DATE: September 19, 1977
TIME: 3 P. M.
LOCATION: Alumni House

AGENDA

1. Approval of Minutes

2. President's Report

3. Council & Committee Reports

4. Old Business:
   4.1 Resolution to eliminate the Council on Promotions and Continuing Appointments

5. New Business

6. Adjournment

NOTE: Immediately after the Senate meeting there will be a reception for all members of the Senate.
Minutes of September 19, 1977

The meeting was called to order at 3:10 p.m. in the Alumni House by the Chairman, Donald Bishko.

1. Approval of Minutes

1.1 Senator G. Bennett moved approval of the Minutes of the May 2, 1977 meeting; motion seconded. Minutes approved as written.

1.2 Senator L. Tornatore moved approval of the Minutes of the April 25, 1977 meeting; motion seconded. Minutes approved as written.

1.3 Senator F. Frank moved approval of the Minutes of the May 9, 1977 meeting; motion seconded. Minutes approved as written.

2. President's Report

Acting President O'Leary welcomed the members of the Senate back to the campus and said that he looked forward to a productive year.

The President stated that planning, graduate enrollment, undergraduate curriculum and advisement, the Governmental Research Center, and the role of the Humanities are some of the important issues facing the campus this year.

Planning - We are continuing to develop a more easily understood planning process to help the campus in allocating its resources. Meetings have been held with the Deans and department chairman on this issue. The Council on Educational Policy is also considering the matter.

Graduate Enrollment - There has been some decline in graduate enrollment on this campus. We are taking steps to combat this decline. The graduate stipend was raised last year and we hope to increase it again. We will also be doing a more comprehensive job of advertising.

Undergraduate Curriculum - The report of the Select Committee to Review the Undergraduate Curriculum is currently being reviewed by the departments as well as the Undergraduate Academic Council. The report will probably come before the Senate early in the spring semester.

Renovation of the Downtown Campus - Funds for the proposed renovation of the downtown campus have not yet been granted. We therefore will not be able to move the faculty out of the Mohawk Tower by next September.
2. President's Report--contd.

Rank Quotas - The Division of the Budget has recently promulgated a new policy regarding the percentage of faculty on each campus who may hold the rank of Full Professor or Associate Professor. The new policy will require that not more than 66% of all faculty at the University Centers may hold the title of Full or Associate Professor. SUNY-Albany currently has 63% of its faculty at the Full or Associate level.

SED Reviews - Three years ago our Chemistry Department was placed on a "conditional continuance" status by the State Education Department's Doctoral Review Committee. A week ago we received a report that was not favorable to the Department. The President met with the chairman of the Graduate Academic Council and requested the formation of a sub-committee of the GAC to advise the President with respect to the response to be made to the SED report.

The Chairman announced that the order of business would be changed in order to deal with the resolution to abolish the Council on Promotions and Continuing Appointments.

3. Council on Promotions and Continuing Appointments

Senator C. Tucker reviewed the discussion of last spring regarding the Executive Committee's reasons for the resolution.

Senator D. Martin spoke against the resolution, stating that the faculty would be giving up an important source of input into promotion and tenure decisions by abolishing the CPCA.

Senator J. Gould noted that the CPCA is essential to this University. Instead of abolishing the Council, the Senate should take steps to make the CPCA members more responsible to the Senate as well as instituting some sort of control over the CPCA.

Senator M. Berger spoke in favor of the motion to abolish the Council, stating that the CPCA is counter-productive. The President has the legal right to make the decisions regarding promotion and tenure. The Council is composed of faculty from various fields, they are often not sufficiently knowledgeable of other fields to be able to make astute judgments of faculty outside their area of concentration.

Question called on the motion. The motion was defeated by a vote of 23 in favor to 31 opposed.

4. Council & Committee Reports

4.1 Executive Committee Report - Under "Appointments", the name of Dwight Wallace should be changed to Paul Wallace.

Senator C. Tucker moved approval of the membership of the CPCA; motion seconded by Senator P. Vaillancourt and approved.

Robert Meyers (Philosophy) was added to the list of appointments to the Council on Educational Policy. Agnes Akullian (Student Health Service) was added to the list of appointments to the University Community Council.

Section 2 of the Executive Committee Report (Appointments) was approved by majority vote.

5. New Business

Senators H. Hill, G. Macdonald, and D. Piche moved approval of the following motion:

Whereas, The New York State Board of Trustees has suspended classes in religious observance of Yom Kippur, and

Whereas, Observance of the holiday begins on Wednesday at sunset, and

Whereas, Students wishing to observe the holiday at home will require Wednesday afternoon as transit time,

Be it Resolved, That on Wednesday, September 21, 1977, all instructors are requested not to take punitive action for reasons of non-attendance after 12 Noon.

