

**Faculty Senate Annual Report
2017-2018 Academic Year**
Prof. J. Ouellette, Chair

I. Executive Summary

The faculty senate completed significant work in the 17-18 academic year in large part due to the business of the senate-related committees. J. Ouellette would like to thank the officers and members of senate for their diligence and dedication. In addition, she would like to thank the individuals who chaired the senate-related committees and the members of those committees, many of which had a substantial amount of actions/activities to complete in this academic year. Finally, I would like to thank President Bitterbaum, Provost Prus, and Dr. Levine for their participation in shared governance.

For those who are unfamiliar with Faculty Senate, I urge you to read Chapter 150.03 of the college handbook which outlines all membership and duties of the faculty governance structure at SUNY Cortland. The college handbook is located at: <http://www2.cortland.edu/offices/publications/handbook/index.dot> (please note, the college handbook is updated during the summer months, and thus the updates are viewable only when the handbook is published for the next academic year).

The faculty governance committees are: the Academic Faculty Affairs Committee (AFAC), the College Curriculum Review Committee (CCRC), the College Research Committee (CRC), the Committee on Committees (COC), the Committee on Teaching Effectiveness (CTE), the Educational Policy Committee (EPC), the General Education Committee (GE), the Graduate Faculty Executive Committee (GFEC; *in ch. 150.04*), the Professional Affairs Committee (PAC), and the Student Affairs Committee (SAC). Faculty senate also has representation on the Academic Grievance Tribunal, the Facilities and Master Plan Oversight Committee (FMPOC) as well as the Student Government Associate (SGA). The senate steering committee consists of the four officers of senate, as well as the chairs of the AFAC, the EPC, the PAC and the SAC. Finally, SUNY Cortland is represented at the *University Faculty Senate* by one representative and an alternate.

Importantly, we could not complete our senate activities without the assistance of Amy DeChellis our staff recording secretary.

II. Major Activities/Accomplishments/Significant Changes

All major activities and accomplishments are organized in Table 1. Additionally, information may be gleaned from reading each committee's annual report, appended to the end of this document, and from reviewing the senate meeting minutes and reports which are posted at: <http://www2.cortland.edu/faculty-staff/faculty-senate/minutes.dot>. Below are some highlights:

Committee Actions

- Continuation of visits to departments for review of personnel procedures and processes (AFAC)
- Extensive updates to Ch. 340 (Academic Integrity) & 350 (Academic Grievance System) policies (EPC & AGT, and review and endorsement from SGA)

- Transfer credit proposal (Transfer Advisory Committee & EPC)
- Review of syllabus requirements and GPA definition (ongoing; EPC)
- Clarification and correction of errors for Ch. 150 membership (COC)
- Evaluation and research of course teacher evaluations and related processes (CTE; see full report on 5/1/18 located on senate website)
- Graduate faculty bylaws update (GFEC)
- GE4 SLOs update; GE11 considerations; GE guideline revisions (GE)
- Assessment-related issues for GE2, GE3 and GE5, and critical thinking/Information management competencies (GE)
- Policies for permanent appointment of professional faculty (PAC)
- New structure for *Faculty Research Program* grants (CRC)
- Regular review of all college curriculum and program revisions (CCRC)

Senate Chair and Steering Committee Actions

- Modification to Start-UP New York committee membership (Senate Chair, VP Finance Management & Provost)
- Title IX Statement for syllabi (senate steering in consultation with Title IX office)
- FMPOC membership clarification (senate chair, HR, & Pres. Office)
- Gender Disparity Analysis (senate chair)
- Access to free menstrual products resolution (Title IX office, Facilities, Senate, SOGIE and WGSS)
- Teaching Awards and Distinguished Professor Promotion procedures (Senate Chair, President's and Provost's office)
- Use of letters of recommendation in faculty hiring processes (Senate Chair, HR, & Provost)

Provost Actions

- Inclusive Learning Environment statement for syllabi
- Online/Blended course policy (draft and comments, 5/1/18, located on the senate website)

III. Areas of Difficulty/Resistance

There continues to be some confusion by campus members as to the scope of faculty senate business. In some cases, campus members have a false believe that senate has ownership over most campus decisions, while others fail to recognize that the majority of academic policy issues are considered and processed through senate via both the senate-related committees and steering committee of senate. This often leads to the mistaken impression that campus members are not “consulted” on important issues. In fact, for those who are represented by Faculty Senate, the way to ensure one’s concerns are voiced is by participating in senate via the various avenues at ones’ disposal. These include but are not limited to: becoming a member of senate, attending senate meetings, reading posted senate minutes, attending the yearly open senate meeting, responding to emails or other solicitations for campus opinions, participating in voting (both for referendums and committee membership), contacting your senate representative when you have concerns, becoming a member and/or chair of a senate-related committee.

