

Southern Connecticut State University
FACULTY SENATE

September 18, 2019 | 12:10 p.m. | Connecticut Hall Seminar Room

Table of Contents

Agenda.....2

Unapproved Minutes of September 18, 2019.....3

Minutes of the Standing Committees6

ACADEMIC POLICY COMMITTEE6

FINANCE COMMITTEE7

PERSONNEL POLICY COMMITTEE.....9

RULES COMMITTEE (RC)12

STUDENT POLICY COMMITTEE.....13

TECHNOLOGY COMMITTEE.....14

Southern Connecticut State University
FACULTY SENATE

Agenda

September 18, 2019

12:10 p.m.

Connecticut Hall – Seminar Room

- I. Approval of Minutes of Previous Meeting held on September 4, 2019
- II. Guests:
 - a. Mark Rozewski, Executive Vice President for Finance and Administration.
 - b. Information Technology & Institutional Advancement: Trevor Broliar, Director of Academic Technology; Chris Perugini, Web Application Development Specialist; Betsy Beacom, Website Content Manager, Jian Chan, Web Administrator; Patrick Dilger, Director, Integrated Communications & Marketing.
- III. President's Report
- IV. Standing Committees
 - a. Academic Policy
 - b. Elections
 - c. Finance
 - d. Personnel Policy
 - e. Rules
 - f. Student Policy
 - g. Technology
- V. Reports of Special Committees
 - a. UCF
 - b. Graduate Council
 - c. FASP/USPaRC
- VI. New Business

Executive Committee Meeting: Ten minutes following adjournment

Fall 2019 meetings: September 18, October 2, October 16, October 30, November 13, December 4.
Spring 2020 meetings: January 29, February 12, February 26, March 11, April 1, April 15, April 29, May 6.

Southern Connecticut State University

FACULTY SENATE

Unapproved Minutes of September 18, 2019

<https://inside.southernct.edu/faculty-senate/minutes/2019-2020>

The 1st meeting of the Faculty Senate AY 2019-2020 was held on September 4, 2019 at 12:10 p.m. in the Seminar Room of Connecticut Hall.

Attendance

Dave Allen* <i>Accounting</i> 0/1	Matthew Ouimet <i>Counseling</i> 1/1	Peter Latchman <i>Exercise & Movement Sciences</i> 1/1	Joe Fields <i>Mathematics</i> 1/1	Binlin Wu <i>Physics</i> 1/1	Douglas Macur <i>Theatre</i> 1/1
William Farley <i>Anthropology</i> 1/1	Natalie Starling <i>Counseling & School Psychology</i> 1/1	Robert Gregory <i>Exercise & Movement Sciences</i> 1/1	Klay Kruczek <i>Mathematics</i> 1/1	Jon Wharton <i>Political Science</i> 1/1	Luke Eilderts <i>World Languages & Literatures</i> 1/1
Jeff Slomba <i>Art</i> 1/1	Beena Achhpal <i>Curriculum & Learning</i> 1/1	Tom Radice <i>History</i> 1/1	Jonathan Irving* <i>Music</i> 0/1	Michael Nizhnikov <i>Psychology</i> 1/1	
Lisa Barbaro* <i>Athletics</i> 0/1	Maria Diamantis <i>Curriculum & Learning</i> 1/1	Darcy Kern <i>History</i> 1/1	Frances Penny <i>Nursing</i> 1/1	Kate Marsland <i>Psychology</i> 1/1	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 1/1
Sarah Crawford <i>Biology</i> 1/1	Dushmantha Jayawickreme <i>Earth Science</i> 1/1	Yan Liu <i>Information & Library Science</i> 1/1	VACANT <i>Nursing</i>	William Faraclas <i>Public Health</i> 1/1	Cynthia O'Sullivan* <i>Graduate Council</i> 0/1
Mina Park <i>Business Information Systems</i> 1/1	Sanja Grubacic <i>Economics</i> 1/1	Jerry Dunklee <i>Journalism</i> 1/1	Obiageli Okwuka <i>Part-time Faculty</i> 1/1	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 1/1	Aidan Coleman <i>Student Government Association</i> 1/1
Jeff Webb <i>Chemistry</i> 1/1	Peter Madonia* <i>Educational Leadership</i> 0/1	Parker Fruehan <i>Library Services</i> 1/1	VACANT <i>Part-time Faculty</i>	Paul Levatino <i>Social Work</i> 1/1	Dr. Joe Bertolino <i>SCSU President</i>
Barbara Cook <i>Communication Disorders</i> 1/1	Mike Shea <i>English</i> 1/1	Jacqueline Toce <i>Library Services</i> 1/1	Mary Ellen Minichiello <i>Part-time Faculty</i> 1/1	Stephen Monroe Tomczak <i>Social Work</i> 1/1	
Derek Taylor <i>Communication, Media & Screen Studies</i> 1/1	Paul Petrie <i>English</i> 1/1	Carol Stewart <i>Management, International Business & Public Utilities</i> 1/1	Walter Stutzmann <i>Part-time Faculty</i> 1/1	Greg Adams <i>Sociology</i> 1/1	
Mohammad T. Islam <i>Computer Science</i> 1/1	Matthew Miller <i>Environment, Geography & Marine Studies</i> 1/1	Robert Forbus <i>Marketing</i> 0/1	David Pettigrew <i>Philosophy</i> 1/1	Angela Lopez-Velasquez <i>Special Education</i> 1/1	
Guests: I. Crawford <i>AVP AA</i> C. Broadbridge <i>Exec. Director R & I</i>	R. Prezant <i>Provost</i> J. Tetrault <i>AVP/Dean of Students</i>				

