

FACULTY SENATE EXECUTIVE COMMITTEE

Minutes of February 14, 2001 - (approved)
E-MAIL: ZBFACSEN@ACSU.BUFFALO.EDU

The Faculty Senate Executive Committee met at 2:00 PM on February 14, 2001, in Capen 567 to consider the following agenda:

1. [Approval of the minutes of January 24, 2001](#)
2. [Report of the Chair](#)
3. [Report of the President/Provost](#)
4. [Classroom Quality and Attributes Committee - Vice Provost Sean Sullivan, Professor Joseph Zambon, Chair, Classroom Quality and Attributes Committee and Mark Greenfield](#)
5. [Interaction with the Undergraduate Curriculum Committee - Professor Beth Tauke and Shelley Frederick](#)
6. [Report on the SUNY Senate meeting at New Paltz - Professor Adams-Volpe](#)
7. [Old/new business](#)

Item 1: Report of the Chair

Professor Nickerson, convenor of the Academic Planning Committee, reported that the Committee discussed a proposal to create a Department of Structural Biology in the School of Medicine and Biomedical Sciences. Through an agreement between the Hauptmann Woodward Institute and the University, the Department would make use of the Institute's strengths, combining them with faculty on the South Campus. It would also incorporate capabilities of the Center for Computational Research on the North Campus and through fiberoptics to a location on High Street. The Academic Planning Committee recommends acceptance of the proposal. The FSEC had discussed the Committee's recommendation in an earlier executive session.

There was a motion (seconded) to accept the proposal. The motion passed unanimously.

The Chair deferred the remainder of his report.

Item 2: Report of the Provost

Provost Capaldi described Chancellor King's visit to look at the UB Business Alliance. Chancellor King heard testimonials from local business men who have been helped by the expertise of UB faculty. The Chancellor is interested in compiling directories of faculty expertise within SUNY for distribution to New York businesses; UB already has such a directory. The Chancellor also visited several of UB's research centers related to bioinformatics. He was interested in the details of their work and seemed very impressed.

The Chancellor was accompanied by SUNY Vice Provost Behrmann who will act as the SUNY liaison with a Washington lobbying firm. The firm, though prestigious, has not worked with universities before, so Mr. Behrmann's role will be very important.

The Provost asked faculty to reserve May 16 and May 17 for a research festival that Vice President Turkkan is developing. New UB researchers will be highlighted and staff from several federal agencies will be present to answer questions and give tips.

Item 3: Approval of the minutes of January 24, 2001

The minutes of January 24, 2001 were approved.

Item 4: Classroom Quality and Attributes Committee

Professor Zambon, Chair of the Classroom Quality and Attributes Committee, outlined the Committee's recommendations for improving classrooms for Fall 2001.

- remove broken furnishings, in-class bulletin boards and extra desks
 - in-class bulletin boards are so covered with non-class related announcements and advertisements that they can't be used for class information and they are distracting
 - as soon as postings are removed by maintenance, new ones appear
- install timed, swipe card locks on IT classrooms and renovated classrooms
 - \$60 K/\$70K invested in each IT classroom

- lock costs \$500
 - locks will unlock at 7 AM and lock at 6 PM; during the day, classrooms will be accessible by SUNY Card
 - will be phased in as classrooms are renovated or IT equipment is upgraded
- install video cabinets in 12 classrooms
- equip 7 medium sized classrooms with educational technology
 - medium sized classrooms will hold 40/60 students
 - will eliminate having to mismatch a medium sized class with a large classroom in order to provide educational technology
 - 3 classrooms on the South Campus and 4 on the North Campus
- upgrade existing IT equipment
 - replace CRT and LCD video projectors, add visualizers, wireless mice, wireless microphones, and Sun workstations; add one portable PC cart for Fillmore
 - need to budget \$300K annually for IT equipment replacement
- classroom renovation and upgrade
 - in O'Brian, Baldy and Fronczak
- one year chalkboard/markerboard pilot
 - many chalkboards are difficult to erase
 - install different boards in three classrooms; survey faculty preferences after one year
 - based on faculty preferences will replace chalkboards in many classrooms
- add chalkboards for heavy users, e.g. mathematics
- replace 135 lecterns and 320 desks to accommodate laptop computers
- employ 2 student assistants as classroom auditors on a regular basis
- monitor the development of a universally accessible IT cabinet prototype by the School of Architecture

