Minutes of the Regular Faculty Meeting of 16 November 2011

- The meeting was called to order at 1503 in Science & Engineering Room 2-49.

- The regular Presiding officer, Capt. Ernie Fink, and the regular Secretary, Mate Peter Vecchio are PRESENT

- The reading of the minutes of the Faculty Meeting of 05 October 2011 was dispensed with. A motion to approve the minutes was put forth, seconded, and subsequently approved without amendment.

**President’s Report**

Rear Admiral Carpenter

- The President discusses behavior in the classroom and the necessity to report and document inappropriate student behavior. Additionally noted is faculty and staff behavior and how it is observed by our students.

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

Prof. Hoffman

- The Provost discusses Discretionary Salary Increases have been sent to the department heads and received a letter from the Provost.
- All faculty who have been selected (tenure / tenure track) are encouraged to complete the COACHE faculty survey.
- Middle States chapter drafts are due and will be completed by Chris McMillan
- SUNY Regional Showcase, part of the Power of SUNY, will be hosted by F.I.T., which is part of our regional area.
- Dr. Traub steps down as Associate Provost, but remains Academic Dean. The Associate Provost will be drawn from the Academic Leadership, not a new hire. The duties will include Chair Academic Board, Chair Readmissions Board, and Chair Middle States Self-Study.
- Dr. Traub introduces Sarah Grady, College Registrar who discusses some of the current registration problems and what is being done to correct them.
- Dr. Yahalom announces the “Faculty Conversations” program for tomorrow, 17 November at 1500, topic is *Balancing Commitment vs. Compliance*. The next will be on the 30th of November, topic – PANEL Contemporary Economic Conditions of the U.S. Additionally, requests for release time need to be submitted. The CMA (Connecticut Maritime Association) has accepted a student session, chaired by Dr. Yahalom which will contain a student’s call for papers. The focus will be bulk and tankers only.

**Presiding Officer**

Capt. Fink

- Capt. Fink discusses the meeting he and University Senator Dr. Keefe attended of the fall Plenary Meeting of the University Faculty Senate, held at Purchase College. Among items discussed is a generic grade change policy which should be adopted by individual campuses.
- The Presiding Officer notes that he believes that the time for discussion of issues is at the faculty meeting, avoiding email blasts back and forth.
Standing Committees:

- Faculty Senator: Prof. Keefe
  - Dr. Keefe reports on her views of the University Senate Meeting. Her remarks continue the discussion on the University proposed grade change policy.
  - In the lobby of the State Building will be various posters submitted by campuses showcasing their individual campus undergraduate programs.
  - The ethics committee is working on issues of professional behavior, ethical conduct and institutional integrity. A forum will be held in the spring of 2012.
  - The University Governance Committee is, in fact, encouraging email discussion.
  - There will be a new award for emerging scholars.

- CAP - Committee on Appointments and Promotions: Prof. Mathieson
  - Prof. Mathieson is not present, and there is no report.

- CONE - Committee on Nominations and Elections: Prof. McMillan
  - CONE chair Prof. McMillan notes two deadlines: Chancellor Awards deadline is 21 February, Distinguished awards is 12 March.

- CC – Curriculum Committee: Prof. Levert
  - The CC presents the following motions to be considered by the faculty:

1. Proposed changes to two existing courses for the Professional Education Department. The new course titles will be:
   - The Business of Towing (PS 410), and Towing Operations (PS 411).
   - **Rationale:** In addition to a title change, the course descriptions have been updated to reflect current practice and the availability of water craft needed for this course.
   - Approved by the Curriculum Committee 10/26/11
   - Effective spring, 2012
   - (See separate file: CC_2011_Faculty_Action_Attach_111116_Mtg_111108.doc, page 1-2.)

