Preliminary

Minutes of the Faculty Meeting of 07 October 2009

- The meeting was called to order at 15:08 in Science & Engineering Room 2-49.

- The minutes of the Faculty Meeting of 15 April, 2009 were approved with one modification, a misspelled word, “streamlined”; corrected.

President’s Report

VADM Craine made a power point presentation on the State of the College.

- The college continues to receive much national recognition from many sources. The engineering programs are ranked in the top 14% in the nation according to US News and World Report. The Engineering Department has ABET Accreditation coming up this summer. The college library is ranked as one of the 12 most beautiful old libraries in the world in 2009. The Princeton Review rankings, which are on a 3 year cycle, will be voted on again this winter.

- The college has record enrollment, 1689 students on campus today with 1179 in the regiment, 187 in the graduate program, the rest are civilian / non-regimental students. In terms of the MOI, the school is right on target where we need to be for next year, being a little ahead of where we should be for next year. The school will level off at 2000 students in 2010 and assess where we need to go next.

- The quality of students continues to rise, going up 40-SAT points in the last year. The College has a waiting list of students, being full. The number of regimental students will be capped at 1100.

- Summer Sea Term will be shifted from one 60-day cruise to two 45-day cruises for the underclass, 90-day cruise for the first class.

- There are 40 new faculty members added since 2005. The NROTC unit is a very large size for the relative size of the campus, bringing a large number of scholarship students to the school.

- CAP Scholarship will continue, having been restored to the NY State budget.

- Athletics continue to excel, notably that Student-Athletes had higher GPA’s than the average of all students and tend to do better the semester their sport is in season.

- Many renovations and updates are taking place all over campus - engineering, a new radar lab and multiple fuel oil tank replacement.

- The school has $97 million for capital improvements, of which we have spent about $18 million this summer. $30 million will go to a new academic building to be located where the admissions office is now. State operating funds cannot be mixed with our capital budget. The school’s day to day budget remains very tight.

- The school's operating budget is greater this year that it was last year, with fewer state dollars. This is being accomplished by tuition revenue, increasing the class size and teaching more sections. The individual budgets of all departments received more funds this year than last, except for Phys. Ed., which has been moved to the P.E.T. Department.

- The SUNY system has had a $90 million budget cut, 18% over last year. This equates to an 11% cut to this campus. Hiring freezes, travel and purchasing will be impacted. This could mean anywhere from a $600,000 to an $800,000 cut in operating funds.

- Dr. Hoffman comments that at this point, we are remaining committed to the engineering hires.

- The Admiral continues, stating that all but 2 of our graduates last year had jobs, at some of the highest starting salaries in the nation.
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- May 4th 2010 will be the Admiral’s Scholarship Dinner, a major fund raising event.
- Much strategic planning work is being done, executing the plan was put in place in 2002, parallel to that a campus master plan is being generated. Several Maritime faculty members are also serving on the University’s strategic planning.

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

Prof. Hoffman

- Dr. Hoffman expressed his thanks to the Admiral and Jack Whittaker, who is present, regarding their implementation of the Admiral’s policy of transparency in everything we do. The budgeting process, including participation of all department chairs, has never been as clear.
- Wednesday 02 December 2009, at noon, we will have our Convocation of Industry Advisory Boards. It will start with lunch, presentation, and go to break-out sessions with the individual departments. After this, the Boards will reconvene, discuss what was accomplished, and end with a cocktail reception. The process will be run the same as in the past. All departments have an industry advisory board made up of people from industry and friends of the college, alumni and the like.
- Faculty Assessment Day (FAD) will be on Tuesday, 22 December 2009. The format will be the same as in the past, starting with breakfast. Prof. Maryellen Keefe says that she commented at the last faculty meeting on this being a very rushed time for many. She suggested that we hold FAD on the Monday before the new semester begins. Dr. Hoffman says a consensus was reached through the Academic Council that the date remain as is.
- Dr. Hoffman and Chairs introduce new faculty members to the assembled group:
  o Dr. Daniel Cole – SCIENCE – Asst. Professor of Mathematics
  o Dr. Debbie Yuster – SCIENCE – Asst. Professor of Mathematics
  o Mr. Jeffrey Gitlin – SCIENCE – Adjunct Lecturer, Computer Science
  o Dr. Luxi Li – SCIENCE – Adjunct Lecturer, Chemistry
  o Mr. Stephen Oppenheimer – SCIENCE – Adjunct Lecturer, Chemistry
  o Mr. Anthony Schultz – SCIENCE – Adjunct Lecturer, Physics
  o LtCol Gregory Wynn, USMC – NAVAL SCI – Executive Officer (XO), Instructor
  o Ms. Jessica Bigelow – ENGINEERING – Lecturer./ SST Engineering Instructor
  o Capt. Francis Pelkowski – GBAT – Asst. Professor
  o Dr. Lynne Rosenthal – HUMANITIES – Adjunct Lecturer
  o Mr. Anthony DiPiazza – HUMANITIES – Adjunct Lecturer
  o Capt. Richard Fitzgerald – MARINE TRANS – Adjunct Lecturer
  o Ms. Sommer Browning – LIBRARY – Senior Asst. Librarian

