

## **Faculty Senate Executive Committee**

Minutes of November 17, 1999 - (approved)

*E-MAIL: [ZBFACSEN@ACSU.BUFFALO.EDU](mailto:ZBFACSEN@ACSU.BUFFALO.EDU)*

The Faculty Senate Executive Committee met at 2:00 PM on November 17, 1999 in Capen 567 to consider the following agenda:

1. [Approval of the minutes of October 27 and November 3, 1999](#)
2. [Report of the Chair](#)
3. [Report of the President/Provost](#)
4. [Report of the Academic Planning Committee on the merger of the Pharmacologies](#)
5. [Classrooms: Scheduling and Quality of Classrooms](#)
6. [Old/New Business](#)

### **Item 1: Approval of the minutes of October 27 and November 3, 1999**

The minutes of October 27 and November 3, 1999 were approved.

### **Item 2: Report of the Chair**

The Chair reported that:

1. Provost Triggles has agreed to reschedule his address on the academic state of the University to the January 25 meeting of the Faculty Senate
2. he and Vice Provost Fischer will ask the Faculty for nominations for the Faculty Fellows in Administration program; a committee to review the nominees will be constituted with the help of the FSEC
3. the election process for the position of Secretary of the Faculty Senate is underway; Professor Kramer added that Anna Kedzierski sent out nomination forms with a deadline of December 10; the Election Committee will contact nominees for a election statement and then schedule the election
4. Professor Hamlen, Chair of the Budget Priorities Committee, Senior Vice President Wagner and Vice Provost Sullivan are scheduled to attend the FSEC meeting of December 1 to discuss the budget; he requested a motion(seconded and

approved) to add their report to the December 7 Faculty Senate agenda; that agenda will also include a second reading of the resolution on promotion in Centers and Institutes and the first reading of the Teaching and Learning Committee's resolution on student evaluations

5. at its December 8 meeting the FSEC will discuss whether and how to proceed with the issue of the Princeton Review evaluation of UB; he has acquired the current volume and will copy the book's description of its methodology for members of the FSEC
6. he wants to alert the Provost to topics to be discussed with the Provost in executive session, so let the Chair know of issues of interest
7. the Budget Priorities Committee met on November 15 and heard about the budget; he and Professor Hamlen will meet with Vice Provost Sullivan on November 18 to review figures on the College of Arts and Sciences and the budget and will report on that meeting to the Budget Priorities Committee; Professor Hamlen will report to the FSEC on December 1 about the Committee's discussions on communicating budgetary information to the faculty
8. the Research and Creative Activities Committee is addressing issues related to the research environment at UB and the feasibility of doubling sponsored research within five years

### **Item 3: Classrooms: Scheduling and Quality of Classrooms**

The Chair introduced Vice Provost Goodman, Ms. Plunkett and Ms. Myers to answer questions on the scheduling of classrooms. Vice Provost Sullivan, who would have answered questions on quality of classroom issues, was unable to attend the meeting; the Chair will attempt to reschedule him.

There were questions for Vice Provost Goodman and his staff:

- what is the policy on projecting class size from semester to semester? (Professor Sridhar)
- normal policy is to project 20% over the last semester's enrollment to right size the classroom assigned; however, a faculty member may request a larger increase if there are special circumstances (Ms. Plunkett)
- sometimes don't know at scheduling time that a class will be significantly larger; for lack of a larger classroom, departments may have to commit additional resources to create another section to handle the overflow (Professor Sridhar)
- one can always fine tune the scheduling algorithm, but the real problem is that we do not have enough classroom space, especially large classrooms (Vice Provost Goodman)

