review process one of the possible alternative approaches? (Swartz)
- That model is in effect at some institutions. At some, the FS surveys all levels of affected faculty and administrators biennially. (Kramer)
- Last year's Governance Committee was charged to do this survey because faculty in some units haven't been asked for decanal review input in recent memory. Several SUNY schools have effective review procedures, so there's a model worth considering. (Cohen)

Item 3: Report of the President/Provost

None

Item 4: Update on grade posting and other FERPA issues – T. Mangione

FERPA is the Federal Family Education Right to Privacy Act. Associate Vice Provost for Student Academic Records & Financial Service Terri Mangione explained that, contrary to the total prohibition on posting grades in public view heard at the recent SUNY Senate meeting, it is permissible under FERPA for instructors to post grades with randomly assigned, unique identifiers if students provide written consent. That unique identifier can be the last four digits of the Person Number if they are listed in random order. However, alphabetical listings or any display of entire institutional identification numbers or Social Security Numbers is disallowed. "Confidentiality Guidelines for Faculty and Administrators" is posted on the Student Response Center Web site at <http://studentresponse.buffalo.edu/office/officepolicies/studentprivacy.shtml>.

Grades posted via Blackboard are password protected and FERPA-compliant.

Placing stacks of graded papers or exams for students to sort through to find their own violates FERPA in the strictest sense. However, if the papers/exams represent a small fraction of the total grade, it's probably OK. Practicality seems to be an acceptable consideration when it's reasonable to assume that privacy about final grades has not been compromised.

Questions & comments:

- Another approach to returning papers/exams is to require students to write their name at the top of the first page. Instructors can then write grades/comments at the bottom of the page, fold it over, and staple it so it can only be seen by the recipient. (Danford)
- The Buckley Amendment disallows parental access to postsecondary educational records without the student's written consent. But sometimes parents call faculty members at a student's behest. How should faculty respond? (Schack)
- Students over the age of 18 are entitled to privacy, so it's inadvisable to discuss a student's academic standing with parents unless the student has authorized it in writing. Instructors may offer to mail a response to the student's address. (Mangione)

- Perhaps students should be offered a form at orientation that would authorize faculty to discuss academic matters if contacted by parents. This information could be noted on class lists or be made accessible online so instructors could easily check it. (Schack)
- Can students' e-mail addresses be shared with classmates by instructors to facilitate group work? (Danford)
- E-mail addresses can be shared if they are publicly accessible in the UB directory. Most are, but some students have requested to be removed from the directory. (Mangione)
- When student records are subpoenaed for legal dealings, UB will not release that information unless a student gives written consent or the subpoena is signed by a judge. (Mangione)
- Student records are kept forever. Older transcripts are on microfiche; more recent ones are stored electronically. Transcripts are now provided to students for free. (Mangione)

Item 5: Cooperation between the College of Arts & Sciences (CAS) and FSEC – Robert Jacobi

Professor Jacobi, chair, along with Professors Paley and Baumer, are on the CAS Steering Committee. They were charged by the CAS Policy Committee to explore closer connections with the FSEC and FS and determine whether these policy-making bodies share common goals and problems. One of their questions was whether FSEC could designate a member to attend CAS Policy Committee meetings and report on Senate deliberations.

A second point was to investigate whether there are areas of common interest in which the CAS Committee could assist the Senate. Perhaps we could join forces on parallel endeavors. Perhaps there are issue-specific matters in which CAS committee members could provide expertise and input. Sharing meeting minutes might be a good way to communicate what the groups are involved in so each can be aware of similar involvements or concerns. One possible topic of shared interest might be the faculty club that's been discussed many times over many years but remains in limbo.

Questions & comments:

- The Faculty Senate hasn't discussed the faculty club in recent memory, but perhaps the subject should be resurrected since there's a new administration. Two other issues of common concern are the budget and enrollment, but we should probably wait until a new provost is hired before we decide what our involvement with them should be. (Nickerson)
- There's already a model in place for communicating between the groups. SUNY senators are voting members of the FSEC, so the CAS Policy Committee should invite one of them to attend meetings and provide Senate updates. They would then know what's going on in both groups and be able to advise when there are overlapping concerns. (Schack)
- Swapping minutes probably isn't the most effective way to communicate. The online minutes usually aren't up to date. Reading the *Reporter* is the best way to stay informed about Senate concerns. (Schack)

Item 6: Budget update – S. Hamlen

The FS Budget Priorities Committee hasn't been able to meet so this item was postponed.

Item 7: Old/New business

None

Item 8: Executive session (if needed)

None

Item 9: Adjournment

The meeting was adjourned at 3:30 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: S. Danford (P)

Arts & Sciences: S. Bruckenstein (A), M. Churchill (P), R. Hoeing (P), S. Schack (P), K. Takeuchi (P)

Dental Medicine: M. Donley (P)

Education: L. Malave (A)

Engineering & Applied Sciences: J. Jensen (P), R. Mayne (P)

Informatics: F. Tutzauer (E)

Institutional/General: O. Mixon (E)

Law: L. Swartz (P)

Management: J. Boot (P)

Medicine & Biomedical Sciences: J. Hassett (A), G. Logue (A), B. Murray (E), J. Sellick (A)

Nursing: P. Wooldridge (A)

Pharmacy: G. Brazeau (E)

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

Social Work: Barbara Rittner (E)

SUNY Senators: J. Adams-Volpe (P), W. Baumer (P), M. Kramer (P), P. Nickerson (P)

University Libraries: CA Fabian (P)

Guests: E. Benedict (Spectrum), D. Budniewski (Reporter), M. Cohen (FS past-chair), R. Jacobi (CAS),
L. Labinski (Prof. Staff Sen.), S. Paley (CAS)