- Dr. Gil Traub notes that Carol Roth is currently in Israel, and is preparing the draft of the spring registration.

Presiding Officer

Prof. Burke

- Dr. Burke adds his thanks to the Admiral, Dr. Hoffman and Dr. Whittaker for their inclusiveness in the decision making process for many important issues, especially those concerning financing.
- We as an institution are looking at five ABET accreditation visits, two STCW audits and approvals, and a Middle States evaluation all in succession over the next 30 months.
- SUNY uses the principal of “shared governance”, i.e. the management of the institution is
shared between the administration and the faculty. This principal is effective as long as WE agree to do the work. The new and younger faculty should note there is a great opportunity to become involved in the actual management of the Maritime College.

- Introducing Professor John Mathieson ’59, we congratulate him as he approaches the 50th anniversary of his graduation from the Maritime College.

**Standing Committees:**

- **CAP - Committee on Appointments and Promotions:** Prof. Mathieson
  - CAP has meet and submitted their recommendations for discretionary increases (DSI) and believes the decisions will be made shortly. Thanks are given to the Admiral and the Provost, who are very efficient in getting this done. An annual report has been submitted to the faculty.
  - Dr. Hoffman notes that on the DSI, thanks are to be given to the Department Advisory Committees (DAC), whose recommendations came in early, making it easier for CAP. This Committee writes a paragraph on each of their nominations, making it great help for the Admiral, Dr. Traub and Dr. Hoffman. The annual reports are also there for reference, but the paragraphs distill all the discussions which happen in the committees.

- **CONE - Committee on Nominations and Elections:** Prof. McMillan
  - Everyone received via email a revised Committee List and CONE’s annual report. The faculty should note that Alison Romain has been elected chair of the Student Policies Committee.
  - Anthony Palmiotti has a term on the Faculty Policies Committee running through 2010. This occurred as the Executive Committee voted to place him there replacing Prof. Burke, who was elected Presiding Officer.
  - Chancellor Award nominations are needed; the deadline for those nominations is not yet posted. Dr. Hoffman notes that we are assuming the guidelines for these Awards are going to remain the same as they did last year.
  - Prof. McMillan reminds us that the categories for these awards are:
    - Excellence in Librarianship
    - Excellence in Professional Service
    - Excellence in Teaching
    - Excellence in Scholarship
    - Excellence in Creative Activities
    - Excellence in Faculty Service
  - The deadline should be somewhere in mid-February and we should start thinking of nominations now.

- **CC – Curriculum Committee** Prof. Levy
  - The annual report was sent out via email, 34 pages long.
  - The Curriculum Transfer Grid for the BS in International Transportation and Trade (ITT) - Intern, most recent edition, 4/15/2009, 62 credits in the Lower Division, is presented to the faculty for approval. This grid is 2 credits less than the full 4-year students take in their first two years. This is because of a difference in some of the professional courses, which the 2-year students would not be able to take.
The ITT Curriculum Transfer Grid was PASSED by the faculty, no discussion, no dissention.