An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called meeting to order at 12:15 p.m.

I. Minutes of the previous meeting held on May 8, 2019, were accepted as distributed.

<https://inside.southernct.edu/faculty-senate/minutes/2018-2019>

II. D. Weiss welcomed new and returning Senators.

III. Announcements

1. D. Pettigrew: Promotion and Tenure information workshop to be held on September 6 from 2-3:30 in the ASC Theater. An information meeting on how to prepare a digital file will be held on September 13 from 1-2 in the ASC Theater.
2. W. Stutzman: Two-step authentication is going live for students on October 10. On-campus network, except in residence halls, is not affected.

IV. Guests

1. SCSU President Joe Bertolino: welcomed Senators to the new academic year. Shared information on University enrollment, fundraising, budget, staffing challenges, and current administrative searches.
2. SCSU Provost and Vice-President for Academic Affairs Robert Prezant: Shared updates on faculty searches, faculty research, visiting scholars program, survey distributed to local businesses concerning desired skills in graduating students, summer course offerings, partnerships with community colleges, and administrative searches.

V. President's Report: D. Weiss

<https://inside.southernct.edu/faculty-senate/president-reports/2019-2020>

1. Discussion of the Faculty Website Pilot and its integration with the Digital Measures platform.
2. Shared that Faculty Senate has been awarded 16 release credits for the year; 6 per semester go to the Faculty Senate President, and 1.5-2 per semester go to the Secretary.
3. Encouraged faculty to consider grant opportunities available (e.g. FCARG, PIP, etc.).

VI. Formation of Standing Committees and Chairperson selection

1. Academic Policy: P. Petrie, chair.
2. Elections: K. Kruczek, chair.
3. Finance: W. Faraclas, treasurer and chair.
4. Personnel Policy: N. Starling, chair.
5. Rules: R. Gregory, chair.
6. Student Policy: K. Marsland, chair.
7. Technology: P. Fruehan, chair.

VII. Standing Committee Updates

1. Academic Policy (D. Pettigrew): Grade appeal document
2. Elections (K. Kruczek): Fall elections
3. Finance (W. Faraclas): No report.
4. Personnel Policy (S. Monroe Tomczak): Review and revision of Faculty Senate documents.
5. Rules (R. Gregory): Changes to the Faculty Senate constitution.
6. Student Policy (M. Nizhnikov): Feminine hygiene products availability on campus; summer appeal process for academic misconduct.

7. Technology (W. Stutzman): Online teaching

VIII. Special Committees

1. UCF (C. Simoneau): Updated members on the business of the UCF, the end of the School Curriculum pilot and the necessary steps going forward for each school, change in nomenclature for “undeclared” or “undecided” students.
2. Graduate Council (D. Weiss on behalf of C. O’Sullivan): The first GC meeting of the year will take place on Sept 23rd in Conn Hall from 1-3pm. Standing committee meetings are held the first Monday of the month on Buley 4th floor from 1-3.
3. FASP (D. Pettigrew): Survey on academic priorities and forum for either October or November, review the procedure for Faculty Creative Activity funds.