IV. Membership

After numerous repeated attempts – both the senate body and all senate-related committees were fully staffed. It is expected that membership will fill again for the next academic year. As discussed and reported to administration – female academic and professional faculty members are disproportionately staffing the majority of the committees that fall under the purview of senate (see gender analysis report located under “Year End Reports 2017-2018 found here: <http://www2.cortland.edu/faculty-staff/faculty-senate/minutes.dot>).

V. Issues/Concerns For The Next Academic Year

- Complete review membership and duties for *Committee on Committees*
- Completion of charges for the *Committee on Teaching Effectiveness* (importantly, recommendation for items on course teacher evaluations, and a review of the CTE manual).
- Charge to Academic Faculty Affairs (see Table 1 on p. 4), as well as the triennial revision of section 220.5 and 230 of the college handbook.
- A more extensive review of the duties of the Student Affairs Committee (suggestion: perhaps consider if SAC can review student-related policies and then send to EPC for approval thus lessening the burden of EPC?)
- Consider including the current membership practice of CRC in the Ch. 150.03. *Article VII. Section D.*

Table 1: Faculty Senate Record of Resolutions, Actions, & Activities for Academic Year 2017-2018

	Item	Action	Date	Sent To & Notes
Committee/Unit				
Academic Grievance Tribunal	See EPC item 1			
Academic Faculty Affairs	Charge from Senate Chair (J. Ouellette) to review Section 220.06 of the College Handbook for clarity regarding criteria for renewal and continuing appointment for academic faculty.	For academic year 18-19	5/1/18	A. Fitz-Gibbon
Committee on Committees	Charge from Senate Chair (J. Ouellette)	Charge Given	10/24/17	G. Evans
	Committee completed review of all committee memberships located in Ch. 150. (per charge above)	G. Evans is working with Julia Morog to create functional Excel workbook that contains committee membership and term limits; other findings are reported in COC minutes.	Work conducted throughout the 17-18 academic year	Finding and decisions are outlined in COC minutes from 12/17/17 and 4/7/18
	Related to the above is an issue with student membership on student affairs Ch. 150, Article VII, B.2 (and EPC) vs. Article VII: Section C. 3 (membership) in which committee lists include two student members, but section C.3. states only one student	Parliamentarian is working on clarifying the Article VII: Section C. item 3 (numeration is also incorrect; I. Jordak was asked to correct this)	Work to be completed in next academic year	Finding is outlined in COC minutes from 4/7/18
	COC Charge list	Misc. clarifications in ch. 150	Work will be completed in next academic year	J. Ouellette will outline remaining issues with new senate chair, K. Lawrence, and G. Evans (chair of COC).
Committee on Teaching Effectiveness	Charge from Senate Chair (J. Ouellette) regarding Course Teacher Evaluations	Charge Given	9/19/17	K. Bonafide
	Partial report from CTE about charges from 9/19/17	Discussed/Reviewed at steering committee with Provost on 4/24/18	Reviewed with Senate on 5/1/18	Report reviewed with Provost; the remainder of the charges to be completed in the 18-19 academic year.
Educational Policy Committee	AGT/AI Policies (Ch. 340 & 350) updated/edited	FS Approved with amendments 2/27/18	Pending (last communication with T. Delaune on 4/5/18)	Final document sent to V. Levine on 6/4/18.
	Revised EPC Transfer Credit Proposal (<i>from Transfer Advisory Committee</i>)	Approved	2/13/18	Sent to V. Levine on 2/16/18; cc. to: C. Van Der Karr, J. McNamara, A. Thomas, & C. Widdall.
	Review of college handbook ch. 220.02	n/a		On hold for next academic year
	Definition of major GPA	n/a		On hold for next academic