- could the exam schedule be published early in the semester since after registration the number of students in a class is known? (Professor Nickerson)
- one approach is to schedule final exams at the time at which the class meets, that works if the exam can be held in the same room as the lectures, but most faculty prefer larger exam rooms to prevent cheating, and there aren't enough large classrooms to satisfy the need; additionally many faculty do not give final exams, so scheduling is done only after faculty are surveyed about their exam plans and special needs; in order to minimize conflicts an algorithm using actual registration is run and can only do that after drop and add (Vice Provost Goodman)
- are non standard schedules a significant factor in the difficulty of scheduling? (Professor Meacham)
- if all M-W-F classes were 50 minutes long and began on the hour and all Tue.-Thur. classes were 75 minutes long, it would be possible to have better scheduling, but no large university can run with such a rigid schedule; we are getting more efficient and now most rooms are fully scheduled (Vice Provost Goodman)
- utilization is 85/90 % with most vacancies occurring at 8 AM and Friday afternoons (Ms. Myers)
- if we are practically at full capacity, how will additional enrollment be handled? (Professor Adams-Volpe)
- when the Student Services Building is finished, centrally located classroom space will become available; there is much space that is not centrally scheduled and that space is not always used efficiently; although most units have lost faculty and staff, no unit has offered to give up space for classrooms; students, as well as faculty, dislike 8 AM and Friday afternoon classes (Vice Provost Goodman)
- how is the ratio of student to classroom footage calculated? have taught in classrooms which did not hold the posted number of students (Professor Jorgensen)
- University Facilities measures new and rehabilitated classrooms and calculates capacity using state fire code guidelines (Ms. Myers)
- what are the space requirements per person? (Professor Jorgensen)
- Vice Provost Sullivan or Michael Dupre would know the figure (Vice Provost Goodman)
- forcing departments to schedule through the entire day makes it impossible to schedule faculty meetings or academic events that everyone can attend; coordination among departments could allow the scheduling of departmental free times; scheduling recitations in the early morning leads to under attendance by students; consider arranging the schedule to fit students' lifestyles (Professor Schack)
- will pursue the idea of scheduling free time; students will attend recitations that are integrated into the course even if they are scheduled for the morning (Vice Provost Goodman)

- did an informal survey within the Math Department and attendance at 10 AM recitation classes was phenomenally higher than attendance at 8 AM (Professor Schack)
- did a study of recitation classes several years ago; attendance in the last half of the semester tended to be very low (Vice Provost Goodman)
- prefer classes from 10 AM to 2 PM; try to schedule recitation classes in the afternoon; go to recitation classes only if feel they are useful (Mr. Pallickal and Mr. Celock)
- there is great difficulty in getting low tech classroom problems fixed; for example, Math faculty have been trying for 2 1/2 years without success to get useable blackboards, which are critical for math teaching, installed in Cooke 127; need a procedure which puts faculty in direct communication with the people who can fix a problem, rather than the problem being reported through several layers (Professor Schack)
- last summer a large number of chalkboards were replaced through the efforts of the Classroom Quality and Attribute Committee chaired by Professor Gold (Ms. Plunkett)
- concerned that a good procedure be put in place for correcting low tech problems like exists for technology problems (Professor Schack)
- serve on the Classroom Quality and Attributes Committee, but it hasn't met recently; there are serious problems with South Campus classrooms, for example Carey 134 has windows that don't open and air conditioning units over whose operation students can't hear (Professor Acara)
- am ready to file a grievance over the insufferable conditions of Carey 134 (Professor Cedric Smith)
- is anyone in the Medical School assigned responsibility for classrooms? (President Greiner)
- Carey 134 is centrally scheduled; the Medical School installed the air conditioners to solve a heat problem and created a noise problem in its place (Professor Acara)
- understand that there are two committees concerned with classroom issues: a committee on classroom utilization chaired by Professor Foster, who could not attend this meeting, and a committee on classroom quality chaired by Professor Gold (Professor Nickerson)
- can't fix immediate problems by committee; need a person to hold responsible, who would also chair the Classroom Quality and Attributes Committee; attempting to flatten the organizational structure in many areas at UB, e.g. the Registrar's Office, to make it easier for people to connect (President Greiner)
- (addressed to Vice Provost Sullivan who briefly joined the meeting) what is happening with the Classroom Quality and Attributes Committee chaired by Professor Gold? (Professor Nickerson)

