

Minutes, February 27, 2013

Chair:

Ezra B. W. Zubrow

Secretary:

Edward Herman

Arts & Sciences:

William H. Baumer

Melvyn Churchill

Dental Medicine:

Elaine Davis

Educational Opportunity Center:

TBA

Engineering & Applied Sciences:

Adly Fam

Joseph Mollendorf

Graduate School Of Education:

Suzanne Miller

Management:

Larry Sanders

Medicine & Biomedical Sciences:

Rajendra Badgaiyan

Ranjit Singh (Excused)

Michael Stachowiak

Nursing:

Grace Dean

Pharmacy:

Alice Ceacareanu (Excused)

Social Work:

Barbara Rittner

SUNY Senators:

Michael Behun

Donald Grinde

Kathleen Kielar

Peter Nickerson

University Libraries:

Beth Adelman

Parliamentarian:

William H. Baumer

GUESTS:

Sharon Nolan-Weiss, EDAAA

Ann Marie Landel, Professional Staff Senate (Excused)

Daniel Ovadia, Undergraduate Student Association

- FSEC accepted the **Minutes of January 23, 2013** with the following correction: "An FSEC member asked Baumer if it makes sense to use a trimester model in place of the revised calendar. He replied that the trimester model was unsuccessful at the University of Rochester quarterly system was unsuccessful at the Rochester Institute of Technology..."

[Appendix A to these minutes, which was unavailable when posting the Minutes of February 13, 2013, is now part of that record as well.]

2. Chairs Report

- Austin Booth, the Vice-Provost for University Libraries, is ill and will meet with FSEC on a subsequent date.
- Zubrow spoke about the tentative UUP Contract covering 2011-2016.
- The members ranked their priorities at the beginning of the process. The Negotiations Committee sorted them and provided that information to the Negotiating Team.
- Salaries will increase each July 1 and will be applied to minimum salaries.

2011-12: 0%

2012-13: 0%

2013-14: 0%

2014-15: 2%

2015-16: 2%

- DSI payments will no longer be applied to base salaries, but will become one time payments.
- Discretionary payments will be awarded as part of SUNY performance incentives. They will be "Payable each year of the Agreement as noted below in the discretion of the Chancellor, to all employees on the payroll at each year's eligibility date:

2013: \$500 added to basic annual salary (prorated for part-time employees)

2014: \$250 added to basic annual salary (prorated for part-time employees)

2015: \$500 added to basic annual salary (prorated for part-time employees)"

(<http://uupinfo.org/negotiations/pdf/TentativeAgreement20112016.pdf>. Viewed March 4, 2013)

- Members will receive the tentative Contract within a week.
- At Joe Mollendorf's request, Zubrow described the 9 furlough days. He said that salary for 7 of the 9 days will be repaid at the end of the Contract. Campus President's will determine which days to furlough. This will create problems for those who reported their wages as part of federal grant requests. No one knows how the University will reimburse the federal government for the unpaid salaries.

- **Change in Course Syllabus Policy in the Undergraduate Catalog** (Michael Ryan, Director of University Accreditation)
- Appendix B to these minutes describes the changes.
- The purpose of the changes is to bolster the forthcoming Middle States review.
- A key is change “course learning outcomes” to “student learning outcomes.”
- E. Davis asked if UB is pursuing similar efforts at the graduate level. Ryan was uncertain, but he thought the guidelines are comparable.
- Zubrow asked how one measures expected learning outcomes when a class offers students more insight into society. Ryan admitted that this is challenging. He added that measuring student outcomes based upon the professor’s expectations is difficult for most faculty.
- According to Ryan, the key question is what we should expect UB graduates to have acquired.
- J. Mollendorf asked if syllabi are legal documents. That is, can students sue the University if a professor fails to follow the syllabus? E. Herman quoted a section of the Undergraduate Catalog Ryan distributed.

“During the semester, instructors are expected to conform to their course syllabi, except as unanticipated circumstances require deviation. In such situations, instructors should inform all students and provide an opportunity for discussion with students prior to making a final decision regarding changes in the course syllabus.”

- Zubrow asked Ryan of formalize a proposal for the Faculty Senate. The FSEC approved the following motion: FSEC accepts the proposed changes to the syllabi as distributed.

8 yes 0 no 2 abstentions

- **Drop/Add Courses** (W. Baumer and K. Saunders, University Registrar)
- Baumer presented a proposal to change the drop/add period. (Appendix C) Until now, students can drop courses within 6 days, but can add courses within 7 days after classes

begin. His proposal changes the drop period to 7 days and maintains the 7 day add period. Appendix C explains the rationale.