				year
	Academic forgiveness policy	n/a		On hold for next academic year
Graduate Faculty Executive Committee	GFEC revised bylaws	Senate approved 2/13/18; sent for campus referendum	referendum passed on 3/19/18	Sent to V. Levine & I. Jordak on 3/19/18
General Education Committee	Update to GE 4 SLOs (uncompleted business from 11/29/16)	Approved	2/13/18	Sent to V. Levine on 2/16/18; cc. to: C. Van Der Karr, J. McNamara, A. Thomas, & C. Widdall.
	Proposed revisions to GE guidelines (on web page)	Reviewed at Steering committee on 4/10/18	Moved to next academic year	Must go to EPC for approval per handbook. Sent email to J. McNamara, cc. to EPC chair and C. Van Der Karr on 4/23/18
Professional Affairs Committee	Policies for permanent appointment of professions to be included in the college handbook	Reviewed by steering committee	3/27/18	Sent memo to G. Evans with PAC policy recommendations 4/7/18
General & Miscellaneous Actions	Modification to Start Up NY	Passed	9/19/17	Sent to D. Duryea, M. Prus & K. Burke on 9/19/17 (sent to V. Levine on 5/18/18 for her records)
	Inclusive Learning Environment Statement (initiated by the Provost)	Passed	11/7/17	Sent to the President, Provost, V. Levine, J. Felton on 11/28/17 and EPC Chair on 11/29/17
	Local Food Pantry Resolution from SGA	Endorsed	11/7/17	Was passed forward because the President had already endorsed from SGA.
	Title IX	Approved	2/13/18	Sent to Provost Prus for approval, cc. C. Widdall on 2/16/18
	SUNY Cortland Resolution: Access to Free Menstrual Products (amended from UFS Resolution)	Endorsed	2/27/18	Sent final resolution to V. Levine, N. Pasquarello, Z. Newswanger, J. Curtis & K. Coffey on 5/19/18 (UFS informed on 4/7/17)
	Online/Blended Course Policy (initiated by the Provost)	Discussed	5/1/18	Feedback provided to Provost Prus and Mr. G. Evans on 5/13/18
University Faculty Senate (SUNY)	Response to the Regulatory Action Taken by the Charter School Committee of the SUNY Board of Trustees	Endorsed	11/7/17	Reported to UFS on 11/7/17
	Indigenous Peoples' Day	Endorsed	1/30/18	Sent to the President and V. Levine on 1/31/18; reported to UFS on 2/5/18
	Recommendations for Academic Advisers Related to Financial Aid	Endorsed	1/30/18	Sent to the President and V. Levine on 1/31/18; reported to UFS on 2/5/18
	Attendance Accommodation for US Military	Endorsed	1/30/18	Sent to the President and V. Levine on 1/31/18; reported to UFS on 2/5/18
	Broad Based Fees	Endorsed	1/30/18	Sent to the President and V.

				Levine on 1/31/18; reported to UFS on 2/5/18
	Advising International Students	Endorsed	2/27/18	Reported to UFS on 4/7/18
Senate Chair/or Senate Steering Committee	Senate Chair found errors in records for senate committees. Worked with G. Evans in HR to correct (<i>a portion of these issues were sent as a charge to COC</i>)	Errors did not require action by senate	continuing	This work is continuing with COC Chair G. Evans and will continue until all errors are corrected.
	Resolution to dissolve senate planning committees (was left over from May of 2017)	Senate approval from May 2017 was sent to campus for referendum on 9/18/17	Campus resolution passed on 10/12/17	Sent to V. Levine and I. Jordak for inclusion in CH on 10/12/17
	Related to above action. Was necessary to edit 150.03 Article X.5.c	Sent to campus for referendum on 9/18/17	Campus resolution passed on 10/12/17	Sent to V. Levine and I. Jordak for inclusion in CH on 10/12/17
	Senate Chair found issues with term limits for PAC	Corrected term-limit issue with PAC members, G. Evans. and the parliamentarian	Completed in 11/2018	Term limits correct with G. Evans; members affected were informed and agreed.
	Senate Chair discovered issues with FMPOC membership November 2017. Work with HR and President's office to correct.	Discussed with V. Levine and HR to make appropriate membership updates	4/3/18	Final agreement made between President (V. Levine), G. Evans (HR director) and J. Ouellette (senate chair). New membership to be corrected for 18-19 catalog; final document sent to N. Parvizi and R. Shutts for comment (pending).
	Senate Chair discovered old language in chapter 220 of CH; specifically the use of the term "unqualified rank" to refer to tenure-track faculty.	Was discussed to HR; updated language from BOT is "academic rank"	12/5/18	Sent suggested updates on 12/5/17 to G. Evans and M. Prus to work with the President's office to correct since this section is not under senate purview.
	Issues pertaining to teaching awards committee (TAC). Issues are confidential	Working with President and Provost's office	Feb 2018-present	In progress
	Analysis of gender disparity on senate committees	Discussed data collected steering committee and administrators	3/6/18	Sent hard copy of complied data to V. Levine, the Provost and D. Duryea on 3.6.18. (<i>updated analysis was sent to Pres, Provost, and steering committee on 6/6/18</i>)
	Issue of SLOs in catalog (<i>brought to senate chair from faculty</i>)	Discussed faculty concerns at steering committee with Provost and President.	3/26/18	Meeting with G. Levin & Carol Van Der Karr on 4/9/2018 (notes are on senate web page 4/9/18)
	Minor clarification to Section 150.03, Article VI: to clarify the alternate seat to SUNY Senate (from J. Ouellette on behalf of COC)	Approved by senate	4/17/18	Does not require campus referendum as item was a clarification only. Sent to V. Levine and cc. G. Evans (COC Chair) on 4/23/18

