The meeting was called to order at 15:05 in Room 2-49 of the Science & Engineering Building.

The minutes of the Faculty Meeting of 4 October 2006 were approved without objection.

**President’s Report:**
- Admiral Craine was attending the MARAD meeting at the time of the faculty meeting.

**Vice-President for Academic Affairs (VPAA)/Provost Report:**
- Dr. Hoffman was attending the MARAD meeting at the time of the faculty meeting. His time was ceded to the following:
  - **Prof. Palmiotti** spoke concerning the recent STCW license audit. An internal audit was conducted about 2.5 years ago, and revealed some improvements. The current Coast Guard audit pointed up the need for an internal quality management system. To do so, it was stated that written standards for internal use should be developed; an outside contractor/auditor was suggested as an appropriate method to proceed. Necessary program, curriculum and equipment changed that might be needed would have to be approved. There will be another internal audit in 2.5 years prior to the next Coast Guard audit in five years.
  - **Prof. Burke** spoke concerning the recent ABET interim visit. The Engineering Advisory Board met prior to the visit as required by ABET. The interim visit revealed that there were improvements relative to the previous audit, but not to the extent hoped. The primary concern during the visit was the level of faculty resources. Also, there were areas of concern in the ‘outcomes assessments’ mandated by ABET and the status of laboratory facilities. The outcomes assessments and laboratory issues are currently being addressed by the engineering department. An interim report will probably be called for in two years.
  - **Prof. Traub** spoke on the following topics:
    - announced the distribution of the final exam schedule and asked for change requests by Thursday night.
    - Spring registration is in progress, and all but 20% of students have registered for at least one course. The spring schedule still has some hours yet to be determined, grid problems, etc. to be addressed. Approximately 70 freshman have not registered yet; there are questions as to how many might be leaving the college.
    - Thanks were expressed to department chairs for their help at the beginning of his tenure as Associate Provost.
    - Nine faculty volunteers have begun as freshman advisors. Zero credit orientation sections are being held; students are to see their advisor every week. The names of the freshmen who have not yet registered have been sent to their respective advisor for direct consultation.
Presiding Officer: Prof. Johansson

- The Chancellor’s Awards are approaching and nominations are requested. The deadline in Albany is Feb. 20th 2007 and some time will be needed for the college ad hoc committee to review the nominations prior to being forwarded for consideration.

- The SUNY Board of Trustees Policy Book has been updated and is available on the SUNY webpage for review.

- Per Carl Weizalis, there are some workshops upcoming: LEED workshop; workshop re: research; policy development.

- There are some opportunities to participate on SUNY-wide committees within the faculty senate: awards committee; governance committee; graduate research committee; operations; student life; undergraduate committee.

- As part of a SUNY-wide effort, a survey of faculty governance practices was completed by the P.O. at the executive committee meeting. Results of the full survey will be forwarded when available.

Standing Committees:

- CAP - Committee on Appointments and Promotions: Prof. Mathieson
  - No report

- CONE - Committee on Nominations and Elections: Prof. McMillan
  - Prof. Warkentine has replaced Prof. Rocco on the Faculty Policy Committee.
  - A revised committee membership listing was distributed electronically prior to the meeting.
  - A revised Departmental Advisory Committee listing was distributed electronically prior to the meeting.