Twelve (12) revised course descriptions were presented to the faculty for approval:
- MATH 111 Applied Calculus I – added to course description “Credit will not be give for both this course and MATH 101."
- MATH 112 Applied Calculus II – added to course description “Credit will not be give for both this course and MATH 111."
- PHYS 102 Engineering Physics I – added to course description “Credit will not be give for both this course and PHYS 211."
- PHYS 102 Engineering Physics II – added to course description “Credit will not be give for both this course and PHYS 214."
- PHYS 211 General Physics I – added to course description “Credit will not be give for both this course and PHYS 201."
- PHYS 214 General Physics II – added to course description “Credit will not be give for both this course and PHYS 201."
- ENGR 387 Electronics I – added to course description “Credit will not be give for both this course and ENGR 390."
- ENGR 390 Electrical Engineering III – added to course description “Credit will not be give for both this course and ENGR 387."
- CHEM 100 Introductory Chemistry – added to course description “Credit will not be give for both this course and CHEM 121."
- CHEM 121 Introductory Chemistry – added to course description “Credit will not be give for both this course and CHEM 100.”
- MATH 101 Calculus I – added to course description “Credit will not be give for both this course and MATH 111."
- MATH 102 Calculus II – added to course description “Credit will not be give for both this course and MATH 112."
- All 12 items were PASSED by the faculty as one block, no discussion, no dissention.

- **FAC** – Faculty Assessment Committee
  - Prof. Sturges
    - The annual report, consisting of two separate documents was distributed. On examination of the second document, we find the assessment schedule for the next five years as well as the Gen Ed. Assessment Outcome Data. The school was asked by (strike) to generate a 3-year colander calendar for Gen Ed. and a 5-year calendar for program. Prof. Sturges has asked the Presiding Officer to post these items on the school’s website under the link “Governance”.
    - (Prof. Sturges attempts to show us the link using the available computer, but the wireless server is unavailable at this time.)
    - The calendar and programs will be discussed at Faculty Assessment Day.
    - The required streamlining as been put into effect, by putting out a calendar and keeping the documentation here at home. It is no longer being sent up (to Albany), making it important for us to keep good documentation. These documents are subject to review / audit at any time.
    - Prof Olszewski notes that the program lists MES Engine, which does not exist. Prof. Sturges replies that all of those titles are exactly how our programs are listed within SUNY, noting that it is possible to notify SUNY and list them as “inactive”. Dr. Olszewski also notes that the programs listed regarding Marine Environmental Science should be listed as MES only, not MES and MES Deck, similar to all of the other degrees.
Prof. Sturges states that placed within the Academics tab is a link to 'Assessment Activities'. The first link describes measures of student experiences and perceptions as measured by the SOS, NSSE, Alumni Survey, and the Senior Exit Survey. The second link describes the various mechanisms to measure student learning outcomes, such as Middle States accreditation processes, SUNY cyclical assessment, ABET accreditation, and Coast Guard license programs.

FAC documents including the assessment calendar through 2014, General Education and major assessment forms, and the most recent annual report can be found under the Faculty Governance / Faculty Assessment Committee tab. The faculty now has access to assessment reporting documents.

Dr. Hoffman thanks Prof. Sturges for all of her work on assessment. In 2002 when we had our self-study and a visit by Middle-States we were hit pretty hard, as were most other school, on assessment. In 2007 when we did our periodic program review, we were told we were not doing enough. The following year Dr. Hoffman was required to send in a “monitoring report” to evaluators. As a result of improvements, most notably Faculty Assessment Day, we have been upgraded. Now Dr. Hoffman is only required to send a “progress report”. 2012 will be the self-study and visit from Middle-States, which means we will have to begin the self-study soon. Dr. Hoffman and Prof. Sturges will be going to Philadelphia for a 2-day workshop on writing a self-study report. At that point we will be creating a lot of sub-committees to divide up this work.

FPC – Faculty Policy Committee

Prof. Massano presents the second reading (first reading 15 April 2009) of the following By-Law amendments to the Faculty for approval:

- The Faculty Policies Committee recommends that the following five By-Law Amendments be approved:

  - Replace Section D, number 8, paragraph b) item “ii” with the following:
    “Make recommendations concerning questions and procedures of course evaluations and execute the student course evaluations at the end of each semester”

  - The above By-Law amendment is PASSED by the faculty, no discussion, no dissention.

- Renumbe current Sections F, G and H to G, H, and I respectively. And insert a new item F to read:
  “Section F. FACULTY ATHLETIC REPRESENTATIVE TO THE ATHLETIC ACADEMIC REVIEW BOARD
  1. The College faculty, at a regular April meeting, shall elect a Faculty Athletic Representative (FAR) to the Athletic Academic Board for a term of three years. This representative will also serve as the College FAR to the NCAA.
  2. The Committee on Nominations and Elections shall prepare a slate of candidates for such elections and additional nominations may be made from the Floor.”