Academic Faculty Affairs Committee Annual Report 2017-18

Chair. Dr. Andrew Fitz-Gibbon

Members: Dan Harms, Drs. Genni Birren, Joseph Rayle, Moataz Emam, Herb Haines, Mark Prus (ex officio)

In the fall we continued the second year of the AFAC cycle of visiting with department chairs and chairs of personnel committees to help departments work through the complexities of the personnel process, and to understand the all-college expectations with regard to scholarship, teaching and service.

Members of the AFAC met with representatives from:

- Modern Languages,
- Communications Disorders and Sciences,
- Communication Studies,
- Philosophy,
- Physical Education,
- Childhood/early Childhood,
- Recreation,
- Parks and Leisure Studies,
- English, Psychology,
- Foundations and Social Advocacy.

We were unsuccessful in arranging meetings with:

- Art and Art History,
- Africana Studies,
- Performing Arts.

Personnel Policies

Over the previous seven years, the AFAC had successfully helped most department revise their personnel policies to be in agreement with the College Handbook and the Board of Trustees policies.

Policies revised and approved this year after meeting with AFAC:

- Communication Disorders and Sciences
- Philosophy
- Mathematics (minor revision)

Other Matters

The AFAC met with the Provost and Director of Human resources in September 2017 to discuss, and clarify, issues that were of concern to the AFAC during the spring 2017 personnel process. The meeting clarified some issues, as well as providing information with regard to required changes in the College Handbook relating to best practice. During the year the AFAC made a note of all such issues to be considered in the 2018-19 triennial revision of section 220.5 and 230 of the Handbook. Dr. Judy Ouellette, the chair of faculty senate, issued the AFAC with a charge to look at criteria for continuing appointment. This charge will form part of the triennial review next year.

Spring semester was not as busy this year, for the AFAC, in considering disputes in the personnel process. The chair of the committee received only two enquiries with regard to perceived breaches of protocol in the personnel process, only one of which required a full investigation and memo to the director of human resources. Our hope is that the work we have engaged in over the last several years, in helping departments clarify issues, will continue to reduce the number of complaints as to procedure.

As chair of the AFAC I commend my colleagues for dedication and commitment to a great deal of work that remains "hidden" by nature of its confidentiality.

Respectfully submitted,
Dr. Andrew Fitz-Gibbon, Friday, May 18, 2018

College Curriculum Review Committee
Maggie DiVita
Faculty Senate Annual Report
2017-2018 Academic Year

- I. Executive Summary
 - In general it was a good year with much curriculum passed. However, we do still struggle to find a student member and continue to work on ways to make the curriculum process more user friendly and transparent for all faculty.

- II. Major Activities/Accomplishments/Significant Changes
 - None to report

- III. Areas of Difficulty/Resistance
 - We continue to have trouble filling the required student seat. We had a member in Fall 2017, but lost him in the Spring due to class schedule conflicts.
 - Many times the curriculum that gets to the CCRC level has passed with issues that should have been caught earlier in the process. We are still working towards making the curriculum process clearer for all curriculum committees, as well as faculty entering curriculum into curriculog.

