

Tentative Agenda
Arts & Sciences Senate
February 16, 2004

- I. Approval of Tentative Agenda
 - II. Approval of Minutes from November 17, 2003
 - III. Report of Arts & Sciences Senate President (J. Kuchner)
 - IV. Report of the Dean of the College of Arts & Sciences (J. Staros)
 - V. Report on Professional Education Program (D. Kaufman)
 - VI. Report on PEP Faculty Guidelines by the Faculty Rights, Responsibilities and Policies Committee (C. Janson)
 - VII. Report from the Library-Development of Resources for PEP (E. Hoffman)
 - VIII. Proposed Constitutional Amendment-Members of the Curriculum Committee (R. Cerrato)
 - IX. Old Business
 - X. New Business
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Arts and Sciences Senate
Minutes of the 11/17/2003 Meeting

The Arts and Sciences Senate met on Monday 17 November 2003 in the Javits Room. The meeting was called to order by the President of the Senate, Joan Kuchner, at 3:35 PM. Twenty-two senators, constituting a quorum, and four guests were present.

- I. The tentative agenda was amended and approved by voice vote.
- II. Minor corrections to the minutes of Oct. 20 were offered and approved.
- III. President's report

President Joan Kuchner updated the Senate on the progress of the standing committees including informing them that Charles Janson had been selected as chair of the Faculty Rights and Responsibilities Policies Committee. Under his leadership, this committee has been reviewing the guidelines for integrating PEP faculty into each of the related disciplines and providing a framework for their successfully moving along a faculty career ladder. She reported that the PTC with Gene Sprouse as chair has been review files in a timely manner. And she thanked Dean Staros for connecting with the AJC to discuss policies related to the reporting and oversight of the Executive Director. John Shea, the chair of the AJC will provide a report in the Spring semester on AJC activities. Joan Kuchner also reported that the Executive Committee will be discussing the draft report of the Middle States self study. The Executive Committee has also met with Associate Provost Mark Aronoff to discuss the undergraduate colleges. Joan is a representative of the A & S Senate on the joint University Senate- Provostial Committee on Career Issues for Non-Tenure Track Faculty. She reported that this committee has sent their first report to the University Senate and the Provost. This report recommends the creation of campus title of senior lecturer associated with a career ladder for non-tenure track faculty. This supports the recommendations made by the previous Dean's committee chaired by Nancy Squires.

VI. Dean Staros' Report

The Dean reported that the fiscal state of the College of Arts and Sciences is stable. However, the consequences of the fiscal crisis are becoming clear. The October snapshot of faculty as compared to last year as a whole is down 30.79 faculty, 20.48 full time staff, and 26.14 full time TA/GAs.

Dean Staros also confirmed that more than twenty courses have not received ACGE approval. This will create problems for graduating students that will become acute in the Spring semester, 2004. One recently proposed solution is to decouple the history requirement from DEC K. A new category, "Skill 4: Competency in American History" which would include HIS 103, 104, POL 102, 105, AFS 101, 102 and other courses already approved would be created that would meet the SUNY criteria. The hope is that students will not have their graduations delayed because of a need to take additional courses if this is adopted. Curriculum Committee Chair Bob Cerrato stated that the Committee endorses this plan and that adopting this option would allow the "American Pluralism" theme to return to that category. Norm Goodman proposed a "sense of the body resolution that the A & S Senate approves the framework for a solution for the problem of the Gen Ed requirements proposed by the Dean's Office". The motion was seconded and unanimously passed.

V. Report of the Committee on Academic Standing and Appeals

Eduardo Mendiata reported on the activities of CASA. The number of appeals and approval rate is comparable to last year. Some problems facing students who appeal to CASA were discussed. The report was accepted unanimously.

VI. Report on Space and Equipment: "Operations" in the CAS

Associate Dean Peter Koch addressed the perception that resources are going primarily to repair and restoration of the nonacademic side of campus. He reported that this perception is not unfounded, but that many academic rehab projects are underway. The CAS directly controls less than 1% of total budget for operations so that collaborations of CAS planners with other offices is required for major projects. SUNY Construction fund is rehabbing Humanities and plans are being considered for Chemistry. Numerous mid-sized and small projects are underway or planned. CAS coordinates small requests for academic rehab, quality of life, and academic equipment replacement proposals through the department Chairs. No academic replacement funds are expected for this year. The computer support person from CAS left and has not been replaced, which will limit the support that CAS can offer.

The issue of who is responsible for the upkeep of classrooms and other spaces was raised by Owen Evans. Peter Koch agreed that the system for upkeep is not working very well and the lines of communication among the relevant offices are not clear.

VII. Third Presentation of the Proposed Amendment to the A & S Constitution

President Joan Kuchner presented some background for the proposed amendment. The proposed amendment was accepted with 21 voting yes, 0 no, and one abstention.