   - **MOVED BY THE CURRICULUM COMMITTEE, APPROVED WITHOUT DISSENT**

2. Two proposed new courses for the Professional Education Department.
   - Independent Study in Marine Technology Small Vessel Operations I (MTDO 601)
   - Independent Study in Marine Technology Small Vessel Operations II (MTDO 602)
   - **Rationale:** This course will enable Students to complete special projects and sea time as needed.
   - Approved by the Curriculum Committee 10/26/11
   - Effective spring, 2012
   - (See separate file: CC_2011_Faculty_Action_Attach_111116_Mtg_111108.doc, page 3.)

   - **MOVED BY THE CURRICULUM COMMITTEE, APPROVED WITHOUT DISSENT**

   - **Rationale:** This proposed course is a complement to the existing Western Music (HUMN 403) course.
   - (See separate file: CC_2011_Faculty_Action_Attach_111116_Mtg_111108.doc, page 4.)
   - Approved by the Curriculum Committee 11/2/11
   - Effective spring, 2012

   - **MOVED BY THE CURRICULUM COMMITTEE, APPROVED WITHOUT DISSENT**

**Rationale:** This proposed course will be offered as a Humanities Elective, and it is intended to be part of a proposed Law Minor.

(See separate file: CC_2011_Faculty_Action_Attach_111116_Mtg_111108.doc, page 5.)

Approved by the Curriculum Committee 11/2/11

Effective spring, 2012

- **MOVED BY THE CURRICULUM COMMITTEE**

  A discussion ensued regarding where a law class is to be taught, and should it have GBLW or similar GBAT designation.

- **CALL THE QUESTION** – DR. MARKOE MOVES TO END DEBATE ON THIS TOPIC, SECONDED BY DR. HOFFMAN. THE MOTION PASSES UNANIMOUSLY WITHOUT DISCUSSION.

- **THE VOTE ENSUES; THE CURRICULUM COMMITTEE PROPOSAL AS LISTED ABOVE IS APPROVED WITHOUT DISSENT.**

5. Proposed new Law Minor.

**Rationale:** This program is designed to answer the increasing demand by students to follow a “pre-law” curriculum, i.e. a concentration of courses that is designed to support their interest in the law and prepare a strong foundation for post-baccalaureate work at law school. It is also designed to fit in to elective requirements in the International Transportation and Trade (ITT) curriculum, and also in the Maritime Studies and Marine Business and Commerce curricula. Students who take the five courses of the Law Minor in each of the afore-mentioned curriculums will fill four 3-credit elective spots. The fifth course will be additional to normal program requirements.

(See separate file: CC_2011_Faculty_Action_Attach_111116_Mtg_111108.doc, page 6.)

Approved by the Curriculum Committee 11/2/11

Effective spring, 2012

- **MOVED BY THE CURRICULUM COMMITTEE, APPROVED WITHOUT DISSENT**

6. Proposed change of the Facilities Engineering curriculum. It is proposed for the Engine License option to:

- **add:** Project Management (ENGR 444) to the spring of senior year
- **delete:** one Engineering/Science Elective from the fall of senior year
- **move:** Analog Controls (ENGR 350) to the fall of senior year from the spring of senior year

and to change the Facilities Engineering – Intern Option curriculum by:

- **adding:** Project Management (ENGR 444) to the spring of senior year
- **deleting:** one Engineering Applied Elective from the fall of senior year
- **moving:** Analog Controls (ENGR 350) to the fall of senior year from the spring of senior year.

**Rationale:** Adding Engineering Project Management (ENGR 444) will further differentiate the Facilities curriculum from Marine Engineering. More importantly, the Engineering Advisory Board made a specific request to the Engineering Department to increase exposure of students to industry-standard techniques of Engineering Project Management, which is a critical component of a Facilities Engineer’s technical expertise.

ENGR 444 is proposed for the spring semester of senior year so as to supplement the practical implementation of project management during the second semester of the design sequence (ENGR 426 Facilities Engineering Design II) with a rigorous introduction to the qualitative and quantitative aspects of the field.