- IV. Membership
 - Outside of not being able to find a student for Spring 2018, all members participated as expected.

- V. Issues/Concerns For The Next Academic Year
 - Continue to work towards streamlining the process and getting a student member each semester.

Committees on Committees
G. Evans
Faculty Senate Annual Report
2017-2018 Academic Year

VI. Executive Summary (*optional*) –**n/a**

VII. Major Activities/Accomplishments/Significant Changes

Complete Charge from Senate Chair (Oct. 2017)

- Review of all committee membership/structure in Ch. 150.03 –corrections/edits submitted
- Creation of new database to track membership of senate and all committees and senate-related representations on campus committees.
- Clarification of “election” vs. “appointments” to senate committees (see 4/6/18 minutes).

VIII. Areas of Difficulty/Resistance –**n/a**

IX. Membership

- Please report any member(s) who failed to fully participate in committee
Duties –**n/a**

X. Issues/Concerns For The Next Academic Year

- Completion of Excel file for tracking of senate membership and committee membership (Ch. 150.03)
- Update duties of COC in Ch. 150.03 Article VII, Section B.2 (per 4/6/18 minutes)
- Continue corrections/clarifications to Ch. 150.03 if needed

**College Research Committee
Bonni C. Hodges
Faculty Senate Annual Report
2017-2018 Academic Year**

- I. Major Activities/Accomplishments/Significant Changes
 - a. A new structure for the Faculty Research Program (FRP) grants was implemented. Two separate \$30,000 funding streams were available: Natural, Physical and Social Sciences, and; Arts and Humanities. Applicants had to select one funding stream.
 - I. There were 12 applicants for the Natural, Physical, and Social Science FRP award. Ten were awarded FRP funds.
 - II. There were five applicants for the Arts and Humanities FRP award. All five were awarded FRP grants.
 - b. There were no nominees for the DiNardo Waring Outstanding Achievement in Research Award. The CRC sought and received permission to consider two nominees from 2017 whom were not selected for this year's award. Both nominees consented to be reviewed again. The CRC's recommendation was sent to the Provost on May 4.

- II. Areas of Difficulty/Resistance
 - none

- III. Membership
 - All members fully participated.

- IV. Issues/Concerns For The Next Academic Year
 - Notification and reminders of FRP deadlines should be sent to all on campus multiple times.
 - The FRP application updates were posted later than usual due to the new funding stream structure. RSPO and CRC need to be mindful of the need for a current application to be available by mid-fall semester.
 - Two long serving CRC members (Hodges, Conklin) chose not to submit nominations to "re-up" . Not an "issue or concern" but CRC will need a new chair.

**Committee on Teaching Effectiveness
Submitted by Katherine Bonafide, Chair, CTE
Faculty Senate Annual Report
2017-2018 Academic Year**

I. Executive Summary (*optional*)

II. Major Activities/Accomplishments/Significant Changes

- During the 17-18 AY, the Committee on Teaching Effectiveness engaged in the following activities:
 - - Qualitative analysis of teaching values and learning goals as indicated by department websites and descriptions
 - Review of the literature as divided into categories of: sources of bias in CTEs, online vs. in-person administration, and standards of practice
 - Collected information on the procedures utilized by our sister schools in terms of course evaluation and examining established instruments
 - Created and employed a campus-wide survey to obtain faculty feedback on CTE content and administration (online vs. in-person)
 - Developed report on collection rate of CTEs for WEB vs. in-person classes
 - Aggregated brief report on literature regarding incentives for online CTE administration completion (*forthcoming*)
 - A formal response to the FS charge was distributed to steering committee and is attached (updated) to this annual report.

III. Areas of Difficulty/Resistance

- One challenge the Committee on Teaching Effectiveness may or may not face moving forward is the discrepancy between the formal Faculty Senate charge to the committee and the consistent feedback from faculty that primary concern around CTEs is the role they play in promotion/tenure evaluation.

IV. Membership

- **Please report any member(s) who failed to fully participate in committee duties**
- Andrew Roering resigned from the CTE in Spring 2018

V. Issues/Concerns For The Next Academic Year

- Make recommendation for specific CTE instrument and/or content items
- Review College Handbook and make relevant revisions as necessary

**Education Policy Committee
Chris Widdall Chair
Faculty Senate Annual Report
2017-2018 Academic Year**

I. Executive Summary (*optional*)

The EPC committee started the academic year with an action list that was a little hefty. As is noted in the major activities items, we worked hard to move the items forward and we will continue to work on some of the started items this next academic year.