- CC – Curriculum Committee: Prof. Levy
  - The catalog listings for ENGR 541-544, Ship Systems I-IV, were proposed to be revised to show the proper course hours. The proposal was approved without objection.
  - Two new GBAT courses were approved without objection: GBMG 347 Entrepreneurship in International Transportation and Trade, TMGT 8480 Managing Across Cultures. The latter course description was the subject of a friendly amendment to change the text ‘distance learning, 3 credits’ to ‘3 class hours’. The friendly amendment passed without objection.
  - Five new Humanities courses were approved without objection: HIST 416 U.S. Maritime History to the Civil War; HIST 417 U.S. Maritime History since 1865; HIST 465 History of Science; ENGL 458 Biography/Autobiography; HUMN 465 Humanities Research Methods. There was extended discussion re: the practice of offering new courses for registration prior to their formal approval by the faculty. It was pointed out that this practice has occurred more than once previously. The general presumption has been that unanimous recommendation by the Curriculum Committee is indicative that the faculty will probably approve a new course.
not approved, the Registrar would be required to remove the course from the schedule. The Provost stated that he will continue to allow new, not-yet-approved courses to be listed for the following semester; if not approved, the department will remove the course from the schedule. As a point of information, it was noted that ‘trial courses’ are to be evaluated by the Curriculum Committee.

- **FAC** – Faculty Assessment Committee: Prof. Sturges
  o The Plan for Strengthened Campus-Based Assessments (SCBA), a general education assessment is in its second cycle. FAC proposed that the “math group wait until a nationally-normed measure (yet to be approved by SUNY) is available”. If the instrument is acceptable, Maritime College will use it; if not, other steps will be taken. A friendly amendment was proposed that no plan will be implemented without full faculty approval – this friendly amendment was incorporated by Prof. Sturges. It was proposed that conditional faculty approval be granted to take time to wait for the nationally-approved measure; this proposal was approved without objection.
  o Re: basic written communication using SUNY rubrics, the previous plan was adapted from SUNY assessments. The motion to forward the plan (set of essays in ENGL 101) to SUNY was approved without objection.
  o Re: critical thinking, the assessments in ENGL 102 and HIST 102 were approved without objection.

- **FBC** – Faculty Budget Committee: Prof. Nadolny
  No report.

- **FPC** – Faculty Policy Committee: Prof. Massano
  o The proposed amendment to the by-laws of October 2006 concerning the voting status of the Registrar on the Curriculum Committee was given a 2nd reading. The amendment was approved with two nays.
  o The proposed amendment to the by-laws of October 2006 concerning the voting status of the Ship’s Representative on the Curriculum Committee was given a 2nd reading. Discussion followed as to the reason for the amendment and the control of the curriculum on the training ship. An appeal was made to the Admiral to request compliance by the Ship’s representative in participating on the CC. The amendment was approved by hand vote: 28 yea; 14 nay; 7 abstentions.
  o A proposed amendment to the by-laws of November 2006 concerning the duties of the FPC with respect to oversight of the Academic Integrity Policy was given its 1st reading.

- **SPC** – Student Policy Committee: Prof. Vecchio
  o Student evaluations of the faculty should be received soon. The SPC requests departments to monitor compliance with survey distribution and storage. The form that is currently in use had been approved by faculty previously. It was noted that for this round of evaluations, no data analysis will be performed; the
forms are strictly for review by the instructor. Prof. Burke and Prof. Howard stated that department chairs want copies of the surveys for internal evaluation and to demonstrate compliance with ABET guidelines. Prof. Vecchio stated that he would like to do so, but with more quantitative data than is currently being collected. Prof. Traub noted that, in the past, only tabulated data went to the department chair; written comments went to the instructor only.

- **Faculty Senator:**
  - Prof. Warkentine
    - The report from the University Faculty Senate’s (UFS) Fall Plenary Meeting was distributed electronically prior to the faculty meeting.
    - Prof. Warkentine requested faculty approval of the “Resolution on Enhancing SUNY Access to Electronic Databases”. The motion to support this resolution was approved without objection.
    - Prof. Warkentine noted that the President of the UFS is currently a non-voting member of the SUNY Board of Trustees. The Senate passed a resolution requesting the President of the Faculty Council of Community Colleges be granted the same status on the Board.

- **Old Business**
  None outstanding.

- **New Business**
  No issues raised.

- **The meeting was adjourned at 16:50.**

Respectfully submitted,

_Carl Delo_
Prof. Carl Delo
Faculty Secretary 2005-2007