- make classroom improvements worth about \$250/300 K based on annual proposals prepared by the Committee; Professor Gold just submitted this year's proposal (Vice Provost Sullivan)
- today's discussion has focused on small problems that need fixing, not large scale rehabilitation (Professor Welch)
- a list of phone numbers to get things fixed is provided to faculty each year (Vice Provost Sullivan)
- have called the numbers and nothing happens (Professor Jorgensen)
- who had input into Professor Gold's proposal for rehabilitation? (Professor Tamburlin)
- the Classroom Quality and Attributes Committee which consists of faculty and staff; will share the proposal with the FSEC (Vice Provost Sullivan)
- Committee hasn't met this semester, but the proposal is composed of carry over items from last year (Ms. Plunkett)
- how is the capacity of classrooms calculated; have taught in rooms which could not contain their stated capacity (Professor Jorgensen)
- capacity is determined according to state regulations; if students beyond the capacity of the room are being forced in that is a problem (Vice Provost Sullivan)
- who should be contacted for technology problems during the evening? (Dr. Durand)
- Chris Sauciunac; have not heard these problems before, but UB is spending \$300 K annually to improve classrooms; will follow up with Professor Gold to ascertain the status and effectiveness of the Classroom Quality and Attributes Committee (Vice Provost Sullivan)
- are classrooms checked to see if they contain the equipment they are supposed to have? taught for two semesters in a room that lacked a desk for the instructor and asked repeatedly but unsuccessfully for one (Professor Jorgensen)
- am also understanding that there is not a good mechanism for feedback and immediate response to classroom problems (Vice Provost Sullivan)
- (addressed to Vice Provost Goodman) returning to the question of scheduling final exams earlier in a semester, another constraint besides lack of large classroom space is our policy of giving three hour exams (Professor Schack)
- state education law requires 50 minutes of instructional contact per week over a 15 week period for each credit hour; UB satisfies that requirement with 14 weeks of classes and a three hour exam; faculty who don't give a final exam aren't technically in compliance with that requirement (Vice Provost Goodman)

- in the School of Management the Dean sends out one letter stressing the need to have exams in compliance with the law and shortly thereafter a second letter asking whether faculty members really intend to give a final exam; seems a curious way to manage the issue (Professor Boot)
- would be useful to devise a code to break exam conflicts, for example, the smaller class has priority in that a larger class is more likely to have multiple conflicts thus necessitating a make-up exam in any case; such a code would protect students from intransigent faculty (Professor Schack)
- difficult to enforce such a code (Vice Provost Goodman)
- would use the opposite approach to resolve exam conflicts; because of the prevalence of cheating and given the work involved in creating a different make-up exam, would give priority to the larger class; am very annoyed when another professor changes the time of an exam thus creating a conflict (Professor Meacham)
- many faculty give exams in ways and at times that are illegal and also educationally indefensible; giving a final during the last week of class is cheating the student of instructional time; there is a lack of courtesy to colleagues and students in the area of testing (Vice Provost Goodman)
- students facing conflict situations are often scared that faculty will be angry with them; need to care about the students more (Professor Adams-Volpe)
- faculty sometimes schedule mid-term exams at odd times in order to secure a larger classroom in which to hold the exam (Professor Sridhar)
- if give students adequate notice that an exam will be held at an odd time, that should be acceptable (President Greiner)

#### **Item 4: Report of the President**

The President asked what action the Faculty Senate had taken at its meeting yesterday on the Sexual Harassment Policy. The Chair responded that the Faculty Senate had received and filed the Policy; the discussion of the Faculty Senate will be transmitted to appropriate individuals.

The President updated the FSEC on the budget. SUNY calculated the amount needed by each of the campuses to fund all salary increases due this fiscal year and, taking the money from its reserve funds, added that sum to each campus' assigned base budget. However several SUNY institutions

were given a figure less than the sum they will have to pay out. UB was shorted by about \$3.1 M, and several other SUNY institutions that are also more expensive to run were underfunded.

UB, however, sees the cut as really arising from this year's operation of the RAM. The enrollment figures that drive the budget allocation are the current year's budgeted enrollment and the last two years actual enrollment. Since UB's enrollments for 1997/1998 and 1998/1999 were our lowest in years and this year's budgeted enrollment is lower than our actual enrollment, we did not do well when the RAM was run.

Adding to UB's problems, SUNY rolled into UB's base budget \$1.3 M which was supposed to have been retained on campus as extra income. This \$1.3 M came from tuition increases reflecting the School of Pharmacy's switch to a Pharm.D. program and the Law School's revised curriculum and tuition from enrollments over budgeted enrollment. Another problem is the lack of any money for inflation; for UB that causes about a \$1.1 M shortfall. In total we lack \$5.4 M in state tax money sufficient to maintain operations. UB will try to convince SUNY to allow us to keep the tuition income. We will also try for a supplemental appropriation as a bridge while the RAM kicks in.