For the fall, we had seven meetings over the semester (9/8, 9/22, 10/6, 10/20, 11/3, 11/17, & 12/1 with 12/15 as a make-up if we needed a final meeting, we did not so 12/15 was cancelled) and we had seven meetings scheduled for spring (1/26, 2/9, 2/23, 3/2, 4/6, 4/20 online, 5/4 cancelled). We cancelled the final meeting for the spring as the work that need our attention would be new or was in process and no further action could be taken in the time frame of the term.

Our meetings were held on Friday's with a every other Friday set-up, but we did work to look at school days off or vacation times that could interfere with this format, and we adjusted some Friday's. The committee is aware of date prior to the term and agrees on the adjustments. Time is set at 9am and we usually meet in Miller 405.

Committee votes on a new chair at the beginning of the fall semester, with an expectation the chair will continue through the spring. Secretarial duties for notetaking are shared by all committee members with the use of a template that is stored on the EPC share drive, that all members have access to.

EPC Chair also represents this standing committee in both faculty steering committee and faculty senate. When the chair cannot make these obligations, the committee supports replacement representation by a volunteer process. This worked well this year. When chair needs to miss a regular committee meeting, the same volunteer support is used.

Pam Schroeder continues to be our administrative support for vetting processes, booking our meeting room, reviewing items as needed, etc.

II. Major Activities/Accomplishments/Significant Changes

- We opened a SHARE drive so we could all access and share work without email when necessary. We worked to keep the minutes up to date for posting on the web. We did not do bad with the web minutes but need to make that – “do better area next year” process.
- Revisions to the AGT Handbook – this task was started originally with a request from AGT in spring 2016, work began in fall 2016, was completed for final review process end of spring 2017, we then did a final fresh eyes review start of Fall 2017, and then the vetting process began in fall 2017, completion of vetting and EPC review generated a document that was sent to the Steering Committee. Some additional changes were made and then to Faculty senate. Here, the process also went through some final edits. Work was completed in Spring 2018. NOTE: EPC Member Tim Delaune was lead for the committee on this project.
- Transfer Credit from Non-Regional Colleges – work was received end of Spring 2017, began fall 2017, moved to Vetting Fall 2017, on to Faculty Senate Spring 2018. Was voted on and passed. NOTE: EPC Lead was Abby and Holly
- Syllabus Requirements – This work was also started in Spring 2017 at the end of the term, moved to Fall 2017, we placed this on hold with new requirements being added from faculty senate that would need to be included, we will take this up again fall 2018 NOTE: EPC Lead on this has been Chris
- GPA Definition Work – This was brought to EPC end of Spring 2016, in the Fall of 2017 a sub-committee of EPC members began working on formulating a base definition, from there the

EPC group had many discussions, invited representatives from Registrar office to help, and finally in the Fall of 2017 we felt enough research was developed to send out a vetting document to the campus. Spring of 2018 vetting process was completed. The contents of the vetting document indicated further communication with the campus was needed. EPC decided to hold a sandwich seminar. A sub-committee of EPC worked on this during spring break with the registrar office and the sandwich seminar was held in March. The findings from the vetting document and the sandwich seminar indicated to the EPC committee has further work needed on this task and it is now moved to Fall 2018. NOTE – This has taken a Team approach.

- Academic Forgiveness – In the spring of 2017 this item was introduced as a topic that would need to be considered in the fall of 2017. Through extensive research, with both Abby and Holly being in the lead for us on this project, we did form and deliver a vetting document for the campus community in Spring 2018. Findings are still being reviewed and we have this as an agenda item first task Fall 2018.

Still floating on our docket is — we have been asked to review that part of the handbook that indicated final examinations be retained in the department office. “Statement of final examination in handbook and catalog: “A copy of all final examinations shall be kept on file in the department chair's office for a period of three years. After three years, the examinations shall be returned to the appropriate staff members.” Along with other outdated parts of the handbook and catalog. In addition, I believe we have some new work coming from the GE Committee, but that has not been sent to yet.

III. Areas of Difficulty/Resistance – I really don't think we have any real concerns here – I guess the biggest difficulty is the limited time to really get work done. It is like you start and the term is done – but we are all busy and that is the way it is.