There were comments from the floor

- consider adding art work to make the classrooms more aesthetically pleasing; UB has the ugliest classrooms in SUNY (Professor Ellison)
- sound systems in classrooms need to be monitored for quality (Professor Bono)
- phone 71 to report the problem; IT and Facilities are very responsive (Professor Zambon)

- am hard of hearing and need a wireless microphone for students to use; wireless mics should be made available to faculty (Professor Noble)
- Committee recommendations for IT upgrades include wireless mics and mice (Professor Zambon)
- cleaning staff should report problems like burned out lights rather than requiring faculty to call 71 (Professor Noble)
- custodians are asked to do so but aren't doing it ; student classroom auditors will help (Professor Zambon)
- am teaching in classrooms with stated seating capacities that are much higher than actual seating capacities; Dental School needs its own classroom space which would relieve the pressure on other classrooms (Professor Easley)
- several South Campus departments have complained that there aren't enough classrooms available, but all South Campus scheduling requests have been met; need to focus on what are the South Campus needs for the 2003/2008 capital plan (Vice Provost Sullivan)
- the FSEC was told last year that additional North Campus classroom space would become available when a student services building was completed; understand that building is no longer scheduled; is there an alternative plan to provide additional classroom space? (Professor Malone)
- will use a good part of ground and first floors of the Undergraduate Library as a space for student services which would then free up the same space a student services building would have provided; plans are moving forward rapidly and could have the space for additional classrooms within an 18/24 month period (Vice Provost Sullivan)
- the Undergraduate Library is very heavily used by students now; how will taking its space will help undergraduates? (Professor Kramer)
- will use the space to provide students services and some of the same library services already provided; will remove books to make space but I don't know specifics (Vice Provost Sullivan)

The Chair introduced Mark Greenfield, a web developer from the Office of the Chief Information Officer. Before joining the Office of the CIO Mr. Greenfield worked for Instructional Technology Services and was responsible for classroom technology.

Mr. Greenfield is developing a web site to improve communication about classroom issues. The site

will contain information on the work of the Classroom Quality and Attributes Committee, an explanation of the classroom scheduling process, a Frequently Asked Questions section, an index to the classroom inventory, additional information on each classroom including pictures, floor plans and seating charts. Long term the site will contain information on all teaching spaces, not just centrally scheduled classrooms, and descriptions of various educational technologies, equipment manuals and training materials. Faculty will be able to direct comments and suggestions to responsible staff without having to know the institutional hierarchy. The site will be available after March 1 at <<http://wings.buffalo.edu/faculty/classrooms>>.

- will faculty be able to ask on line for immediate IT help while they are teaching? (Professor Fournier)
- not yet, but there are phones in IT equipped classrooms for that purpose (Mr. Greenfield)
- am using the digital recordings of my classroom lectures on a web site allowing students to listen to the lecture and see the overheads from their p.c.'s; that's a wonderful capability (Professor Fournier)
- able to make recordings in any room that has a P.A. system (Mr. Greenfield)
- a listing of classrooms available by time would be a useful addition to the web site (Professor Sridhar)
- have seen real improvements in classrooms over the last several years; publicize what offices faculty should contact with latent problems in classrooms (Professor Boot)
- will widely publicize the web site which will be an easy point of contact (Mr. Greenfield)
- who can work with faculty to build web sites with sound? (Professor Fournier)
- the E.T.C. (Mr. Greenfield)
- strongly second the concern at taking Undergraduate Library space; that shouldn't even be on the table (Professor Baumer)

Item 5: Interaction with the Undergraduate Curriculum Committee

Professor Beth Tauke, Chair of the Undergraduate Curriculum Committee, described the Committee as the successor to the DUAS Curriculum Committee. Professor Tauke now reports to Senior Vice

Provost Levy but anticipates that she will be reporting of Vice Provost Grant. The Committee has 13 members; it meets monthly. The Committee reviews new programs, new concentrations and new course proposals. The Committee also reviews changes in programs and concentrations; if the changes are greater than 15 credits the Committee prepares a report for SUNY administration.