VIII. Old Business.

Norman Goodman reported that the SUNY Board has decided to pause on the implementation of the Statewide Assessment. The SUNY Chancellor has also agreed to study a university-wide, campus based assessment process.

A motion to adjourn being made and seconded, and the Arts and Sciences Senate adjourned at 5:03 PM.

November 17th, 2003

Recorded by John Robinson

Secretary

General Policies on Teacher Education Faculty Lines

Overview of Professional Education Program (for informational purposes only):

The Professional Education Program (PEP) has been established as the primary University-wide unit for all baccalaureate and master's-level teacher certification programs, and post-graduate educational leadership programs. The teacher education programs in English, European Languages, Mathematics, Natural Sciences, Social Studies, and TESOL are located in their respective disciplinary departments in the College of Arts and Sciences and the two educational leadership programs are located in the unit. PEP has been charged to promote academic, professional, scholarly and intellectual excellence in Stony Brook's distributed model of teacher education. PEP is further charged to extend its professional outreach beyond the borders of the University and into the wider community-at-large in terms of collaborative efforts and partnerships in community-based projects and those developed jointly with school districts, teacher centers and local professional groups. PEP has also been charged to achieve regional, state and national acclaim as well as NCATE accreditation through teaching, research and publication, and service.

1. Departmental Affiliation and Hiring

1.1. All teacher education faculty lines will reside fully in departments, with the possible exception of certain non-tenure-track lines in programs that do not have a natural home in an academic department and that will therefore reside in PEP (for example, lecturers in the administrators program).

1.2. The holders of teacher education positions will be full members of their home department.

1.3. Two representatives from the PEP faculty should be involved in the full process of hiring new faculty, regardless of the home department in which they reside. These PEP faculty should be involved in screening applicants, in the interview process, and as external voting members of the department for the mid-search and final phases of the hiring process. The expectation of scholarly productivity of PEP faculty should be made explicit and clear in the job description, during interviews, and in the appointment letter.

2. Funding

2.1. Proposals for hiring new PEP-affiliated faculty may be made by potential host departments to the Provost via the PEP program director; in addition, PEP-affiliated faculty lines may be given to departments at the discretion of the Provost. All teacher education lines are approved and funded directly by the Provost, and do not revert to the College in the event that the incumbent relinquishes his or her position.

2.2. The cost of recruiting teacher education faculty will be borne by the Provost, with a budget to be determined before the recruitment is authorized.

2.3. Startup costs for newly hired teacher education faculty will be borne by the Provost at the going rate for faculty in non-laboratory disciplines.

2.4. Once hired, support for a teacher education faculty member, other than salary, will be provided by the department at the same level as for all other tenure-track faculty.

2.5. Lines in teacher education are allocated based on the university's needs in teacher education, not on any consideration of a department's other needs, which are determined in consultation with the Dean of the College and which should be evaluated independently of teacher education.

3. Teaching load

3.1. Tenure-track faculty on teacher education lines will normally teach 4 courses each year. In all cases, two of these courses shall serve the needs of teacher education directly. The director of teacher education in a certified program will be relieved of teaching one course per year of the remaining course load, in recognition of the extra duties related to directing the program. Of the remaining course load, one course shall bridge teacher education and other departmental programmatic needs. The fourth course, if applicable, shall be assigned at the department's discretion.

4. Evaluation of progress

4.1. Evaluation of the scholarly achievements of teacher education faculty for purposes of reappointment, merit, promotion, and tenure within the department will be based primarily on the candidate's scholarship in teacher education within the discipline. Evaluation of individual teacher education faculty for purposes of reappointment, merit, promotion, and tenure within the department shall include assessments of teaching effectiveness, administrative effectiveness in coordinating and supervising student teachers, and contributions to the mission of the PEP program and the teacher education goals of the university.

4.2. The director of the Professional Education Program (PEP) will be consulted on teacher education faculty members' progress throughout their careers. One faculty member currently in the PEP will be assigned to mentor new faculty, in addition to any mentor(s) from within the host department. A PEP faculty member (distinct from the mentor) should be assigned to perform periodic peer evaluation and counseling of teaching performance for untenured education faculty.

4.3. In cases of tenure and/or promotion for any teacher education faculty member in the University, two PEP-affiliated faculty members of appropriate academic rank (according to the PTC guidelines) shall be designated by the host department chair in consultation with the PEP director. These senior PEP faculty shall provide a recommendation on tenure and/or promotion to the relevant departmental committee. These designated PEP faculty shall be members of the committee advising and voting on the candidate's promotion and tenure. In all cases, a summary of the evaluation and recommendation of these PEP-affiliated faculty shall be included as a separate document in the candidate's promotion and tenure file.

Proposed Constitutional Amendment:

Arts and Sciences Senate Undergraduate Curriculum Committee

Proposal for New *Ex Officio* Members of the Curriculum Committee

Spring 2004

In the past, the Curriculum Committee has been fortunate to have professional employees from administrative offices serve as members. Their knowledge has been critical to many committee decisions. As a result of the newest revision of the A&S Faculty Senate Constitution, professional employees from administrative offices are no longer eligible to be elected to the A&S Faculty Senate or any of its standing committees.