IX. New Business

1. Floor opened to discussion: Potential issues to address for the AY 2019-202.
 - a. Review of the 12/12 credit teaching load.
 - b. Limit the size of Promotion and Tenure files.
 - c. The rate at which travel funds were encumbered AY 2018-2019 for both full- and part-time faculty.
 - d. Formalize the amount of committee work.
 - e. Follow up on the Faculty Survey on Administrative Effectiveness.
 - f. Student Government Association concerns over curriculum

X. Adjournment

- P. Fruehan moved to adjourn. Motion seconded and approved. Adjourned at 1:53 p.m.

L. Eilderts
Secretary

Minutes of the Standing Committees

ACADEMIC POLICY COMMITTEE

MINUTES

9/11/2019

Present: Farley, Jayawickreme, Okwuka, Petrie (chair), Pettigrew

- Reviewed latest draft of proposed changes to university grade appeals policy.
- Reviewed relevant section of CSU-AAUP / BOR collective bargaining agreement (section 4.2.2.2).
- Undertook point-by-point discussion of Dean Jules Tetreault's written list of concerns re: proposed policy revisions, developing a package of document revisions, responses, and further questions for the APC chair to discuss with Dean Tetreault before APC proceeds with final round of revisions.

Respectfully submitted,

Paul R. Petrie

Faculty Senate
FINANCE COMMITTEE
September 11, 2019

Present: Sanja Grubacic, Carol Stewart, William Faraclas, Maria Diamantis

Absent: Mohammed Tariqul Islam

1. Bill proposed the following dates and times. He proposed that if the committee doesn't have a reason to meet, we won't meet.
 - a. The chair proposed we meet on the Weds opposite the full Faculty Senate meets
 - b. The chair is only available until 1:00 PM on October 23rd
2. Committee meeting minutes:
 - a. Note taker: Carol
 - b. The minutes policy was reviewed. The committee decided to try having the minutes sent to Sophia Myers and Luke by Monday 9 AM. *If we can't get them approved before Monday morning then it was suggested we send them anyway and they can be corrected at a later time if there are revisions.*
3. The committee reviewed the charge from the FS Executive Committee
 - a. Bi-weekly reporting of remaining travel funds (unencumbered balances)
 - b. Choice # 1: Deb or Bill contacts Jay Chhabra the Friday before FS meeting and adds it to the President's Report for the week. *The committee chose this option.*
 - c. Choice # 2: Deb or Bill contacts Jay Chhabra the Tuesday before FS meeting and puts the \$ amount on paper to provide full FS
 - d. Choice # 3: Deb or Bill contacts Jay Chhabra the Tuesday before FS meeting and puts the \$ amount on a slide to project during the FS meeting
 - e. We need to know the starting amount (amount at the beginning of the academic year) and then every other week we will get an update on remaining funds
 - i. Per CBA \$2,405,102 has been appropriated for all four CSUs. Each CSU portion is determined by an amount proportional to the full-time membership at that university
 - ii. 40% shall be available for travel, 9% for faculty development, 40% for research grants and 10% for curriculum-related activities and 1% for retraining.
 - iii. Funds allocated for full-time travel, faculty development, or retraining that is not yet committed by February 1st, may be reallocated for use in any other category
 - iv. Funds allocated for FCARG may not be reallocated for use in any other category.
4. The committee discussed the current process:
 - a. A faculty member issues a Travel Authorization (TA) and the TA goes through the process of obtaining signatures. Once all the signatures are received, the TA goes to Accounts Payable where the funds are encumbered

- b. If the funds are encumbered but the trip is cancelled, a new trip planned and the amount encumbered is less than or close to the original amount, a revised TA is submitted by the traveler (need to confirm with Renee Knight)
 - c. If the funds are encumbered but the trip is cancelled, a new trip planned and the new amount is **more than** the encumbered original amount, the original TA is cancelled and a new TA is issued along with new signatures (need to confirm with Renee Knight)
- 5. Faculty Creative Activity Research Grants:
 - a. Faculty are encouraged to submit FCARG grants and include travel in that grant
 - b. Fringe used to be paid for by President/administration now it is paid by FCARG (meaning the fringe amount is deducted from the fund; the amount per grant remains at \$2,500, but there are fewer grants awarded).
 - c. Because grants are awarded as stipends, the recipient is taxed (for “earnings”) even if the recipient uses the award for materials, supplies, etc., and the award has fringe taken out. The committee will consider the possibility of distinguishing taxable awards with fringe liability from awards that should not deplete the fund with unnecessary fringe nor burden recipients with taxation they should not have to pay.