- Saunders reminded FSEC that students can still add courses during the following week by working through their departments.
- It was noted that drop/add is problematic for graduate students when classes meet only once a week.
- J. Mollendorf asked why students drop classes and if their tuition is returned. Baumer responded that schedules change and that students sometimes realize they made a mistake registering for a class. Tuition is not reimbursable when students pay for at least 12 credit hours, the maximum fee regardless of the number of credits taken.
- FSEC voted on a motion with only one person opposed to align the drop/add periods to 7 days each.
- **Holidays—Labor Day, Rosh Hashanah, and Yom Kippur**
- Zubrow said that the Faculty Senate should vote to determine if classes ought to be held on these holidays. FSEC passed unanimously a motion that the Faculty Senate vote to hold classes on Labor Day, Rosh Hashanah, and Yom Kippur at its March 5 meeting.
- Senators will hear pros and cons of each proposal.
- Scott Weber will argue to hold classes on Labor Day and Richard Lipsitz, President of the Western New York AFL, will counter that position.
- W. Baumer will argue to hold classes on Rosh Hashanah and Yom Kippur, and Professor Cohen, Jewish Studies, will present the opposite viewpoint.
- M. Churchill thought the Senate ought to take a straw vote if lacking a quorum.
- FSEC will have the final vote only if the Senate fails to have a quorum on March 5.
- **Comments Submitted to the Faculty Senate Regarding Realizing UB2020**

- The Faculty Senate promised faculty that comments submitted regarding the Provost's Realizing UB2020 plan would remain anonymous. However, an unanticipated technical glitch prevented this from happening in selected cases. B. Adelman suggested that the Chair acknowledge and apologize for this to the entire faculty in an effort to retain their trust. Zubrow said he already apologized to those whose identities were compromised, but will now do so to the whole faculty.

Prepared by
Edward Herman,
Secretary, Faculty Senate

Appendix A



13 February 2013

UB Faculty Senate Officer Elections

There is one candidate for each of these offices. Consequently, election is completed by these single ballots:

That the Chair of the Bylaws Committee cast a single ballot electing Prof. Extra Zubrow Chair of the UB Faculty Senate for a term 1 July 2013 – 30 June 2015.

That the Chair of the Bylaws Committee cast a single ballot electing Librarian Edward Herman Secretary of the UB Faculty Senate for a term 1 July 2013 – 30 June 2015.

That the Chair of the Bylaws Committee cast a single ballot electing Prof. Adly Fam State University Faculty Senate Senator for a term 1 July 2013 – 30 June 2016.

WHBaumer

Chair, UB Faculty Senate Bylaws Committee
Professor, Philosophy
136C Julian Park Hall
University at Buffalo
Buffalo, NY 14260-4150
Tel: 716-645-0164
Internet: whbaumer@buffalo.edu

Appendix B Course Syllabi – Undergraduate Catalog

<http://undergrad-catalog.buffalo.edu/policies/course/syllabi.shtml>

(currently published in the web version of the UGRD catalog. Text in red represents additions to comply with MSCHE recommendations.)

The course syllabus serves as a contract between the student and professor regarding course expectations and policies. The course syllabus should clearly communicate what the instructor expects of students and what students can expect from the instructor.

A course syllabus must be finalized and distributed to the class during the first week of classes.

All course syllabi should include, but are not limited to, the following components:

- Course Description. Statement of general course goals and the academic topics and content covered in the course. |
- **Course-Student Learning Outcomes.** Specific student-focused statements that specify what the student should be able to do at the completion of the course. **The Course should include objectives which delineate what learning outcomes the students should achieve from the course. These should also be clearly linked to the expected student learning outcomes to be attained in the program either in the syllabus or noted with a link to a site with the details on how the course relates to the larger program curriculum.**
- Course Requirements. The number of papers, tests, and any other requirements, such as homework, attendance, class participation, laboratory assignments, and clinical performance, that will count toward the final grade. Deadlines for assignments should also be specified. **Assignments should be linked to each of the course-student learning outcomes being assessed. A single assignment may be used to assess more than one course-learning outcome, and an outcome may be assessed by more than**

one assignment. All requirements should relate to the course description and the student learning outcomes.

- **Academic Content.** What the student will be held accountable for, including required readings, lectures, films, field trips, etc.
- **Grading Policy.** How results from various requirements will be combined into a final grade: relative weightings, make-up policy for tests, etc. Grading Policies should also include:
 - Specification of the level of work must be completed in order to obtain specific letter grades (A-F) or a passing grade if the course is graded on a Pass/Fail basis; and
 - Reference to the university undergraduate **Incomplete Policy** (within this catalog) and any additional instructor requirements and comments regarding the use of Incomplete grades.
- **Office Hours.** Specification of when and where the instructor is available for consultation each week.
- **Academic Integrity.** Reference to the University Undergraduate Academic **Integrity policy** (within this catalog) and any additional instructor requirements and comments regarding academic dishonesty.
- **Accessibility Resources.** Information about the university's [Accessibility Resources Office](#) and the requirement to register with that office in order to receive accommodation for physical and learning disabilities.

During the semester, instructors are expected to conform to their course syllabi, except as unanticipated circumstances require deviation. In such situations, instructors should inform all students and provide an opportunity for discussion with students prior to making a final decision regarding changes in the course syllabus.