When reviewing programs, concentrations and courses the Committee looks at whether the proposal reflects UB's mission, whether the proposal's description will be clear to students and administrators and uses terminology consistent with UB practice, whether the proposal would result in unjustifiable duplication, and whether the proposal meets UB, SUNY and State Department of Education guidelines. The Committee goes over proposals with a fine tooth comb to make sure they are easy to approve once they leave the Provost's Office.

The Committee also looks at other academic issues as requested by the Provost. For example, this year the Committee looked at cross and dual listing of courses. It also looked at the variations in UB 101, e.g. credit hours vary, some are pass-fail, etc.

To develop connections, Professor Tauke contacted people such as various deans, Vice President Black, Professor Nickerson and Vice Provost Sullivan. She asked them what issues were important for the Committee to address. She is also meeting with the curriculum committees of the Schools and the College to learn how they operate. This ground will inform the Undergraduate Curriculum Committee's review of the work done by the School committees. In order to keep everyone in the loop, Professor Tauke is asking the originating School curriculum committee for clarification of proposals, rather than going directly to the department chair or the departmental curriculum committee.

She is very interested in exploring how the Senate and its committees and the Undergraduate Curriculum Committee can work together. The Undergraduate Curriculum Committee would be happy to act as a sounding board for the Senate on broad issues of undergraduate education; in the past the Curriculum Committee has benefited from Senate reactions to some of its proposals.

She noted that SUNY has developed new undergraduate program guidelines which will make getting SUNY approval of new programs more difficult. The new guidelines are available at <www.sysadm.suny.edu/provost/programreview/>.

The Undergraduate Curriculum Committee has also begun formally registering undergraduate

concentrations with SUNY. The Committee will register new concentrations and existing concentrations when changes are proposed.

There were questions from the floor:

- the Committee should be rigorous in questioning the value of new programs; for example, why was a Korean Studies program approved; it is unfortunate that the Committee is not consulted about abolishing programs (Professor Boot)
- the Committee only looks at programs that are degree granting programs and was not asked to approve the Korean Studies program (Ms. Frederick)
- the Committee does its homework and does not automatically approve programs (Professor Tauke)
- the Committee is not the best liked committee on campus (Professor Fournier)
- thought the Academic Planning Committee was charged with looking at proposals for new degree granting programs not just realignments of departments (Professor Adams-Volpe)
- when I was a member the APC looked at programs that were being abolished, not new programs; after the Curriculum Committee's review the Provost should routinely forward proposals for new degree granting programs to the APC (Professor Tauke)
- better for the APC to see the proposal before the Curriculum Committee does its work rather than after (Professor Fournier)
- the APC doesn't need the Curriculum Committee's detailed work for its review; having APC review prior to Curriculum Committee review could save the Curriculum Committee work if the APC has trouble with the initial proposal (Professor Baumer)
- the Educational Policy and Planning Committee is the appropriate Senate committee to look at new programs; am having difficulty finding a new chair for the EPPC (Professor Nickerson)
- may be difficult to get agreement on what an academic unit is (Professor Malone)

Item 6: Report on the SUNY Senate meeting at New Paltz

The Chair thanked Professor Adams-Volpe for her report on the SUNY Senate meeting at New Paltz. He asked for comments and discussion.

- Senators should inform constituents who may be affected by some of the issues discussed at the meeting (Dr. Coles)
- there has been concern over the SUNY Senate resolution against system wide assessment; since the UB Senators missed the discussion of the resolution, would be good to get details of the discussion; need to involve UB faculty with the report on new teacher education requirements (Professor Adams-Volpe)
- section of the written report seems to be apologetic that large portion of the increase in SUNY's budget will be going for salary increases; that is a legitimate cost (Professor Boot)
- intended to point out that in reality there was not very much new money for programs (Professor Adams-Volpe)

Item 1 (continued) Report of the Chair

The Chair also reported that:

1. he has received a resolution from the College of Arts and Sciences Policy Committee on faculty workload stating that the responsibility for allocating faculty duties rests with department chairs; the Policy Committee urges all CAS departments to gather faculty workload data from public university departments recently benchmarked by the chairs; he has referred the resolution to the Committee on Faculty Promotions and Privileges
2. Professor Kramer attended a meeting of the Graduate School Executive Committee
 - the meeting was the last chaired by Dean Triggie; two topics were most discussed; first, a draft policy that would impose a notification period before a student holding an assistantship or fellowship would be permitted to switch majors; second, Dean Triggie described the as yet unratified contract between SUNY and the Graduate Student Employees Union (Professor Kramer)
3. he attended a meeting of the Professional Staff Senate that featured a discussion of budget advocacy for UB
4. a committee of deans has produced a report on assessment of teaching effectiveness; local faculty governance participation in this issue is required by SUNY so he is trying to get permission from the Provost to bring the report to the Senate; he will also raise the issue with Vice Provost Grant