IV. Membership

All members of the committee were actively involved in the committee process. There were no absentee problems that were beyond normal life situations or that were communicated in advance.

Members, were given the meeting schedule in advance and were able to identify dates that other academic responsibilities might interfere with the meeting time. This was useful in that we were able to have enough voting members when it was needed. We had two student members in the Fall, then one student went to study abroad in the spring, this member was not replaced by the student counsel but this was okay, as our student representative was active and only missed one meeting. We hope to have two students again this next year.

We have already begun conversation with the new 2018-2019 committee and will be ready to start our work in the fall.

As the chair, I will say the duties to this committee seem at times extensive, with the steering committee duties and faculty senate duties, but I will say the members support me well and I have been grateful.

V. Issues/Concerns for The Next Academic Year –

As noted we have a few items that will be ready for the committee to get busy first thing fall. I have already reached out to the new fall committee members and we have already agreed upon a meeting time, Friday's 9am, Miller 405 or alternative room when necessary. Meeting dates are: Sept. 7, Sept. 21, Oct. 5, Oct. 19, Nov. 2, Nov. 16, Nov. 30 and Dec. 7 if needed. We hope to have two student representatives as they are an important part of our committee.

Completed May 22, 2018 by Dr. Chris Widdall, EPC Committee Chair 17/18 term.

**Faculty Senate GE Committee Report
2017-2018
J. McNamara**

Assessment – GE 3: Social Sciences, GE 5: Western Civilization are being reviewed.

The GE Committee has:

- Received rubrics for GE 3 and 5 and distributed them to faculty teaching courses being assessed.
- Reviewed syllabi for courses being assessed. Formed a sub-committee to review instrument of assessment.

GE 2: Natural Science - A sub-committee was formed to best determine how to assess GE 2 due to the lab component. The sub-committee determined a collaboration will need to occur between the lecture and lab courses. They created a rubric suited to this purpose. GE 2 was not assessed while this process was being determined.

GE 11 Prejudice and Discrimination – The GE 11 sub-committee submitted a survey to campus last semester. After analyzing the results, they formed a Blackboard Community page for the campus to have access to the survey results and be able to comment. Two open meetings were held regarding the GE 11 discussion. At this time, the committee will analyze the data received and create a recommendation that is currently being vetted by faculty teaching in the area for feedback. Once any suggestions are taken into consideration for final edits this will be submitted to Faculty Senate.

Critical Thinking/Information Management Competencies

Laura Davies and Lauren Stern presented the in-major writing intensive course as an area to address critical thinking and information management competency assessment. A rubric was presented to the committee and suggestions for revision have been given.

Course Proposal Guidelines

The Committee is submitting a revision to the steering committee of the Course Proposal Guidelines that we believe makes the process more transparent.

Curriculum

Reviewing all courses for inclusion in the GE program.

GFEC Annual Report 17-18
J. Curtis

Major Accomplishments:

- Reviewed and approved graduate level curricula over the course of the academic year
- Successfully revised bylaws to:
 1. To expand the membership of the Graduate Faculty
 2. To make corrections to the departments represented by the Executive Committee
 3. Add a staggered third term to the graduate faculty
 These revisions were approved by a faculty referendum.
- Awarded grants for graduate research and travel:
 - o Nathaniel Ashton, Exercise Science, awarded \$479.64 for travel to present research at the Mid-Atlantic American College of Sports Medicine Regional Chapter Conference
 - o Casey Austin, Exercise Science, awarded \$146.00 for travel to present research at the Mid-Atlantic American College of Sports Medicine Regional Chapter Conference
 - o Ryan Dambach awarded \$244.07 for research on “The Effectiveness of Men’s Lacrosse Chest Protectors in the Annenuation of Linear Impact Forces”
 - o Matthew Martone, Exercise Science, awarded \$950.00 for research on “The Association Between Rapid Weight Loss on Muscle and Connective Tissue Damage in Collegiate Wrestlers”
 - o Christopher Masconi, Exercise Physiology, awarded \$500.00 for research on “The Effect of Beetroot Juice Supplementation on Swimming Performance”
 - o Eric Schisler, Community Health awarded \$400 for research on “What is Stopping the Bystander? A Qualitative Exploration of Barriers to Bystander Intervention in Cases of Sexual Violence”
 - o Kaitlyn Staton, Teaching Students with Disabilities, awarded \$1002.58 for travel to present research at the Engage 2018 Conference
- There were no pressing issues or unfinished business.