Senator D. Martin reported that the Legislature and the Board of Trustees have ordered that the above be carried out.

Motion approved.

The meeting was adjourned at 4:15 p.m.
REPORTS TO THE SENATE
SEPTMBER 19, 1977

FROM: Clara Tucker, Chairman
1976-1977 Executive Committee

1. At the request of the University Council, a list of nominees for appointment to the Presidential Search Committee was submitted to the Council. The Executive Committee also submitted a request to increase the number of faculty members on the Search Committee to four, in order to make the Search Committee more fully representative of the various segments of the campus.

2. In response to a request from the Council on Academic Freedom and Ethics, the Committee is currently engaged in discussions with the President concerning administrative cooperation with CAFE. We have President O'Leary's assurances that he will take this matter into consideration.

3. Over the summer, during the absence of the Senate, the Committee took action on, and approved, the Master of Arts in Liberal Studies proposal and the undergraduate Major in Public Affairs. With regard to the MALS proposal, the Executive Committee also approved the following motion:

The MALS proposal be approved; with serious concern that the administration and the Graduate Academic Council give high priority to the monitoring and evaluation of this program to guarantee that it is a graduate program of high integrity and quality.

4. The Committee received a report from the Chairman of the Undergraduate Academic Council noting that the UAC had approved the Honors Program for the Economics Department.

FROM: Donald Bishko, Chairman
1977-1978 Executive Committee

1. In a series of meetings of the 1976-1977 Executive Committee, chaired by the Chairman-Elect, the Committee discussed the dropping of a component of a Ph.D. program by the administration without proper consultation with the appropriate governance body.

As a result of the dropping of the Latin American track of the History Ph.D. program the Executive Committee sent a memorandum to President Fields dated May 12, 1977 (copy attached).

The Committee deemed that the oral response from President Fields was not sufficient future problems of this sort and therefore requested that he respond in writing. This response was never received.

At the first meeting of the 1977-1978 Executive Committee, Acting President O'Leary stated that this action should have come to the appropriate governance body and that he would respond in writing after reviewing the entire case.
Executive Committee Report--contd.

2. Appointments:

The Executive Committee recommends the following appointments for action:

**Council on Educational Policy:**

- William Collins (Undergraduate Senator) - Junior - Business
- Robert Moore (Undergraduate Senator) - Sophomore - Political Science
- Brian Sands (Undergraduate Senator) - Junior - Biology

**Undergraduate Academic Council:**

- Eric Gates (Undergraduate Senator) - Sophomore
- David Gillmann (Undergraduate) - Senior - Business
- Bob Getman (Undergraduate Senator) - Senior - Psychology
- Sharon Ward (Undergraduate) - Sophomore - Biology

**Graduate Academic Council:**

- Harold Story, Physics (Senator)

**Student Affairs Council:**

- Walter Kurkela (Undergraduate Senator) - Junior - Business
- Jerry Mandelbaum (Undergraduate Senator) - Sophomore
- Meg McAneny (Undergraduate Senator) - Sophomore - Economics
- Mike Regan (Undergraduate Senator) - Junior - Political Science
- Edward Tennes (Undergraduate) - Senior - Accounting

**Library Council**

- Lloyd Wirshba (Undergraduate Senator) - Junior - Accounting
- Peter Ponzini (Undergraduate) - Senior - Accounting

**Council on Research:**

- Stephen DeLong, Geology
- Robert Shanahan (Undergraduate Senator) - Senior - Psychology/Sociology

**University Community Council:**

- John Levato, Registrar's Office
- Gary Bennett (Undergraduate Senator) - Senior - Business
- Bennett Dressler (Undergraduate) - Junior - Political Science

**Council on Academic Freedom and Ethics:**

- George Putman, Geology
- Fred Round (Undergraduate)
- Ronni Stern (Undergraduate Senator) - Senior - Sociology
Executive Committee Report--contd.