UB also has internal obligations that have to be met. The Merit Scholarship Program, which is distinct from the Distinguished Honors Scholars Program funded by an anonymous donor, will require \$3 M. We have obligations for new faculty set ups. We are also trying to bring our internal budgeting into harmony with SUNY budgeting. We will try to phase in Responsibility Centered Management so that academic units will have incentives to bring in additional enrollments.

On the positive side we have generated \$5 M in additional tuition income to help meet these obligations. Furthermore, next year the operation of RAM will take into account the additional cost of running the Pharm.D. program and our increased enrollment for this year. We are considering asking for an increased target enrollment of 25,000 for the 2000/2001 academic year. The SUNY Trustees budget request for next year asks for full funding for salary increases, \$15 M for enrollment growth, some inflationary money, additional performance money and money for mission enhancement growing out of the Mission Review. Our entire community needs to help support this budget request; it appears that SUNY and the Trustees will engage in lobbying to aid in its passage. The budget is very simple and asks for straightforward things, not bells and whistles, so it may appeal to the Legislature. The

real budget issue next year will be what to do with the SUNY hospitals.

#### **Item 5: Report of the Academic Planning Committee on the Merger of the Pharmacologies**

Professor Welch, Chair of the Academic Planning Committee, noted that the FSEC asked the Committee to look at three issues: SUNY System Administration guidelines on the development and registry of graduate programs, potential links between the School of Pharmacy's Department of Medicinal Chemistry and the College of Arts and Sciences' Department of Chemistry, and issues presented by the proposed merger of the Department of Biochemical Pharmacology which is now in the School of Pharmacy into the Department of Pharmacology and Toxicology which will remain in the School of Medicine and Biomedical Sciences. Today's report deals with this third issue.

There are crucial retirements coming up in the two departments, and there have been changes in the field of pharmacology. Hearing of some discussions Professor Nickerson encouraged the faculty of the units to get together for detailed discussions.

The School of Pharmacy is potentially facing the loss of two departments at the same time it is undergoing the shift to the Pharm.D. program. There are also changes in the mission of the School as a center for research in the pharmaceutical sciences. The faculty have identified genomics as an area to be developed.

The APC was aided in its review of the proposed merger by documentation prepared during the faculty discussions, by the fact that one of the Committee is a member of the Department of Biochemical Pharmacology. and by meeting with the Dean of the School of Pharmacy and two members of the Department of Pharmacology and Toxicology and the Chair of the Department of Chemistry, who discussed the chemistry issues. The APC felt that the faculty involved believe there is a good academic reason for the merger. Furthermore, the two units had positive, though not unanimous, votes on the proposed merger. The APC believes the intent of the merger is to ensure that the strengthened Department of Pharmacology and Toxicology can both develop new areas and maintain existing core specializations. It noted, however, that the faculty consultations took place under the presumptions that the retirement lines would be returned to the merged Department of

Pharmacology and Toxicology, and that over the next 5 years three new faculty would be added. Under current budgetary constraints the School of Medicine and Biomedical Sciences may want to reconsider these presumptions and make adaptations to the detailed merger plans.

Upon consideration of all these factors, the APC finds no reason to object to the proposed merger.

There were comments from the floor:

- given the magnitude of the financial problems facing the Medical School, might be better to approve of the merger as it is planned rather than a blanket approval (Professor Adams-Volpe)
- we suggest that the Dean of the Medical School must address the issues (Professor Welch)
- see this as an incorporation rather than a merger since the name of one department and that department's chair remain the same; the Biochemical Pharmacology Department has shrunk from 7 senior faculty some years ago to just 3 associate professors; the plan is to add 4 additional lines to the merged departments to enhance the program; would make as much economic sense for the University to give the School of Pharmacy the 4 additional lines for the Department of Biochemical Pharmacology as to give them to the School of Medicine; the merger would make academic sense only if the resulting department would have national stature in pharmacology in the field of genomics, but our teaching load is very heavy (Professor )
- does the APC look at substance in addition to process? (Professor Nickerson)
- addressed substance in this case is so far as the faculty seemed to be in favor of the merger (Professor Welch)
- faculty in the Department of Pharmacology and Toxicology favored the merger contingent on getting adequate resources to meet the instructional load; since the economic conditions are no longer the same, the faculty today would vote against the merger; the process of faculty consultation in the School of Medicine was flawed in that only two faculty members were heard; the Dean of the School of Medicine, Associate Dean Holm and the Chair of the Department of Pharmacology and Toxicology were not heard so we don't know what their understanding of the curricular needs would be; curriculum to support Biochemical Pharmacology was not discussed by the faculty of Pharmacology and Toxicology nor have they seen detailed plans for the merger (Professor Cedric Smith)
- the APC noted that we do not know how the faculty might vote in light of the current financial state (Professor Welch)

- the School of Medicine has in the past absorbed departments, promising additional resources which were not forthcoming; am not satisfied that departmental faculty were adequately and realistically consulted (Professor Schack)
- faculty need to know what is going to happen to them; if we don't accept the APC recommendation, we must move quickly or the Provost may proceed without our recommendation on the grounds that we are not providing timely advice (Professor Nickerson)
- the APC should consult with the appropriate people with regard to educational requirements and commitments and with the Dean of the School of Medicine and the Chair of the Department (Professor Cedric Smith)
- why is time suddenly of the essence when the question comes to the Faculty Senate? (Professor Boot)
- if the administration is prepared to go ahead with the merger knowing that the Faculty Senate is not satisfied, that is its business, but I will not vote yes just to get our voice in first; should broker a meeting of the two faculties (Professor Schack)
- the APC can't do that; it can address issues that have been discussed today (Professor Nickerson)

There was a motion (seconded) to refer the report to the APC.  
There was discussion of the motion.

- should have a date by which the APC will report to the FSEC (Professor Malone)
- January 19 is the first FSEC meeting of the new year; that would give time to broker a meeting (Professor Nickerson)
- the APC may have been snowballed, but the process was described to us as straightforward, and we only know what we are told; the APC did raise the matter of the contingent nature of the vote but was told that was not important (Professor Charles Smith)
- when the FSEC discussed the APC charge with Professor Welch, I told him there were dissenters; he should have gone out looking for them regardless of what the administration said (Professor Schack)
- revise the motion to direct the APC to report to the FSEC as soon as feasible in the new calendar year (Professor Nickerson)

The revised motion passed unanimously.

There being no old/new business, the meeting adjourned at 4:10 PM.

Respectfully submitted,  
Marilyn McMann Kramer  
Secretary of Faculty Senate

**Present:**

**Chair:** P. Nickerson

**Secretary:** M. Kramer

**Architecture:** R. Shibley

**Arts & Sciences:** W. Baumer, J. Meacham, S. Schack, Charles Smith

**Engineering & Applied Sciences:** R. Sridhar

**Health Related Professions:** J. Tamburlin

**School of Information Studies:** C. Jorgensen

**Law:** L. Swartz

**Management:** J. Boot

**Medicine & Biomedical Sciences:** Cedric Smith

**Pharmacy:** N.

**SUNY Senators:** J. Adams-Volpe, J. Boot, H. Durand

**Parliamentarian:** D. Malone

**University Officers:** W. Greiner, President

**Guests:**

L. Pallickal, Undergraduate Student Association

W. Coles, Chair, Professional Staff Senate

M. McGinnis, *Reporter*

J. Celock, Red Jacket Hall Council

O. Provost, *The Spectrum*

J. Rose, Red Jacket Hall Council

M. Acara, Professor, Dept. of Pharmacology and Toxicology

C. Welch, Chair, Academic Planning Committee

N. Goodman, Vice Provost

J. Plunkett, Director of Student Services

S. Myers, Assistant College Registrar

W. Fischer, Vice Provost

K. Levy, Senior Vice Provost

**Excused:**

**University Libraries:** D. Woodson

**Absent:**

**Arts & Sciences:** C. Fourtner

**Graduate School of Education:** T. Schroeder

**Medicine & Biomedical Sciences:** B. Albini

**Nursing:** J. Thompson

**SUNY Senators:** J. Fisher