Minutes of the Faculty Meeting of 3 October 2007

- The meeting was called to order at 15:07 in Room 2-49 of the Science & Engineering Building.
- The minutes of the Faculty Meeting of 11 April 2007 were approved without objection.

By special request, the Curriculum Committee report was presented first at the meeting:

- **CC – Curriculum Committee:**
  - Upon the recommendation of the CC, the following seven courses were deleted from the college catalog without objection: ENGL 419 Sports in Literature; ENGL 424 Literature and Technological Change; HIST 419 China in the 20th Century; HIST 423 War, Revolution and Stalinism; HUMN 411 Logic; HUMN 462 Philosophy, Religion and the Matrix; METL 405 Materials Science Engineering.
  - Upon the recommendation of the CC, the new course MT 601 Independent Study in Marine Transportation was approved without objection.
  - The CC presented a revised curriculum presentation for MES freshman mathematics (all minors).
  - The CC annual report for 2006-2007 was distributed.

**President’s Report:**

- Admiral Craine recapped some recent national recognition of Maritime College in the form of favorable rankings by national college review organizations.
- Library Director Constantia Constantinou and Head of Reference and User Services Shafeek Fazal were presented with the St. Mary’s Coin by Admiral Craine in recognition of their outstanding presentation at the IAMU Conference held in September in Odessa, Ukraine.
- Admiral Craine briefly summarized the projects to be undertaken as part of the $20M campus upgrade (e.g. new sewer and lighting systems, lab upgrades) and reiterated his request for input from the faculty as to other issues that need to be addressed.

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

- Prof. Hoffman thanked the graduation committee for streamlining the graduation of the largest class in Maritime College and thanked the faculty for the best attended graduation ceremony.
- Prof. Hoffman expressed thanks for the emergency counseling provided to students on the training ship following the untimely passing of Cadet McCarthy. Erik Kneubuehl, Tardis Johnson, Cortney Worrell and Father Mike were on the ship within 12 hours; others who remained on campus filled the gap created by their absence.
- Four overnight orientation sessions prior to the beginning of the semester were run by Erik Kneubuehl and Rachel Lerner.
- Andy Person is the director of the newly formed Department of Institutional
Effectiveness, which incorporates the functions of the previous Dept. of Institutional Research. The department includes student planning and retention and includes Sandra Meade, Iris Van Kerckhove and Peter Schramm.

- The Graduate Program Policy Board with Prof. Howard as chair was formed to give the graduate program an institutional identity of its own.
- Graduate Admissions with Graduate Admissions Director Bob Wolf has been moved to the department of Academic Affairs.
- The newly created Certificate in Supply Chain Management is in place.
- The proposed Master’s program in Facilities Management Engineering is in process.
- Prof. Drogan is again Director of Online Programs.
- Kathleen Pyzynski has moved from Computer Services to the academic side and become Distance Learning Coordinator.
- The newly formed Department of Professional Education and Training (formerly Continued Education) will be chaired by Capt. Fink. The Licensing Coordinator Sam Posner has been moved to this department from engineering. PS 111, PS 112 and NAUT 308 have been moved to this department.
- Prof. Hoffman introduced the following new faculty members:
  - Naval Science: Prof. David Harrington; Chief Michael Milian
  - GBAT: Prof. Sha Mei; Prof. Daegwun Yoon
  - Humanities: Prof. Danial Arias; Prof. Elissa DeFalco; Prof. Cynthia Moore; Prof. Joshua Schneider
  - Science: Prof. Michael O’Keeffe; Prof. Kaveh Saminejad
  - Engineering: Prof. Aaron Rowen; Prof. Jean-Claude Thomassian
- Prof. Hoffman thanked the department chairs and the DACs for their submission of recommendations for discretionary salary increases.
- Along with CAP, Prof. Hoffman is working to review matrices for tracking progress toward professional improvement, tenure, etc. The matrices were provided by the departments and CAP will be recommending revisions to codify the process of recommendations for promotion.
- Prof. Hoffman announced the upcoming Convocation of Industrial Advisory Boards on Nov. 7th 2007. The Advisory Board for each department will meet on campus that day and will meet together with the Admiral and separately with their respective departments. Lunch and a cocktail hour will be provided.