The current committee membership is:

Graduate Faculty Executive Committee (Appointed: 2 yr. term) (no more than 3 consecutive terms)

Isa Jubran	2016-18	Biol., Chem., Geol., Math, Physics
Mosher, Joy	2016-18	Childhood/Early Child., Foundations & Social Advocacy
Ouellette, Judith	2016-18	Library & depts. having no grad programs
Young, Andy	2016-18	Graduate Faculty at large
Sheets, Kevin	2017-19	English, History, Modern Languages
Curtis, Jena	2017-19	Health, Recreation, Parks & Leisure Studies & Comm Disorders
Dodds, Mark	2017-19	Physical Education, Kinesiology, Sport Management
Wilson, Nance	2017-19	Literacy & Educational Leadership
Gosende Suarez, Rocio	2017-18	Graduate Student appointed by SGA
Van Der Karr, Carol	Ex-officio	Provost’s representative
Contri, Darci	Ex-officio	Registrar’s Office
Frenyea, Tracy	Ex-officio	Graduate Student Support representative
Feliciano, Jose	Ex-officio	Admissions representative
Casella, Ronnie	Ex Officio	Assoc. Dean designee for Education
O’Callaghan, Jerry	Ex Officio	Assoc. Dean designee for Arts & Sciences
Gravani, Eileen	Ex Officio	Assoc. Dean designee for Professional Studies
vacant	Ex-officio	EPC Representative

**Professional Affairs Committee
Ingrid Jordak, chair
Faculty Senate Annual Report
2017-2018 Academic Year**

I. Executive Summary (*optional*)

II. Major Activities/Accomplishments/Significant Change

The bulk of the committee's work was on reviewing the process for permanent appointment for professionals and making recommendations on how it can be improved.

A report with recommendations and a draft memo template for supervisors to use when making a recommendation for permanent appointment was submitted to Faculty Senate on March 27, 2018.

With the recommendation of the Faculty Senate Steering Committee, the Human Resources Office agreed to include information on the permanent appointment process in the College Handbook and to also put on their website a description of the process and the memo template.

III. Areas of Difficulty/Resistance

There were none.

IV. Membership

In October, committee members worked to fill the vacant seats. There was a full slate of members for the 2017-18 academic year.

V. Issues/Concerns For The Next Academic Year

1. Two seats currently remain vacant for 2018-19: one in Student affairs and one at-large.
2. Members should be aware that each seat on the committee is for a two-year term, which means that five of the 10 positions need to be renewed or replaced every year.
3. The committee will need to make sure that the permanent appointment process and information are added to the College Handbook and the Human Resources Office website.
4. The committee suspended work on clarifying the application for PDA/DSI until a new contract becomes effective.
5. The committee also may want to research and discuss options for professional promotions.

Respectfully submitted,

Ingrid Jordak

**Student Affairs Committee
Genevieve F.E. Birren
Faculty Senate Annual Report
2017-2018 Academic Year**

- I. Executive Summary
 - None.
- II. Major Activities/Accomplishments/Significant Changes
 - Awarded the Faculty Senate Scholarship (1 award for \$500) to Alexandra Cicero and the Faculty Memorial Scholarship (\$5000 total, divided as \$1000 each) to Lizbel Chavez, Breanna Washington, Phoebe Sullivan, Gavin Davidson, and Matthew Norris.
- III. Areas of Difficulty/Resistance
 - Not really knowing what we're doing. People having a hard time meeting. Low involvement and enthusiasm, probably due to this committee having done very little for many years.
- IV. Membership
 - Faculty and Staff: Genevieve Birren, Jeremy Zhe-Heimerman, Jolie Roat, Jennifer Moore, Christopher Manaseri, Tim Phillips.
 - Students: Michael Dotzler and Sophie Umansky
 - Neither student member attended the only meeting we had, nor did they review the applications (which were available online). Sophie did let us know she couldn't make it. Mike didn't not respond to any emails.
- V. Issues/Concerns For The Next Academic Year
 - Mostly I spent the year trying to figure out what this committee does other than award these 2 scholarships. I get information from Aristotle about SGA and concluded that some of the items spelled out as our duties are not items that currently exist. A larger evaluation of the duties and potential changes/clarifications needs to occur the next year.