**Members Absent:**

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| --- | --- | --- |
| ANT –Kat Blake | ART – Chris McEvoy | AGS – Graham Bradley |
| ENG –Amy Shore | POL – ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SA – Shelby Gallaro |
| SA – Justin Brantley | SA – Christopher Collins-McNeil | SA – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***The meeting was called to order at 3:13 pm.***

1. **Approval of Agenda** – The agenda was approved as distributed.
2. **Approval of minutes of March 2, 2015 meeting –** The minutes were approved as corrected.
3. **FA Chair’s Report –** Joan Carroll
4. University Faculty Senate-need to replace Gwen and elect alternates for both Diana and new senator
5. SUNY Conference on Shared Governance-at Onondaga Community College this past weekend; Gwen presented.
6. Diversity and Inclusion race place being
7. Please say your name and constituency before speaking
8. Please continue to send electronic copies of all handouts and reports to [faculty.assembly@oswego.edu](mailto:faculty.assembly@oswego.edu). Sarah or Greg will convert handouts to PDF for posting on our website and sharing through Google Drive.
9. Please continue to support our green initiatives by bringing your own reusable beverage container to FA meetings.
10. **Research & Sponsored Programs Update** –William J. Bowers, Ph.D., Associate Provost for Research Development and Administration
11. What is ORSP? The Office of Research and Sponsored Programs (ORSP) is responsible for the development, coordination and financial management of all contracts and external grants at the College.
12. What does ORSP do?

Pre-Award

-Identifies new funding opportunities

-Interprets agency guidelines and assist in completion of forms

-Provides proposal text editing

-Assists in derivation of an appropriate inclusive budget

-Obtains necessary administrative approvals

-Submits proposals by mail or electronically

Post Award

-Administers payroll, performs purchasing, and processes reimbursements

-Monitors accounts payable / receivable

-Prepares interim and final fiscal reports

-Serves as College representative for audits of sponsored accounts

1. What’s my role?

* Assist faculty/staff/students to identify research, scholarly, and creative funding opportunities;
* Encourage collaboration, particularly across disciplines;
* Serve ex officio role on faculty advisory committees;
* Network with funding agencies, foundations and other granting entities; and
* Promote and advocate for the research agenda on campus both to the campus administration, as well as the research community

1. New ORSP Initiatives

Near-term

-Reallocation of duties/optimization of workload for staff

-Upgrades to digital documentation, reporting, and purchasing procedures

-Initiation of campus-wide listening tour

-Improvement in communication and transparency

-Establishment of clear policies and procedures

Longer-term

-Creation of department and faculty-specific funding plans

-Introduction of department-level strategies to increase likelihood for funding success

-Exploration of incentive models for promoting funding growth

1. How can you help us?

* Fill out a faculty profile form on the ORSP website or email me a list of your research/scholarly/creative activities.
* Invite me to department and sub-group meetings to relay the types of projects on which you are working.
* Inform us as soon as possible when you are thinking of writing a proposal (sooner rather than later).
* Send me your proposals for edits and/or review.
* Review your monthly expenditure reports and final progress report reminders.
* Communicate your needs, concerns, and suggestions to us.

1. Contact us

William Bowers, Ph.D. (Associate Provost for Research Development and Administration)

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Melissa Krass (Secretary II)

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1. **Reports of Councils, Committees, and Task Force**

* **Task Force on Undergraduate Teaching Assistants –** Kirsten Parsons, Chair

The documents given out at the meeting are the policy recommendations, which should be read through and taken back to the departments to be discussed so decisions could be made at the next FA meeting. The other document contained best practices recommendations. The recommendations were based off of information that was gained from a best practices survey, best practices from other institutions, and literature on the subject. She did not feel that the conversation regarding this subject is over nor is the process over, but did say that this part of the process is off to a good start. Chris asked what kind of credit would be given for TA’s since GST 303 is disappearing. She mentioned that they a recommending a replacement course that is run differently than GST was. They are looking into a ghost course, which GST has agreed to host. Someone asked about grading by TA’s, and she clarified that they believe that TA’s shouldn’t be grading other undergraduate’s work. Patrick asked if there was a credit limit for TA’s, and there is through registrars. The limit is 21 credits for TA’s, internships, etc.