In addition, instructors are expected to recognize the following policies as appropriate in class situations:

- Criteria for the grading of papers should be made explicit before the paper is due; and the formats for examinations should be made explicit prior to their administration.
- Grading components, i.e., the activities whose assessments determine the course grade and the proportion of the grade determined by each, shall be specified in course syllabi. If these components are amended while the course is in progress, all students in the course shall be notified of the changes in writing or by electronic mail with sufficient time to adapt to and fulfill the changed requirements. Grades shall not be changed due to completion of additional grade components or assignments specified after the close of the session in which the course is offered.
- All corrected papers and examinations should be available for review by students. If a student believes that an error in grading has been made, he or she should be able to consult with the instructor and receive an explanation.
- Classes are to meet at the time and in the location listed in the official UB course schedule, unless changed with the consent of the entire class.

Appendix C

Drop/Add Amendments

22 February 2013

The UB Faculty Senate Grading Committee recommends the Faculty Senate Executive Committee approve and recommend to the Faculty Senate for approval revision of the Add-Drop Period Policy.

This revision changes the extent of the instructional days during which a student may unilaterally drop a course, setting them to coincide with the instructional days during which a student may unilaterally add a course at the beginning of any academic term. Additions to the Policy are underlined; deletions are marked by double strike-through.

Add-Drop Period

A student may unilaterally add [enroll in] an open course during the first seven [7] instructional days, *i.e.*, days UB classes are in session, of a term [Monday through the following Monday or Tuesday through the following Tuesday].

A student may unilaterally drop [cancel enrollment in] any course during the first ~~six [6]~~ seven [7] instructional days of a term [Monday through ~~Saturday~~ Monday or Tuesday through ~~Monday~~ Tuesday]. Any course so dropped shall not be included in the student's record of study. If a student unilaterally resigns a course after the ~~sixth~~ seventh instructional day of a term, the course shall be included in the student's record of study with a grade of 'R'.

An academic program may add a student to [enroll a student in] or drop a student from [cancel a student's enrollment in] a course in the second week of a term through procedures prescribed by the Vice Provost for Undergraduate Education or the Vice Provost for Graduate Education. A drop through these procedures shall delete the course from the student's record of study, but the student may still have liabilities for tuition and fees. A student's addition to a course during the second week of a term shall be at the discretion of the program offering the course.

Proportionate instructional days for adding or dropping a course shall be set for terms whose calendar lengths differ from the Fall and Spring semesters.

Courses scheduled for part of a Fall or Spring semester with first class sessions concurrent with courses scheduled for the full semester may be assigned the add-drop days for full semester courses at the discretion of the Vice Provost for Undergraduate Education or the Vice Provost for Graduate Education.

Observations and Comments

This change addresses serious operational difficulties and inefficiencies for students, advisors, academic units, and the Office of the Registrar encountered with the present differences between days students can unilaterally add and unilaterally drop courses at the beginning of each academic term. That difference, intended to permit students to add high demand courses — especially controlled enrollment courses — by requiring drops prior to the last opportunities to add, has not so served.

Students have not found the additional add day after the last drop day a feasible opportunity to revise or complete their course registrations. All involved — students, advisors, academic units, and the Office of the Registrar — have encountered problems with misunderstandings of the current procedures and



Add-Drop Period Revision
22 February 2013

difficulties attempting to make essential changes in student course registrations. Examples: Adding a course on the last add day may concurrently require dropping another; the student can add unilaterally but can not drop unilaterally; that has to be implemented by the academic unit offering the latter course. If a student drops one course section unilaterally on the last day, the course remains on the student's record with a grade of 'R' and the student can not register for that course that term unless and until administrative action deletes the grade. To avoid the "automatic 'R'", the student first has to go to the academic unit and have the unit cancel the course registration; once that action is complete, the student can then register for the desired course or section — presuming there is still an open position.

The time and effort required to clarify the procedures and then complete the course registration changes is significant; the attempts often involve multiple offices and individuals. They are usually successful, but sometimes result in further delays in completing the registration revisions.

In brief, the costs of the current procedures far outweigh the very minimal benefits.

This revision was recommended to the Faculty Senate Grading Committee by Registrar Kara Saunders. That recommendation was developed by the Registration Review Committee and endorsed by the Graduate Enrollment Managers, the Student Advisement, Resources and Financial Services Leadership, the Undergraduate Academic Advising Administrators, and Vice Provost for Undergraduate Education A. Scott Weber.

For the Faculty Senate Grading Committee:

Asst. Vice Provost Patricia E. Carey, Faculty Affairs	Prof. Melvyn Churchill, Chemistry
Prof. Michael J. Cowen, Mathematics	Assoc. Dean Elaine R. Cusker, Undergraduate Education
Dr. Lee S. Dryden, Interdisciplinary Degree Programs	Prof. Todd Hennessey, Biological Sciences
Prof. Jeri Jaeger, Linguistics	Dr. Donald T. McGuire, CAS Undergraduate Programs
U. Registrar Kara C. Saunders	

WH Baumer

William H. Baumer, Chair
Professor, Philosophy
136C Julian Park Hall
Tel: 716-645-0164
Internet: whbaumer@buffalo.edu