(See separate file: FacE_Curriculum_Flow_Proposal_111026.xls)

Approved by the Curriculum Committee 11/2/11

Effective fall, 2012

- **MOVED BY THE CURRICULUM COMMITTEE, APPROVED WITHOUT DISSENT**
7. Proposal to move Chemistry of Materials (CHEM 212) to the spring of freshman year from the spring of sophomore year for all Engineering curricula.

**Rationale:** This will enable moving Dynamics (ENGR 244) to the spring of sophomore year to reinstate the Students’ sequence for common solid mechanics courses and to balance the teaching schedule.

The proposal includes:

- changing all Facilities, Marine, & Mechanical Engineering and Naval Architecture curricula for Engine License by:
  - moving: Chemistry of Materials (CHEM 212) to the spring of freshman year from the spring of sophomore year.
  - moving: American Civilization I (HIST 101) to the fall of junior year from the spring of freshman year.
  - moving: Dynamics (ENGR 244) to the spring of sophomore year from the fall of junior year.

- changing all Facilities, Engineering, Mechanical Engineering and Naval Architecture curricula for Intern Option by:
  - moving: Chemistry of Materials (CHEM 212) to the spring of freshman year from the spring of sophomore year.
  - moving: American Civilization I (HIST 101) to the spring of sophomore year from the fall of junior year.
  - moving: American Civilization II (HIST 102) to the spring of sophomore year from the fall of sophomore year.
  - moving: Dynamics (ENGR 244) to the spring of sophomore year from the choice of spring of sophomore year or fall of junior year.
  - moving: Thermodynamics (ENGR 344) to the fall of junior year from the choice of spring of sophomore year or fall of junior year.

- changing the Naval Architecture curricula for Intern Option by:
  - moving: Chemistry of Materials (CHEM 212) to the spring of freshman year from the spring of sophomore year.
  - moving: American Civilization I (HIST 101) to the spring of sophomore year from the spring of freshman year.
  - moving: Dynamics (ENGR 244) to the spring of sophomore year from the spring of junior year.
  - moving: Thermodynamics (ENGR 344) to the spring of junior year from the fall of sophomore year.

(See separate file: BE_Degree_Curricula_110919_Edit_111026.xls)

Approved by the Curriculum Committee 11/2/11
Effective fall, 2012

- **MOVED BY THE CURRICULUM COMMITTEE**

A discussion ensued, most specifically regarding the movement of Chem. 212, with various opinions being put forward.

- **VOTE BY SECRET BALLOT** - A MOTION IS MADE BY THE GBAT CHAIR THAT THIS CURRICULUM COMMITTEE ITEM BE VOTED UPON BY SECRET BALLOT. SECONDED BY DR. LOSONSKY. A HAND-COUNT IS MADE: 27 IN FAVOR, 21 OPPOSED. THE MOTION FOR "SECRET BALLOT" CARRIES AND BALLOTS ARE PASSED OUT.

- **BALLOT COUNT** – 44 IN FAVOR (YES), 17 OPPOSED (NO), 1 OBSTAIN. THE MOTION PASSES.
8. A proposed new program, Bachelor of Science in General Engineering (BSGE), Dual-Diploma, intended for ITUMF Students.

**Rationale:** Formerly, the ITUMF Dual-Diploma Students were Marine Engineering majors. This was discontinued in the fall of 2010 because of ABET accreditation issues. This proposed BSGE program will take the place of the former Marine Engineering program for the cohort of ITUMF Students who will be arriving in January, 2012 and those in future semesters. The proposed BSGE program is intended for ITUMF Students only - as this program was not designed to receive the ABET accreditation and it is anticipated that graduates will not work in the USA. The Engineering Advisory Board has directed that all Engineering programs be ABET accredited – assuming that those graduates will be practicing engineering in the USA.

(See separate file: GE ITUMF DDP_111103.xls)

Approved by the Curriculum Committee 11/2/11
Effective spring, 2012

- **MOVED BY THE CURRICULUM COMMITTEE**

  A discussion ensued, with the Engineering Chair offering some background.