- the taskforce consisted of three deans and three faculty members; it met twice and developed guidelines for how UB should approach assessment administratively (Professor Fournier)
- the Chair should not accept the report with a confidentiality restriction (Professor Boot)

5. the following committees have been active:

- the Academic Planning Committee considered the proposal to create a Department of Structural Biology;
 - the Admissions and Retention Committee has a meeting scheduled;
 - the Computer Services Committee met with the Provost and discussed increasing the faculty voice in IT decision making and the future of IT;
 - the Information and Library Committee discussed the reporting relationship of the Libraries, library space and budget;
 - the Committee is interfacing with the Computer Services Committee and the Budget Priorities Committee;
 - the Public Service Committee has scheduled a meeting;
 - the Research and Creative Activities Committee will meet to look further at its questionnaire;
 - the Teaching and Learning Committee's conference on teaching is full.
- unfortunate that the EPPC is inactive at a time when issues of teaching assessment are being decided (Professor Booth)
 - there will be a meeting Friday to inform library staff about the Undergraduate Library space plan; the Information and Library Committee was informed of the matter (Professor Adams-Volpe)

Item 8: Old/new business

Professor Baumer presented the text of a revision to the Fall academic calendars for 2001-2003 and asked that the FSEC adopt and forward it to the Provost. There is need for speed since the Catalogue is going to the printer shortly. As currently written the academic calendars for Fall 2001, 2002 and 2003 do not provide "make-up" days for the cancellation of classes for Rosh Hashanah and Yom Kippur and do not compensate for the "odd days" associated with Thanksgiving. This results in difficulty when there are many sections of a class as is often the case with introductory lower division courses. The text offered by Professor Baumer identifies appropriate make up days for the three years.

There was a motion (seconded)

- to adopt the text as a resolution.this will also solve the problem of having the same class on two consecutive days (Professor Sridhar)
- whoever is putting the calendar together is clueless and not responsive to comments pointing out errors; should revisit the question of scheduling time for the Jewish High Holy Days (Professor Boot)
- in order to schedule the full complement of labs, Biology is forced to ignore the calendar (Professor Fourtner)
- am a member of the Calendar Committee; in drafting the calendar the Committee worked very hard to get input from all constituencies and to meet state mandates; Dr. Gresham then asked the University community for suggestions, which were uniformly positive (Dr. Coles)
- politically impossible not to observe the Jewish holidays (Professor Baumer)

The motion passed unanimously.

Professor Boot asked that the FSEC revisit the matter of using undergraduates as teaching assistants.

The Chair will schedule an FSEC discussion prior to referring the matter to a Senate committee.

There being no other 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

Parliamentarian: D. Malone

Arts & Sciences: W. Baumer, J. Bono, C. Fournier

Dental Medicine: M. Easley

Engineering & Applied Sciences: R. Sridhar

Graduate School of Education: L. Malave

Information Studies: J. Ellison

Management: J. Boot

Medicine & Biomedical Sciences: B. Noble, A El Sohl, S. Spurgeon

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

University Libraries: A. Booth

University Officers: E. Capaldi, Provost

Guests:

W. Coles, Chair, Professional Staff Senate

G. Pape, Director of Academics, Student Association

B., *The Spectrum*

J. Lewandowski, S. Sullivan, Vice Provost

J. Zambon, Chair, Classroom Quality and Attributes Committee

M. Greenfield, Office of the CIOB. Tauke, Chair, Undergraduate Curriculum Committee

S. Frederick, Undergraduate Curriculum Committee

Excused:

Health Related Professions: G. Farkas

Absent:

Architecture: R. Shibley

Arts & Sciences: M. Jardine

Law: L. Swartz

Medicine & Biomedical Sciences: C. Pruet

Nursing: E. Perese

Pharmacy: R. Madejski