The meeting was called to order at 15:10 in Room 2-49 of the Science & Engineering Building.

The minutes of the Faculty Meeting of 3 October 2007 were approved without objection.

President's Report

Vice Admiral Craine

Admiral Craine expressed his thanks to all present for their efforts during the current semester, which went off very smoothly in spite of having the largest enrollment ever.

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

Prof. Hoffman discussed the following:

- Prof. Hoffman announced that the Middle States Review is on track for 2011-2012 self study. The college will have to submit an update in 2008 on assessment efforts. Ms. Constantinou will be helping with the assessment.
- Presentations by faculty members at conferences and attendance at training sessions is increasing. This is commendable, but means that college funds for the purpose are running low; Prof. Hoffman suggests that any requests for funds be submitted as soon as possible, with preference being given to funds for presenters.
- Re: the SAIL program (Student Achievement in Leadership), 80 students have signed up for “ropes” courses.

By invitation, Prof. Traub discussed the following:

- To date, about 85-90% of returning undergraduate students have begun the registration process; not many conflicts have been reported so far.
- The final exam schedule generated by Hernan Wurgraft appears to be very good, with few conflicts. Some room changes have been made. The full revised schedule will be distributed when available. Discussion followed as to whether chairs will be continuously available in the Naval Reserve Center. In response, Ms. Roth the Registrar advised that college maintenance and facilities departments will be informed of the final exam schedule. Ms. Roth also announced that final grades are due Dec. 17th at noon, with the usual restrictions on student access to the computer system to facilitate grade entry.

Presiding Officer

Prof. Johansson

- Prof. Johansson attended the recent Plenary Meeting held at SUNY Cortland, and made remarks concerning: encouragement of faculty participation in campus governance; investigation of possible reasons behind the high turnover in SUNY presidents; modifications to the search requirements for vice president; parliamentary training; the recent white paper by the Commission on Higher Education; civic engagement and student involvement, e.g. the SAIL program.
- At the invitation of the Presiding Officer, Andrew Person of Department of Institutional Effectiveness spoke concerning the nature and status of the voluntary self-assessment effort currently under way at Maritime College. The self-study is an
implementation of Middle States recommendations for voluntary assessment. The specific assessment method is called the Voluntary System of Accountability (VSA). The VSA is intended to be a uniform method of reporting college data online for evaluation by potential students. The VSA includes, e.g., student demographics, population by major, time to graduation, graduation rates, etc. The current VSA effort at Maritime is available on the college website. It was noted that Middle States requires some form of institutional self-assessment and that SUNY is willing to fund the VSA specifically. It was also noted that the information is not intended to be used by SUNY to compare individual campuses. To prevent this, the University Faculty Senate recently passed a resolution opposing use of the VSA as a university requirement and opposing the further implementation of the VSA within the SUNY system without consultation with local campus governance bodies.

**Standing Committees:**

- **CAP - Committee on Appointments and Promotions**
  Prof. Mathieson
  In Prof. Mathieson’s absence, Prof. Spatt announced
  o Recommendations for distributing discretionary salary increases were sent to the President and the Provost, the recipients have since received their awards. Prof. Hoffman congratulated the recipients. Prof. Warkentine stated that she expects to receive a list of the recipients soon, and will forward the list to interested parties.
  o Preparations should begin over the winter break for consideration of upcoming reappointments and promotions.

- **CONE - Committee on Nominations and Elections**
  Prof. McMillan
  o The deadline for nominations for the Chancellor’s Award to be received in Albany is Feb. 19th 2008. CONE requests that nominations be submitted for review as soon as possible, and by Feb. 1st 2008 at the latest. A new award is now available: “Scholarship in Creative Activity.”

- **CC – Curriculum Committee**
  Prof. Levy
  o The CC submitted a summary of courses that have been renumbered for purposes of consistency in nomenclature. Some of the course title were modified as well. The summary was provided for information purposes; no faculty action was required.
  o The CC recommended the following new courses and they were approved by the faculty without dissent: ENGR 423 HVAC System Design; ENGR 428 Computerized Control Systems; ENGR 602 Independent Study in Engineering II; MT 602 Independent Study in Maritime Transportation II; ES 505/515 Environmental Science Internship I/II; TMGT 8520 Case Studies in Supply Chain Security; GBMG 348 Business Ethics.
  o The new course TMGT 8505 ITM Internship was recommended for approval by the faculty. Discussion followed as to the rationale for the class being graded as Pass/Fail, in particular re: GPA calculation, assessment efforts and general issues
of fairness. A friendly amendment was proposed to require reexamination of the issue in the near future; it was noted that this reexamination will be conducted by the mandatory review of the course by the CC in two years. The question was called and the course was approved with one dissenting vote.

- The new course ENGL 454 Journalism was recommended for approval by the faculty. The course was approved with one abstention.
- A Minor in Business Communications within the ITT Curriculum was recommended for approval by the faculty. The 15 credit program will be offered jointly by the GBAT and Humanities departments. It consists of three core required courses and two electives from a list of seven eligible courses. By friendly amendment, ENGL 450 Speech was shifted from the list of electives to the list of core courses; HIST 441 History of American Enterprise II was shifted the list of core courses to the list of electives. The Minor was approved without dissent.

- **FAC** – Faculty Assessment Committee  
  Prof. Sturges
  - For Associate degree students, a proposal was made to include Statistics on the list of approved General Education courses. The proposal was approved without objection.

- **FPC** – Faculty Policy Committee  
  Prof. Massano
  - 2nd reading of a proposed by-law amendment re: removal of the title “Director of Small Vessel Operations” from the by-laws. The amendment passed without dissent.
  - 2nd 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. The amendment passed without dissent.
  - 2nd reading of a proposed by-law amendment re: clarification of the definition of “Instructional Support Professional” in the by-laws. The amendment passed without dissent.
  - 2nd reading of a proposed by-law amendment re: addition of the chair of the Graduate Program Policy Board (GPPB) to the Curriculum Committee. It was remarked that the CC would prefer to invite the chair of the GPPB to relevant meetings. Also, it was noted that in the long term, the chair of the GPPB would be a member of a department that is already represented on the CC, although it is presumed that eventually the graduate programs at the college will have their own CC. The amendment was approved with two dissenting votes.
  - 1st reading of a proposed by-law amendment re: granting voting status to emeritus faculty who are currently teaching.

- **SPC** – Student Policy Committee  
  Prof. Vecchio
  - A subcommittee of the SPC has been formed to conduct an evaluation of admission and enrollment management. The subcommittee is being chaired by Prof. Vecchio.
Course evaluations by the students will once again be conducted using the same survey as in the previous semester. It was noted that such a survey is required by ABET, although the details of the document are left to the college. The current survey is being reviewed by the SPC for possible future modification.

- **Faculty Senator**
  - Prof. Warkentine distributed a report covering activities at the University Faculty Senate Fall Plenary Meeting at SUNY Cortland and makes some remarks about the activities there.
  - The next Plenary Meeting will be held on Jan. 8th 2008 at SUNY Albany.

- **Old Business:**
  None outstanding.

- **New Business:**
  - Prof. Massano noted that the updated faculty by-laws will be posted on the college governance website once the approved amendments have been incorporated.
  - It was noted that course renumbering may require some modification to the computer registration system, and possibly some manual overriding of prerequisites to ensure students are able to register.
  - As a follow up, it was noted to general agreement that the computer registration system at the college is in need of replacement with a more modern system.

- The meeting was adjourned at 16:52.

Respectfully submitted,

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