We are requesting a change in the A&S Senate Constitution to add two nonvoting, *ex officio* members to the Curriculum Committee. We would like to have one professional employee from the Registrar's Office who has experience with graduation requirements, registration procedures, and implementation of rule changes. The other individual should be from Enrollment and Retention Management and should be knowledgeable about both general student concerns and transfer student issues.

We, therefore, request that A&S Senate Constitution be changed in the following way:

b. The *Undergraduate Curriculum Committee* shall consist of 10 voting members and ~~two~~4 non-voting members:

(1) two elected faculty representatives each from:

(i) the humanities and fine arts;

(ii) the social and behavioral sciences;

(iii) the natural sciences (one from physical sciences or mathematics and one from biological or marine sciences);

(2) one representative appointed by the Dean of the College of Arts and Sciences as a non-voting member.

(3) one representative elected by the professional employees as a voting member under the usual procedures for this purpose.

(4) one professional employee knowledgeable about registration procedures and graduation requirements appointed from the Registrar's Office appointed as a non-voting member. This individual will be appointed annually by the Registrar after consultation with the Curriculum Committee.

(5) one professional employee knowledgeable about both general student concerns and transfer student issues appointed from Enrollment and Retention Management as a non-voting member. This individual will be appointed annually by the Associate Provost for Enrollment and Retention Management after consultation with the Curriculum Committee.

(46) two undergraduate student representatives from the Arts and Sciences Senate Constituencies, selected through the usual procedures for this purpose by undergraduate student government

(57) one graduate student representative from the Arts and Sciences Senate Constituencies, selected through the usual procedures for this purpose by graduate student government

(68) the Secretary of the Committee appointed by the Dean of the College of Arts and Sciences in consultation with the Committee, the Dean of Marine Sciences Research Center and the Dean of Physical Education and Athletics, as a non-voting member.

Timeline of Library Preparations for NCATE Certification

• Evaluation of PEP (submitted by Elaine Hoffman, Education and SPD Selector)

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• May, 2002:

- Christian Filstrup (Library Dean and Director) attends PEP meeting. Discussions between Provost, Chris, Dorit about resources Library needs to support Education acquisitions (not heavily selected since the mid 1970's).

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- Meetings involving Dorit Kaufman, Christian Filstrup, Elaine Hoffman and Janice Grackin

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• Summer 2002:

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- -- Elaine researches other NCATE libraries and requests subscription to ACRL Curriculum Materials Centers database
- -- Contacts Hofstra CMC librarians, receives sample lists of journal subscriptions in five different areas: teaching, leadership, literacy studies, physical education and sports sciences
- -- analyzes which Education journals are indexed by Education Index and ERIC and comes up with list of additional journals to which Stony Brook needs to subscribe (current and a few back issues): total \$15,000
- -- subscriptions are placed to required journals by Library Serials Department

Fall, 2002 and Spring 2003

Elaine joins PEP Advisory Board

Meets with Lawrence Frohman concerning PEP's and teaching monographic needs

Lawrence circulates list of Library of Congress Classification areas for Education to PEP faculty to indicate areas on which they would like the library to concentrate its education acquisitions

\$5,000 worth of additional Education monographs are purchased

Elaine initiates and teaches 3 of 6 courses (also taught by other librarians) to PEP instructors on Resources for Education Research using Electronic Databases

- Meeting with Janice Grackin (grant leader), Paul St. Denis, Kisha Bryan (student) to plan spending PEP Presidential Multicultural/Diversity Grant where we planned diversity website, books for CMC, CD-ROMS and distribution, student wages.

NetLibrary Holdings searched for Education and Teaching topics previously acquired

- Extract list of additional Education journals available online at Stony Brook through various electronic subscriptions currently in place (using Serials Solutions)

Wrote Education subject guide for library webpage:

<http://www.sunysb.edu/library/eresources/databases/edu.html>

- Fall, 2003

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Update list of online Educational journals using updated categories in Serials Solutions <http://www.sunysb.edu/library/eresources/finder.html>

URLs for library webpages sent to Dorit and Mario LaMontia for NCATE reports <http://www.sunysb.edu/library/>

URLs for Diversity websites sent to Paul St. Denis for website (still being finished)

Hard copies of Education holdings and resources sent for Institutional Report

Winter 2004:

Additional titles ordered for CMC Library in collaboration with Janice Grackin

Developed separate library web page for education resources on Internet <http://www.sunysb.edu/library/eresources/databases/edu.html>

Ordered more Education books for library collection

Ordered more Education Reference sources including [The Encyclopedia of Education](#) 2003 by James W. Guthrie Ref xLB 15.E47 2003

Processed several hundred donated education books from professors

