**Members Absent:**

|  |  |  |
| --- | --- | --- |
| HIS – Richard Weyhing | PHY –Scott Roby | SA – Christopher Collins-McNeil |
| SA – Justin Brantley | SA – Shelby Gallaro | SA – |
| THT – Jonel Langenfeld-Rial |  |  |

***The meeting was called to order at 3:11 pm.***

1. **Approval of Agenda** – The agenda was approved as distributed.
2. **Approval of minutes of April 6, 2015 meeting –** Approval of the minutes was postponed to the next meeting to allow members adequate time to review them.
3. **FA Chair’s Report –** Joan Carroll
4. Our final meeting is May 4, an abbreviated meeting followed by the General Faculty meeting. We will suspend council reports so that we have adequate time for any unfinished business. Reports will instead be included in the minutes.
5. Campus Concept Committee – updating Facilities Master Plan; will be asking for your input. Still need a co-chair for next year.
6. Commencement – May 16 – part of our academic obligation. If you or any of your colleagues need a gown, contact the college Store by May 5 – no charge for faculty
7. Angel – will be gone in the fall. Blackboard workshops during spring break and the summer. September 1 Angel will be officially gone so make sure that to download or backup anything that you might want to access in the future.
8. Senator Kirsten Gillibrand has introduced a bill that would give 25 colleges a new “Manufacturing University” designation. Gillibrand's push is to prepare more engineers, more product designers, more innovators, etc. and reward schools with incentives of $5M per year for four years.
9. Reminder - presentation on Opiate Addiction and Treatment, Friday April 24, 10 am-12 pm, Sheldon Hall ballroom
10. Please say your name and constituency before speaking
11. Please continue to send electronic copies of all handouts and reports to [faculty.assembly@oswego.edu](mailto:faculty.assembly@oswego.edu). Sarah will convert handouts to PDF for posting on our website and sharing through Google Drive.
12. Please continue to support our green initiatives by bringing your own reusable beverage container to FA meetings.
13. **Summer Construction Projects Update** – Allen Bradbury, Director of Major Projects

Tyler hall is currently being renovated. The new turf field is currently in progress on the South athletic fields and the track is being resurfaced. On lakeside, Waterbury Hall is currently being renovated and will be completed by August in time for the fall semester. This summer, new steam lines (Phase 1) will be installed through the lakeside dorms. Waterbury will be completed and some work will be done on Scales. This will require that Rudolph Road be closed during the work on the steam line. Some investigative excavation will occur slightly before graduation, and the rest of the work will be done after graduation. It should not affect the fall semester.

In Wilbur Hall, the plan is to do a big portion of work on areas two and three; are going out to bid for some design things. There will be signs up, construction tape, etc. for areas that are restricted during the projects.

The roof of Rich Hall will be replaced. The area will be fenced off, overhangs will be on the building, and there will be cranes lifting things to the roof and taking debris off of the roof.

Lot 7 and a portion of the road along Laker will be redone after the graduation. They have a late bid date so it might start a little after graduation. They will do Lot 7 first, will complete the South Campus Athletic Field and will work on the area near Laker. Traffic will be redirected during this time. This work should go into early fall.

As for Shineman, they are trying to work out the details to create charging stations for electric cars. There are solar panels, geothermal wells, etc. already there. Inside there will be some small renovations for Jill Pippin’s area and offices.

Penfield’s writing center will be redone and the main lobby area will also have some small changes.

In Sheldon, there will be an office redone for International Studies. There will be some concrete repairs and walkway repairs in the Hewitt quad, and by Funnelle and Hart Halls. They are looking to address the west exterior roof and west exterior on Laker Hall. There are also some other minor repairs to be made to Penfield both inside and outside of the building.

Sue Fettes asked about parking needs, specifically in the commuter lot near Shineman. She was directed to the Parking Committee.

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

* **Personnel Policies Council** –Gwen Kay

Has not met, but is still looking for nominations for University Faculty senator, two alternates senator, and Faculty Assembly Chair. Council has also proposed DSA schedule to be considered.

* **Academic Policies Council** – Sue Fettes

Met Friday April 20th and passed the newly revised proposal to revise the BS in Wellness Management. The proposals from the Department of Mathematics to revise three programs were passed with small changes to the wording of the minor. The **r**equest from Human Development for a blanket deviation for HDV 303 in place of GST 303 and HDV 403 in place of GST 498 was passed with changes to the wording. The following blanket deviation is to be in place:

*Allow HDV 303 to substitute for GST 303 for the 2015-2016 academic year.* AND

*Allow HDV 403 to substitute for GST 498 for the 2015-2016 academic year.*

The revised proposal to revise the BS in Adolescence Education 7-12, Chemistry concentration was passed with small changes to the wording.