  - Discussion – Dr. Hoffman asks as a friendly amendment to change the wording in Athletic Academic Review Board by striking the word “Review”. The Provost notes that this is not a review board. The recommendation is accepted as a friendly amendment and correction is reflected in the wording.

  - The above By-Law amendment is PASSED by the faculty, no dissention.
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- Replace Section D, number 8, paragraph a) with the following:
  “One member from the rank of Professor, and four members of any rank, to be elected by the College faculty as a whole, Commandant of Cadets, the Dean of Students, and three students: one student from the upper division (first or second class/Senior or Junior), one student from the lower division (third or fourth class/Sophomore or Freshman), and one graduate student. The election is to be run by the appropriate Student Governance Body.”
  - Discussion – Dr. Levy notes that the language does not indicate how the students are going to be elected. Dr. Massano proposes that “the election is to be run by the appropriate Student Governance body.” The motion is accepted by Dr. Levy and agreed to be added to the proposal. The new added language is reflected in the wording of the above proposal.
  - The above By-Law amendment is PASSED by the faculty, no dissention.

- Replace the phrase in Section D, number 5, paragraph a):
  “one degree student to be elected by the degree students” with
  “one degree student to be elected by the degree students from the rank of either Seniors, Juniors or Sophomores”
  - The above By-Law amendment is PASSED by the faculty, no discussion, no dissention.

- Replace all occurrences of “degree student” with “civilian student”
  - The above By-Law amendment is PASSED by the faculty, no discussion, no dissention.

- SPC – Student Policy Committee
  - Prof. Romain
  - The annual report of the SPC was distributed via email by the past chair, Peter Vecchio. The committee has met twice and is organizing for the fall evaluation cycle, using the existing form. The committee’s major task will be to come up with a new evaluation form. The new form will primarily address the weakness in the current form, notably the absence of a rating scale, making it impossible to for any type of statistical compilation of information and analyze it. The committee will solicit feedback from faculty and students prior to coming up with a new form, primarily through the use of focus groups for students. Prof. Romain hopes to attend an Academic Council Meeting as a means of getting feedback from faculty on a new form. The committee hopes to include online classes and graduate classes, which are currently not being evaluated.

- Faculty Senator
  - Prof. Keefe
  - Professor Keefe comments on the large amount of work that goes on in the University Senate. There is a new president, Ken O’Brien (SUNY Brockport), who has taken as his themes for the year “sustainability and diversity”. He feels that external communication needs to be better on every campus about getting the word out on the great things we are doing.
  - In terms of budgets, we are ranked number 47, just above the State of Mississippi, regarding state support. The Chancellor, Nancy Zimpher, is an expert in urban education. The new chancellor’s style seems to be “top-down” whereas our style seems more like “grass-roots”. There is an anticipation of some difficulty.
  - There is a pipeline where public HS and elementary students do not always come on to SUNY or CUNY campuses. Local campuses should get our students involved in local
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public schools, especially in the area of math. Another concept we might want to look at is where a student gives extra time, earns a certain amount of extra credit for doing service learning.

- **Old Business:**
  None outstanding.

- **New Business:**
  o Dr. Hoffman would like to see a nomination in every area of the Chancellor's Award this year. We have been very successful in the past. On the SUNY website, go to the Provost's page where you can see what the requirements are. There are rank and time-on-campus requirements. Although there is not a monetary reward, there is recognition. Prof. McMillan asks if it is correct whether you can receive another award after 5 years. Dr. Hoffman states you can receive a different one, but not the same one.
  o Dr Howard states that on 02 February 2010, Groundhog Day, will again be presenting its recurring conference theme called “Cutting Edge Issues in Shipping”. The conference is co-hosted by Prof. Howard and Prof. Jeff Weiss, since 2006. A Call-for-Papers has been issued and if anyone is interested in presenting please let them know.
  o Dr. Hoffman speaks for Prof. Sam Yahalom, regarding “Faculty Conversations”. A program run about once a month, last one featuring Prof. Burke. Reminders will be sent out, and please consider attending.

- The meeting was adjourned at 16:23.

As submitted by,

Peter Vecchio
Faculty Secretary