- **THE VOTE ENSUES, THE CURRICULUM COMMITTEE PROPOSAL AS LISTED ABOVE IS APPROVED WITHOUT DISSENT.**

9. A proposed change of course name

   **From:** Naval Science for the Merchant Marine Reserve Officer (NVSC 204)
   **To:** Naval Science for the Strategic Sealift Officer (NVSC 204)

   In addition, the term “MMR” is replaced with “SSO” in the course description.

   **Rationale:** The name of the U.S. Navy program for the Merchant Marine Reserve Officer (MMR) training has been changed to Strategic Sealift Officer (SSO). The new name must be used for the spring, 2012 semester. No changes have been made in the academic content of the course.

   (See separate file: CC_2011_Faculty_Action_Attach_111116_Mtg_111108.doc, page 7.)

   Circulated to the Curriculum Committee 11/8/11

   Effective spring, 2012

   - **MOVED BY THE CURRICULUM COMMITTEE, APPROVED WITHOUT DISSENT**

- **FAC – Faculty Assessment Committee**

  - Prof. Sturges

    o Prof. Sturges makes brief remarks on Middle States Assessment process, Surveys and the next Faculty Assessment Day (FAD) which will be taking place as scheduled in December.

- **FPC – Faculty Policy Committee**

  - Prof. Massano

    o Prof. Massano moves the following motion of a GRADE CHANGE POLICY, for consideration by the Faculty:

      **Rationale:**
      Whereas, the authority to assign grades rests with the faculty member who is the instructor of record, due to that individual’s unique position to evaluate the performance of a student in a course, and

      Whereas, any change to an initial grade normally is the responsibility of the instructor of record, and

      Whereas, under extraordinary circumstances such as a grade having been demonstrably based on impermissible factors such as discrimination, bias, or retaliation, or when the instructor of record is no longer available for a grade change appeal, it may be necessary for someone other than the instructor to assign a different grade, and
Whereas, the assignment of a grade by someone other than the instructor of record remains a faculty responsibility,

Therefore, be it resolved that the registrar will accept no change of grade form that is not signed by the instructor; unless signed by the Provost with the acknowledgment that the procedures below have been fulfilled and documented. Furthermore, the registrar will notify the student whenever a change of grade is completed.

Procedures for change of grade when not initiated by the instructor of the class: (In all procedures, the request for a grade change must be initiated by the student unless direct evidence of impermissible factors such as discrimination, bias, or retaliation. In that case, the student should be notified to make a change of grade request)

1) Instructor is accessible.
   a. If the instructor agrees to the change, he signs the appropriate change of grade form and it is processed normally.
   b. If the instructor does not agree or is unwilling to review the change of grade request, then the student may appeal to the department chair. If the chair agrees with the Instructor's decision, the student may appeal to the Provost as outlined below. If the chair does not agree with the instructor, then the chair will try to resolve the problem with the instructor. If they cannot agree, the chair may decide to initiate the appeal to the Provost or advise the student to do so.
   c. If there is still no resolution, the student (or chair) may bring the matter before the Provost. If the Provost agrees with the instructor the appeal process is done. Otherwise, the Provost will appoint (with advice from the instructor and the department chair) a panel of two or three professors from the course's area. If possible, to review the material. The panel will document their reasons for or against the change. They will forward these to the instructor, chair and Provost. At this point, the Provost will review the panel's findings and may change the grade. The entire procedure will be documented and a copy given to the chair and instructor. The originals will be kept on file in the Provost's office. A statement to the registrar will accompany the change of grade form with the Provost's signature stating that the above procedure has been followed.

2) Instructor is not accessible.
   a. If the instructor is not physically present to sign the form, but agrees to the change, the instructor may send a letter or email directly to the Provost indicating consent. The Provost will sign the form, document the change by placing the communication on file, and make the appropriate notation on the form that the instructor will sign upon return. The instructor will sign the form as soon as possible after returning.
   b. If the instructor is not physically present and declines to change the grade, then events will proceed as in Sections 1 b and 1 c. If the instructor is no longer employed by the college, deceased, or otherwise unreachable, the process will immediately go to the procedure outlined in Section 1c where the Provost will appoint a panel and abide by its findings.