The newest version of the request to institute policies regarding hybrid courses was considered, under the guidance of Dean of Extended Learning, Jill Pippin. It was again accepted that the policy is best “housed” in the Faculty Handbook. The document on the floor today has background information, proposed policy, and a draft of a form that will be used to insure the policy is correctly implemented. Yvonne is going to give a short overview to facilitate discussion two weeks from today when we will be having a shortened meeting.

Yvonne Petrella spoke and said that there is some background information with the document regarding the hybrid policy. When working on the policy, they looked at other colleges as well. They also tried to include a college-wide definition of what is a fully online course, what is a hybrid course, and what constitutes a web-enhanced course. It’s simple, clear, and shouldn’t bury anyone with paperwork. She requested that the document be reviewed and shared with colleagues prior to the next FA meeting, and any questions can be directed to APC or directly to her email.

Pat Murphy asked whether or not the policy stipulates what percentage of time taught is face to face versus online. Yvonne responded saying that should be dictated by the department and the professor who is teaching the course. There are some structural design tips in the document to guide the structure of the course.

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

Met April 10 and approved minor revisions to the following programs submitted by the Department of Mathematics: BS in Applied Mathematics, BA in Mathematics and Mathematics Minor.

Reviewed a new Graduate Certificate program in Nursing Home Administration. The proposal was returned to the Department of Marketing & Management with a request that a Resource Table be included.

* **General Education Council** – Michael Nehring

The General Education Council met and approved the Cinema and Screen Studies' computer and information literacy infusion plan.

* **Undergraduate Curriculum Committee** – Lenuta Guikin

The following new courses proposals were discussed and approved by the council:

ISC 484 Software Entrepreneurship

GST 306 Oswego Children's Project: Introduction and Training

CRW 396 Creative Writing Pedagogies for Teaching Assistants

The following prerequisite changes were approved:

PSY 426: Development and Interpersonal Relationships  
 Current Prerequisite(s): PSY 290 and 322, or instructor permission

New Prerequisite(s): PSY 290 and 320, or instructor permission; OR PSY 322 (for students who already took it)

ACC 410: Fraud Examination

Current Prerequisite(s): BLW 355, upper division standing, or instructor's permission

New Prerequisite(s): BLW 280 and upper division standing, or instructor permission.

* **Information Technology Council** – Marcia Burrell

Will be meeting on April 23rd and will update information from the CTS infusion plan and E-texts.

* **Graduate Council** – Ray Morrison

Irene Scruton and Sarah Bonzo presented a new Graduate Certificate in Nursing Home Administration. The Council found this proposal excellent and approved it with minor edits.

Department of Communication Studies new courses: Mary Toale presented five new courses in preparation for the future Strategic communication Master’s program:

COM 504 Organizational Leadership and Team Building.

COM 562 Interpersonal Communication in Organizations.

COM 565 Organizational Communication Graduate Seminar.

COM 595 Seminar.

COM 599 Independent Study.

All were approved as written or with minor edits.

Mary Toale also presented a new Master’s of Arts in Strategic Communication which was approved with minor edits.

Pat Murphy asked about Graduate Assistantships and when they would be reported out; Ray Morrison said that Graduate Council is still working on it.

1. **Elections –** Mohammed Islam (PHY) was elected to replace Randy Odendahl f on the Assessment Advisory Committee as a representative for Natural Sciences.
2. **Unfinished Business**.

* Proposed **TESOL Graduate Certificate** (Intensive Teaching Institute) **Passed** 39 – 0
* Proposed **MS Studies in Education (non-certification)** **Passed** 42 – 2
* Proposed **MSED Special Education 7-12 Generalist Passed** 42 – 2
* Proposed revisions to Chemistry programs:
  + **Chemistry BA Passed** 44 – 0
  + **Biochemistry BS Passed** 44 – 0
  + **Chemistry BS – Track I Passed** 42 – 1
  + **Chemistry BS – Track II – Environmental Chemistry Passed** 43 – 2
* Motion was made and seconded to waive the two-week rule and consider the proposed revisions to the Chemistry Certification – Adolescence Education 7-12 program. Motion passed 37 – 2
* Proposed revisions to **Chemistry Certification – Adolescence Education 7-12 program**

**Passed** 42 – 2

* Proposed revisions to **Public Justice minor** **Passed** 41 – 1
* Proposed revisions to Faculty Bylaws:

**Article XI – Procedure and Voting**

**Section 5. Voting**

1. Voting on all questions **put before the Faculty Assembly** shall be ~~by hand count except for the following~~ **initiated by the chair, using the following methods**:
2. **Hand or voice**, or
3. a secret ballot**, which shall be performed by electronic device; with said electronic device having been approved for use by the Executive Board~~.~~** ~~is authorized by invoking subsection c) below. Voting shall not be by secret ballot except as provided for in these~~ ***~~Bylaws~~***~~, as in Article IX, Section 5 and in b) and c) below~~. ~~Counting of votes may be done by machine, if the house wishes.~~**, or**
4. a roll-call vote.
5. All votes concerning the recommendation or appointment of personnel to councils and committees of the Assembly shall be decided by secret ballot.
6. A ~~secret ballot~~ **roll call vote** on any other matter before the Assembly may be requested by any member of the Assembly. Upon request, the chair shall poll the Assembly by a hand count. If a majority of those voting agree, the vote shall be ~~secret~~ **by roll call** . ~~A positive vote will disallow a roll-call vote as an option.~~
7. **Voting on all matters before the Faculty Assembly shall be conducted with the eligible voting member being physically present, and having signed the attendance form.**
8. **Voting on all matters before the General Faculty shall be by voice vote. If a voice vote is challenged, a hand vote will decide the matter.**

Motion was made and seconded to modify the second sentence of Item e to replace **If a voice vote …** with **If a majority of those voting agree, the vote shall be by roll call.** This motion passed 44 – 0.

Motion with revised wording **Passed** 44 – 0

**Article XV – Admissions & Student Services Council**

Amend as follows: **Passed** 41 – 2

|  |  |
| --- | --- |
| **Current Language** | **Proposed Language** |
| Admissions & Student Services Council | Student Issues & Concerns Council |
| **Section 1. Ex Officio Members** The Vice President for Student Affairs and Enrollment Management, the Dean of Student Affairs, the Director of Learning Services, and the Coordinator of Disability Services. | **Section 1. Ex Officio Members** Dean of Students, President of the Student Association (SA), Office of Learning Services Director, and the Coordinator of Disability Support Services. |
| **Section 2. Functions**   1. The council shall recommend policy to the Assembly as it relates to the admission of undergraduate students to the College. 2. The council shall recommend policy to the Assembly on all matters pertaining to the welfare of students not directly concerned with classroom instruction, faculty research, or the public service function of the College. 3. Representatives from the Admissions and Student Services Council and the Information Technology Council shall meet at least once per semester, or more often as needed, to review the status of the work of these respective councils. | **Section 2. Functions**   1. The council shall provide a formal vehicle for active dialog between members of the Assembly and members of the undergraduate and graduate student bodies. 2. Serving as a liaison between the Divisions of Student Affairs and Academic Affairs, the council shall bring student issues and concerns before the Assembly as appropriate in order to develop and recommend policy and/or procedures pertinent to both curricular and co-curricular activities. 3. The council shall be co-chaired by a faculty member (FA or Non-FA) and a student (FA or SA), and will meet at least twice each semester; council representatives should deliver a report to the Assembly at least once each semester in order to review the status of their works in progress. |

**Article VIII – Assembly Membership Passed** 37 – 7

**Current language:**

1. The Assembly shall include representation from each department as indicated from the table below:

Departmental FTE Representation

16 or fewer 1

More than 16 but fewer than 31 2

31 or more 3

1. Departmental representation shall be based on departmental FTE. In determining departmental FTE, individuals who are full-time or part-time faculty, regardless of the type of appointment or rank, and regardless of whether or not they teach on- or off-campus shall be counted. The departmental FTE for the following academic year shall be based on the average of two FTE counts, the first taken on October 15 and the second taken on February 15 of the current academic year.

**Proposed language:**

1. The Assembly shall include representation from each department as indicated from the table below:

Department count: 20 or fewer = 1

21 or more = 2

1. Departmental representation shall be based on tenure/tenure-track faculty, visiting assistant professors and limited voting faculty. The departmental number for the following academic year shall be based on the average of the counts from the fall and spring voting faculty lists of the current academic year.

* Proposed Policies on Undergraduate Teaching Assistants Passed 31 – 5

**Motion:** Approve the report as constituting Guidelines for Undergraduate Teaching Assistants, and ask that specific policy language be developed for our consideration early next fall.

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

***Meeting adjourned at 4:31 pm.***