FACULTY SENATE

FACULTY SENATE
PERSONNEL POLICY COMMITTEE

AGENDA
September 11, 2019

Engleman Hall – Room C-024

Members: Toce, Jacqueline; Crawford, Sarah, Slomba, Jeffrey (Absent); Lopez-Velasquez, Angela; Tomczak, Stephen; Shea, Michael; Adams, Gregory; Starling, Natalie (chair)

PC: Personnel Committee

EC: Executive Committee

12:10

- Discussion of possibility to approve minutes at the end of the meeting.
- Approval of Minutes: PPC Meeting Minutes of May 1, 2019
Approved (4), abstentions (3)

ANNOUNCEMENTS/OLD BUSINESS:

- Faculty Survey of Administrative Effectiveness - raw data sent to Elections Committee for analysis and reporting preparation
PC Chair/Tech Chair have access to the raw data. Election Committee will analyze and report. Rationale: Extensive work for PC. PC should work on other priorities (e.g., credit workload.) Chair will communicate to Executive Committee and to Chair of Elections Committee that PC requests to see the findings before they are finalized.

- Sabbatical Leave: resolution approved at May 8th, 2019 senate meeting.
- Credits for Senate President & Secretary - updated for 19-20 year.

From 5.5 to 8 credits per semester → From 11 hours/year to 16 hours/year

- FDAC By-Laws - Faculty Senate President reviewing

Not assigned to us as a charge for this academic year. PPC Chair will find out more and will inform the PPC.

- Policy Regarding Faculty-Led Field Trips - Faculty Senate President reviewing

Not assigned to us as a charge for this academic year. If PPC Chair learns additional information, she will inform the PPC.

- Renewal, and P & T Documents: Executive committee proposed to send charge to another Senate standing committee

It is unclear what other committee/s will work on this. Chair will bring this back to Senate President and EC. Bylaws are clear in regards to the charge is with the PPC.

Language of Senate Documents:

PPC discussed the quote "All early tenure consideration follows the timetable for August appointments." See article 4, Table 1" as it appeared on the Calendar of the P&T Procedures Senate Document. PPC looked at the contract and the quote in the contract reads as: "All pre-penultimate considerations follow the timetable for August appointments." PPC discussed correcting this error and recommends the EC publish a correction.

Disapproval of Change of Procedures for Emeritus Status:

PPC discussed bringing this issue to the EC to reopen the discussion.

NEW BUSINESS:

- University-wide 12-12 to 9-9 credit load

- Initial discussion

PPC agreed that Provost will be invited for the September 25th meeting and will allocate 30 minutes in the agenda for the presentation of the proposal.

Meeting adjourned at 1:55 p.m.

Faculty Senate
RULES COMMITTEE (RC)

September 11, 2019

Present: Robert Gregory (chair), Matthew Miller, Jeffrey Webb, Paul Levatino (minute taker)

Absent: none

Robert Gregory Called the meeting to Order at 12:10PM

Topic	Discussion	Action Item
Review of Faculty Senate	RC discussed allocation of faculty senate credits to President & Secretary	none
Membership of RC	Maria Diamantis may join RC as we recognize we are somewhat understaffed as a committee	
Discussion of upcoming charges of RC	RG discussed charges of RC may include review and potential revisions to Constitution & By-Laws. RC discussed difference between By-Laws & Constitution. The RC performed a general overview of Constitution & By-Laws. The committee discussed the difference between items best contained in by-laws and constitution. The committee completed a preliminary cursory review of the Constitution, discussing which sections are appropriate for Constitution inclusion and what better belong within By-Laws.	
Gathering of Other University Documents	The committee agreed to take individual action, seek out other University Constitution and By-Laws and distribute these to the group at-large.	
Motion to Adjourn	Seconded and passed at 1:15PM	

Respectfully Submitted,
Paul Levatino

STUDENT POLICY COMMITTEE

September 11, 2019

Present: K. Marsland, B. Cook, M. Nizhnikov, M. Dodge, M. Ouimet, B. Achhpal, J. Dunklee

1. Meeting called to order at 12:20
2. Old Business
 - a. Introductions & Committee Charge
 - b. Committee minutes and approval process/timeline
 - c. Feminine Products

M. Nizhnikov provided background and update re: discussions with Facilities. Discussion ensued. *K. Marsland will talk with SGA, Wellness Center, Women's Study and Residence Life. Misconduct policy. See link to SUNY policy <https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/resolutions/02-Free-Menstrual-Products-177.pdf>*

- d. Misconduct appeals.