**Presiding Officer:** Prof. Johansson

- Prof. Johansson discussed aspects of the Plenary Meeting held at SUNY Brockport in the spring. Talks were presented re: the SUNY budget, the level of preparation of New York State high school students entering the SUNY system, the desire to raise the profile of SUNY overall, the SUNY Research Foundation, and intellectual property among other issues. He will attend the upcoming Plenary Meeting at SUNY Cortland.
- At the invitation of the Presiding Officer, Deidre Whitman, Director of Admissions spoke concerning the statistics of the incoming class and the various recruitment
initiatives at college fairs and targeted high schools. Overall, the number of applications is up significantly, and the incoming class is the largest in history.

- Discussion followed as to how target schools are selected, and whether the concentration on recruitment at college fairs might be missing opportunities for encouraging upper level transfer students. In response, Ms. Whitman offered to share the college marketing plan with any interested members of the faculty who request it.

- In addition, it was remarked that there are numerous articulation agreements in effect that serve to feed upper level transfers to the college. There were general inquiries as to the qualifications of those involved in recruitment full-time, as well as a suggestion that faculty who are asked or volunteer to participate in recruiting events be required to receive some prior training for the work.

- Discussion continued on the question of retention, and the statistics of those who do and do not continue at school. Data is apparently incomplete, but there is a retention committee working to quantify and understand the problem.

- Additional discussion followed on other issues, including: job placement data for graduate and non-regimental students; the target size and makeup of next year’s incoming class; efforts to increase the proportion of female students; the level of space available in on-campus housing and on the training ship as it pertains to planned enrollment increases.

**Standing Committees:**

- **CAP** - Committee on Appointments and Promotions: Prof. Mathieson
  
  - The CAP annual report for 2006-2007 was circulated.

- **CONE** - Committee on Nominations and Elections: Prof. McMillan
  
  - A revised commendium of college committee listings, dated 22 Sept. 2007 was distributed electronically prior to the faculty meeting.
  
  - The CONE annual report for 2006-2007 was distributed electronically prior to the faculty meeting.

- **CC** – Curriculum Committee: see earlier listing

- **FAC** – Faculty Assessment Committee: Prof. Sturges
  
  - The FAC annual report was distributed electronically prior to the faculty meeting.

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

- **FPC** – Faculty Policy Committee: Prof. Massano
  
  - The FPC annual report was distributed electronically prior to the faculty meeting.
  
  - 2nd reading of a proposed amendment to the by-laws re: the dissolution of the Faculty Budget Committee and faculty representation on the College Budget.
Committee. The proposed amendment was approved without objection, thereby dissolving the FBC, which will therefore no longer appear in the minutes of the faculty meetings.

- 1st reading of a proposed by-law amendment re: removal of the title “Director of Small Vessel Operations” from the by-laws.
- 1st reading of a proposed by-law amendment re: removal of references to the teaching staff of the (now defunct) Educational Communications Center (EEC) from the by-laws.
- 1st reading of a proposed by-law amendment re: clarification of the definition of “Instructional Support Professional” in the by-laws.
- 1st reading of a proposed by-law amendment re: addition of the chair of the Graduate Program Policy Board (GPPB) to the Curriculum Committee.

- **SPC – Student Policy Committee:** Prof. Vecchio
  - Three student observers to the faculty meeting were introduced: Jeffrey Berthold, 1st class; Gregory Taylor, 2nd class; Andrew Wood, 2nd class.

- **Faculty Senator:** Prof. Warkentine
  - Prof. Keefe attended the Senate Faculty meeting as Alternate for Prof. Warkentine and made brief remarks about the meeting.

- **Old Business**
  - None outstanding.

- **New Business**
  - The Registrar made brief remarks re: the status of the recent SEVIS rosters and the academic calendar in the coming weeks.
  - Prof. Massano announced that updated By-Laws will be posted on the college website once the amendments approved at the faculty meeting are incorporated.
  - Prof. Howard announced a Call for Papers for the February 2008 GBAT conference on Cutting Edge Issues in Shipping – interested parties should contact him for more information.
  - Prof. Traub announced that Prof. Wurgraft has been working on a computer model to streamline scheduling of final exams with minimal conflicts. The model will be used to generate an exam schedule in parallel with the traditional method – results will be distributed to the faculty for evaluation as they become available.

- The meeting was adjourned at 16:25.

Respectfully submitted,

*Carl Delo*
Prof. Carl Delo
Faculty Secretary 2005-2008