Minutes of the Faculty Executive Committee Meeting of 22 SEPT 2010

The meeting was called to order at 1506 in Room 2-5 of the Science and Engineering Building.

- The minutes of the Faculty Executive Committee Meeting of 24 MAR 2010 were approved without amendment.

- Present: Cathy Olszewski, Peter Vecchio, Joe Hoffman, John Mathieson, Bill Massano, Chris McMillan, Linda Sturges, Allison Romain, Joe Levert

- The purpose of this meeting is to set the agenda for the FACULTY MEETING of 06 October 2010

President’s Report

Vice Admiral Craine

The Admiral is not present but the Provost, Dr. Hoffman, speaks on his behalf. Dr. Hoffman announces the Admiral will make a PowerPoint presentation on the state of the college and will need close to 30 minutes – more time if there are to be questions and answers following.

Vice-President for Academic Affairs (VPAA)/ Provost Report

Prof. Hoffman

The Provost will do faculty and staff introductions at the next faculty meeting. Dr Hoffman also indicates he will give an update on “assessment”.

Presiding Officer

Prof. Burke

Dr. Olszewski notes that the Presiding Officer, Dr. Burke is not present. Speaking on his behalf, she notes that he is currently in Central Islip, NY, with Dr. Robert Kraushaar, the former Provost of Maritime College. Dr. Burke is expected to make a few brief remarks. Dr. Burke would like this committee to appoint Debbie Yuster, Asst. Professor of Mathematics, as Faculty Webmaster – pro temp – and then have the FPC introduce a by-laws change to make this position permanent. This proposal is already before the Faculty and is due for its second reading and vote at this next faculty meeting. The Executive Committee agrees that pending its approval at the Faculty Meeting, Debbie Yuster should be appointed as its Web Master.

The Assistant Presiding Officer, Dr. Olszewski, indicates that Dr. Burke would like us to permanently move in the agenda the order in which the Faculty Senator reports. Dr. Burke indicates through Dr. Olszewski, that the Faculty Senator should report immediately following the Presiding Officer. He feels that they both report on related issues. Dr. Hoffman seconds the motion. Dr. Olszewski calls for discussion. Hearing none, a vote is cast and passes unanimously.

Dr. Olszewski continues, noting that Dr. Burke reminds us on the Executive Committee that we may be tasked with a Middle States project, preparing items for the Middle States Self Study Report. Dr. Hoffman echoes again that we are using “existing committees” to do the “working group” piece of this endeavor.

Dr. Burke tasks us with having all standing committees present their annual reports in writing, to be distributed by the Assistant Presiding Officer, as well as speaking at the faculty meeting.
Standing Committees:

- **CAP** - Committee on Appointments and Promotions: Prof. Mathieson

Prof. Mathieson notes that they hope to have their annual report and also will comment on Departmental Advisory Committee’s (DAC) recommendations for discretionary awards. CAP intends to meet on the first of October.

- **CONE** - Committee on Nominations and Elections: Prof. McMillan

CONE will present its annual report and make an announcement for this year proposals for the Chancellor’s Awards. Prof. McMillan notes that he will contact Irene R. Delgado Dean of Students, to get names of the students on various committees.

- **CC** – Curriculum Committee: Prof. Levert

The Curriculum Committee’s new chair, Dr. Joseph Levert, Engineering Department, notes his committee will meet in about a week. If passed in committee, there may be two issues brought before the faculty, regarding Marine Environmental Sciences and Oceanography. Dr. Levy did prepare an annual report to be distributed. Dr. Mathieson notes that it is important that these changes to the curriculum are noted the minutes, so it can reflect when an item was approved. Additionally, it should be noted in the annual report of the curriculum committee.

A discussion ensued regarding how the Registrar receives information that she needs to act on. Does she act on the minutes of the Faculty Meeting? The question remains unanswered although it was generally agreed that she should act on the results of the faculty meeting, via its Minutes, as she receives these by email.

- **FAC** – Faculty Assessment Committee: Prof. Sturges

Prof. Sturges will have an annual report and discuss the programs which are up for external review this year and the Gen Ed areas which are up for review.

- **FPC** – Faculty Policy Committee: Prof. Massano

The second reading of webmaster amendment will be presented for a vote. Additionally Dr. Massano notes the annual report will be distributed, pending its approval. It is possible, depending on its progress in committee that another amendment may be presented on faculty review of Management Confidential staff.

- **SPC** – Student Policy Committee: Prof. Romain

SPC has circulated a draft of the new Evaluation Form which has undergone a pilot test. These are the questions that the committee and the Faculty as a whole had approved last year. Presented here is the professional format that the Committee hopes to be in effect by Fall 2010. Attached is the type of report, a result of the pilot test this past summer, which would potentially be generated. The SPC is happy with the presentation and the information that the survey elicits. Of note is the back portion of the information presented, which captures the “written” portion of the survey. This survey is to be
presented to all students. The exception is the online students who the Committee feels need some sort of “carrot” in order to be enticed into participation. Professor Romain notes that in the pilot program there was 100% response rate from the students in the summer classroom, but 0% response from the online students during the Summer. This information will be presented in the Annual Report of the Student Policies Committee.

We are currently negotiating with Scantron on the price of utilizing this survey. It is expected that this will be utilized in this format until the roll-out of the Banner program. The pilot program to test the survey encompassed three classroom courses, two online courses. In the course of discussion, Prof Romain notes that in this survey result, you get the summary of both the questions and a summary page of the hand-written comments.

Dr. Hoffman notes that we can either send these forms out to Scantron to run and return the results, or we could purchase the high-powered scanner and run the results ourselves. Ultimately the cost will determine this decision. The pilot survey was sent out to Scantron to run.

- Faculty Senator: Prof. Keefe

Prof. Keefe is not present, and will be marked on the agenda for the faculty meeting as “TBA”. This secretary asks if she will be presenting an annual report – it is not known at this time.

Old Business:

No old business pending.

New Business:

Dr. Mathieson asks if the Provost has any idea of what the economic environment is going to be this year. Dr. Hoffman comments that Maritime College is in better shape than most SUNY units, but there is “talk” of a mid SEMESTER correction. This would be on top of the prior mid year correction which places us “five million dollars in the hole”. Every department’s supply and equipment budget was cut from whatever they had to zero. There were no lay offs, and we are replacing all key personnel who retired. We have hired an additional person (mechanical engineer) in the engineering department. Additionally we are still paying for conferences and license upgrade courses. There exists a doomsday scenario which would include a $200 tuition increase, while the funding of the college exists at 2007 year levels. The University will be limiting enrollment in 4-year colleges additionally, having students being turned away. This, Dr. Hoffman believes, is being done to force the hand of the State Legislature.

The meeting was adjourned at 1540

Submitted;

Prof. Peter Vecchio,
Faculty Secretary 2009-2010