All of the above procedures must be initiated within one academic year after the issuance of the grade.

It is good practice for the Faculty Policies Committee to periodically review or assess its grade change practices. (added friendly amendment accepted)

Examples of appropriate reasons for grade changes (the list is not comprehensive):
> Demonstrable arithmetical, editing, or factual error in calculating the grade
> Omission of assignments or parts of assignments in calculating the grade
> Grade demonstrably based on impermissible factors such as discrimination, bias, retaliation or retribution

Examples of inappropriate reasons for grade changes (the list is not comprehensive):
> Save a student from some academic penalty: dismissal, probation, warning, academic integrity issue, etc.
> Allow a student to graduate or obtain a USCG license
> Allow a student to graduate with academic honors, or meet some other established minima
> Personal issues unrelated to academics
> Allow a student to maintain academic eligibility for athletics or any other co-curricular activity
> Manage enrollment levels in order to preserve programs

**MOVED BY THE FACULTY POLICIES COMMITTEE**
Minutes of the Regular Faculty Meeting of 16 November 2011

• **A MOTION TO AMMEND** – Prof. Frederick of the MT Department makes a motion to amend the document in section 1c to indicate the words following - appoint a panel “and abide by its findings.” The motion is not taken as a friendly amendment and it is seconded by Dr. Traub. A discussion ensues regarding its merit.

• **SECRET BALLOT ON THE MOTION TO AMMEND** - Professor Frederick calls for a secret ballot regarding the Motion to Amend. A hand vote is taken on whether we will vote the amendment by secret ballot. 8 in favor, 34 NOT in favor, the vote on the amendment will NOT be by secret ballot.

• **VOTE ON THE MOTION TO AMMEND** - The faculty votes on changing the wording in 1c paragraph from “may change the grade” to “and abide by its findings” the vote is 15 in favor 34 opposed. The motion fails. Discussion on the motion continues, a friendly amendment to modify the motion adding an additional duty to the FPC, namely to review the grade change results of the previous semester and report it to the faculty. This is declined as a friendly amendment discussion on this proposed motion ensues.

• **CALL THE QUESTION** - PROF. MUNSCH MOVES TO END DEBATE ON THIS TOPIC OF THE (UNFRIENDLY) PROPOSED AMMENDMENT, WHICH IS SECONDED, AND PASSES WITHOUT DISSENT

• **VOTE ON THE MOTION** - THE FACULTY VOTES ON ACCEPTING THE AMMENDMENT, NAMELY TASK THE FPC TO REVIEW THE GRADE CHANGE RESULTS OF THE PREVIOUS SEMESTER AND REPORT IT TO THE FACULTY. A VOICE VOTE IS TAKEN, AND THE NAY'S ARE IN THE CLEAR MAJORITY. THE MOTION IS DEFEATED.

PROF MUNSCH proposes as a friendly amendment adding “It is good practice for the Faculty Policies Committee to periodically review or assess its grade change practices” which is accepted.

• **CALL THE QUESTION** – Dr. BURKE MOVES TO END ALL DEBATE ON THIS TOPIC AND VOTE ON THE ORIGINAL MOTION, SECONDED BY DR. KEEFE, AND IS PASSED WITHOUT DISSENT

• **VOTE ON THE ORGINAL MOTION (as amended by the friendly amendment)** – PASSES WITHOUT DISSENT.

• **SPC** – Student Policy Committee

  o Prof. Romain discusses the procedure for student evaluations for the end of the semester evaluations, and discussion ensues.

*Old Business:*

• No old business

*New Business:*

• Shafeek Fazal announces an presentation by Simon Winchester in the Library.
• Dr. Howard announces a session regarding ANGEL.

A motion was made and seconded; the meeting was adjourned at 1735.

As submitted by,

Peter Vecchio,
Faculty Secretary