* **Personnel Policies Council** – Gwen Kay

Met on March 24th and discussed how to counts faculty for purposes of departmental representation on FA. Who is in the count? Tenure track (TT), or TT + Visiting Assistant Professor (VAP), or TT + VAP + adjuncts, or TT + VAP + qualified rank? After much discussion, consensus for option #4: TT, VAP and qualified rank. Will use previous year’s data (or, always one year behind).What is our numerical threshold? Options include 10, 15, or 20. After much discussion, using data from both voting lists and payroll, took the average and used top 25%, or, 20 people as threshold. (31 units x .25 = 21 as cut so preserving percentage of top 25; currently, 1/4 of departments get two or more representatives).

* **Academic Policies Council** –Eve Benavides

Met on March 6th. The revised request to institute policies regarding hybrid courses was considered exhaustively. We will continue to communicate with Jill Pippin and Yvonne on the policy portion of the document. We decided that the Background and Delivering Hybrid Courses sections were not in our purview although we made suggestions on those sections and on the proposed form.

Several proposals from the Chemistry Department were considered. Three were passed (the B.S. in Biochemistry, B.S. in Chemistry, track 2 (Environmental Chemistry), and B.A. in Chemistry) while the B.S. in Chemistry, track 1 was held up due to problematic language for the choice of elective course.

The revision of the B.S. in Adolescence Education 7-12, Chemistry concentration was not passed as the folks in the School of Education had not yet seen it. The proposal to revise the Minor in Public Justice was passed pending minor issues which have been resolved. The proposal to revise the Minor in Computer Science was passed. The proposal to revise the Athletic Coaching Minor was passed pending the approval of HSC 390 currently at UCC. The maker of the proposal chose to remove the course and it is distributed that way. APC will take up this slight change on Friday.

* **Priorities and Planning Council –** Linda Rae Markert

Met March 13. Mehran Nojan and Dan Griffin each delivered a report; Dr. Nojan shared data about retention, attrition and graduation rates for various student populations; Mr. Griffin shared data about enrollment for freshmen, transfer, and graduate students.

The Chemistry Department has made minor revisions to several of its programs. We approved these revisions for the:   
 Biochemistry BS Chemistry BA  
 Chemistry BS - Track I Chemistry Certification 7-12  
 Environmental Chemistry BS - Track II

* **General Education Council** – Michael Nehring

Met March 10th and discussed Electrical and Computer Engineering’s Critical Thinking infusion plan and Computer Literacy Infusion plan and sent both plans back for clarification.

* **Graduate Council** – Ray Morrison

Met March 6th. Pat Russo presented a new Master of Science in Education designed for students not pursuing certification, such as international students. The Council requested some minor change and the MSSE program proposal was approved with minor edits.

The Department of Curriculum and Instruction’s new Master of Science in Education (MSED) Special Education 7-12 Generalist will complement the corresponding 1-6 Master’s. The Council approved the proposal with minor edits.

Brad Korbesmeyer announced that he is preparing a proposal about Graduate Assistantship allocations, which will be brought to this Council for discussion.

1. **Elections –** no nominations
2. **Unfinished Business**.

* Proposed revisions to **Graduate Certificate in Health and Wellness** (Health Promotion & Wellness Department) **Passed** 38 – 1
* Proposed **Nutrition minor** (Health Promotion & Wellness Department) **Passed** 34 – 3
* Proposed revisions to **MSED, Curriculum and Instruction, Professional Certification program, Specialist track** (Curriculum and Instruction Department) **Passed** 35 – 2
* Proposed revisions to **Gerontology minor** (Interdisciplinary) **Passed** 38 – 2
* Proposed revisions to Faculty Bylaws-Appendices D and (proposed) E

Motions:

* + Add **Appendix E**: Discretionary Salary Increases (DSI) and Discretionary Salary Awards (DSA). **Passed** 41 - 0.
  + Remove all references and sections related to Discretionary Salary Increases from Appendix D. **Passed** 38 - 1.

1. **New Business** No new business.

***Meeting adjourned at 4:18 pm.***