M Nizhnikov provided background of issue re: scheduling of Academic Standing Committee meetings. B. Achhpal provided info re: how committee functions.

Issue #1 What happens with appeals during breaks? Would a subcommittee meet during the breaks? Would they be compensated? What if professor is not available—can chair substitute? *Follow up with Academic Standing Committee to develop joint resolution..*

Issue #2 The policy stipulates that there must be resolution to appeal within 10 days. But committee has no standing meeting time, and last semester they were not able to schedule a meeting within 10 days. Last semester committee couldn't set a meeting time within the 10 days, so student didn't graduate. *See suggested revisions to Academic Misconduct Policy*

- e. Academic Misconduct Policy

See comments from J. Tetreault & prepare to discuss at next meeting.

3. New Business

Do we need to revise the Plagiarism Policy? Discuss with Executive Committee

4. Adjourned at 1:20

Minutes respectfully submitted by K. Marsland

Faculty Senate

TECHNOLOGY COMMITTEE

11 September 2019

Present: S. Dutta, J. Fields, P. Fruehan, Y. Liu, D. Macur, T. Radice, W. Stutzman, D. Taylor ,
B. Wu

Absent: P. Latchman

Meeting Minutes:

- Electronic P&T – Guidelines and Recommendations (Update by W. Stutzman)
 - Reminder of training this coming Friday (Sept. 13)
 - Issues Walter and David are working on:
 - A lot of manual work to send emails and make sure permissions are set right. Needs to have some sort of automation going forward.
 - Scaling the process for the future. How to handle ~40 P&T files next year and all the work involved by Walter, David and Karen Musmanno to set it up?
- Digital Measures
 - Faculty Web Profiles
 - The sense of the committee is that the sooner this can be turned on, the better. The committee would rather have it turned on and have erroneous information, than to have nothing at all, provided instructions and support are provided to helping faculty get into Digital Measures and turn things off.
 - S. Dutta pointed out that Business faculty are required to use the platform, and have been doing so for some time now.
 - Discussed need for training on how to use Digital Measures. Library Services is interested in partnering to provide training to faculty on using citation management, which can be imported into DM.
 - Improving the CIF
 - On the agenda but we didn't have time to discuss.
- Kualii Protocols
 - Y. Liu brought up an issue with the new Kualii Protocols software that assigns faculty as Primary Investigator on IRB submissions, rather than as a supervisor or advisor. This is a shift from prior practice and has other consequences if Faculty are now considered a PI on student IRB submissions. Parker will reach out to IRB Committee and ask if they would like to meet and discuss.
- Discussion of the “New” Southern website and related issues
 - There is a strong desire from the committee that faculty have access to some sort of webspace for personal academic use. One could make an academic freedom argument regarding this. Committee will invite the CIO to visit our committee and this will be one topic of discussion.

- There seems to be a lack of communication on how departments can request updates to their inside pages. A very small number of departments have direct editing access, all others must go through a request system. Is there a ticketing system? How does one submit a request? What is the status of the governance structure for the new website? Parker will follow up with his contacts in IT.
- Other University Technology Committee Assignments
 - LTEC GC: We have a need to fill several appointed seats on the Learning Technologies Governance Committee (run by IT). Several committee members are interested, but having the meetings mostly scheduled on Wednesdays creates conflicts with Faculty Senate and department meeting schedules. These are the current appointees:
 - Joel Dodson (A&S) – No longer on Senate
 - Peter Latchman (HHS) – Absent, will see if he wants to continue
 - Yan Liu (EDU) – wants to continue serving on LTEC GC
 - Heidi Lockwood (BUS) – No longer on Senate
 - LTEC Executive Committee: The FS Technology Committee Chairperson serves as a member of this committee (they are a checks and balances to the LTEC GC), which would be Parker. Since Parker is also a member of the LTEC GC (representing Library Faculty), we need to talk to Rusty May to see if another should be appointed in his place.
 - ITGOV: Walter currently serves as the FS appointee to the IT Governance Committee. He would like to continue in that capacity.