Council on Promotions and Continuing Appointments:

Shelton Bank, Chemistry (Senator)
Raymond Benenson, Physics (Senator)
Robert Donovan, English
Leonard Gordon, Educational Psychology & Statistics
Sung Bok Kim, History
Dwight Wallace, Classics (Senator)
Marguerite Warren, Criminal Justice
Gary Wright, Anthropology (Senator)
Gerald McDonald (Undergraduate Senator) - Junior - Sociology

FROM: Bruce Marsh, Chairman
Council on Educational Policy

1. The Council met in April 1977 and elected Bruce Marsh as Chairman.

2. Membership of Committees:

Long-Range Planning: (CHAIRMAN) Alfred Gali, Educational Administration
Vernon Buck, EOP
Helen Ghiradella, Biology
Wendell Lorang, Institutional Research
Lawrence Shennan, Criminal Justice

Program Evaluation: (CHAIRMAN) Frank Pogue, African & Afro-American
Studies
Mark Berger, EPPI
Arthur Collins, English
June Nahmer, History
Rodney Hart, Admissions

Resource Allocation: (CHAIRMAN) John Rosenback, Educational Psychology
& Statistics
Kay Hotaling, General Studies
Nan Lin, Sociology
Susan Sherman, Social Welfare
John Spalek, Germanic Studies
Richard Teevan, Psychology
It is hereby proposed that the following be adopted:

I. That the attached undergraduate major in Public Affairs be approved.

II. That this program become effective for the academic year 1977-1978.
Unusual breadth and focus, structure and flexibility characterize the major in Public Affairs. Highlighting a student designed concentration in a chosen public policy or public process area with field experience, the program also stresses technical and theoretical supporting courses which should lend skills and background desirable to future employers.

The core of the major begins with an Introduction to Public Policy (Pos 140). Students then choose a specific public policy or public process concentration (e.g. Environmental Policy, Urban Public Process or any other desired focus). One public policy course, one public process course and three additional related courses, an agency or legislative internship at the state or local levels, and a substantial research paper should then be selected to support an intellectually coherent concentration in the chosen policy or process area. A wide variety of sample curricula and individualized advisement will be made available to students in the design of their core program.

Supporting the core are courses providing skills, background and breadth to the major and therefore to the student's preparation for employment or graduate school. Students will be required to pursue one English writing course, two courses in Statistics, Research Methodology or Computer Science, Introduction to Political Science, one other Political Science course, Principles of Economics I, II, one other Social Science course, one course in political, social or economic history and one course in Natural Sciences which has direct reference to public affairs. With thoughtful selection the Supporting Requirements can focus significantly on the student's chosen public policy or process
Proposed Major in Public Affairs

area.

We expect that this combined major and second field will assist the students in developing analytical ability, research skills and substantive competence in a given policy area to make them desirable, useful professional employees in a chosen field with the option to pursue further training at a later date. While it is meant to provide a background of courses and experience for students desiring training in formulating, assessing and responding to public policy alternatives, the major can also be a basis for effective citizen participation in public affairs, whether or not a student pursues other professional training.

Degree Requirements for the Major in Public Affairs

B.A. - combined major and second field

Pos 140, Introduction to Public Policy 3
one Public Policy course 3*
one Public Process course 3*
three Public Policy or Process courses 9*
Pos , Internship in Public Affairs 3
Pos Research Paper in Public Affairs 3

one English Writing course 3*
two courses in Statistics, Research Methodology or Computer Science 6-8*
Pos 120, Introduction to Political Science 3
one additional Political Science course 3*
Eco 100a&b, Principles of Economics I, II 6
one additional Social Science course 3*
one political, economic or social history course 3*
one Natural Science course (directed to public affairs) 2-3*

53-56 credits**

* A list of appropriate courses will be available before the major is formally offered.

** Differences from the average 3 credits per course or inclusion of courses which are pre-requisites for courses used to fulfill requirements could change the credit total.

****

Copies of the complete proposal are available in the Senate Office, AD 112.
TO:             President Fields

FROM:       Donald Bishko, Chairman-Elect
            University Senate

DATE:      May 12, 1977

The Executive Committee met on May 11, 1977, to review the question of
the process which led to the alleged dropping of the Latin American track
in the Ph.D program in History. Because Clara Tucker, Chairman of the
Senate, is a member of the History Department, the discussion was chaired
by Donald Bishko, Chairman-Elect.

The Committee regrets that the procedures for making changes in graduate
programs which are stated in the Faculty By-laws were not adhered to:

"It (the Graduate Academic Council) shall approve all revisions
in existing graduate degree programs. The Council's actions
must be reported to the Senate at its next meeting."

Furthermore, the administration does not seem to have kept the Department
adequately informed as to the fate of the Latin American track.

The Executive Committee wishes to know by what authority Dean Kendall
stated in his December 2, 1976 letter to Professor Zacek that the "definition
of the History program...does not include the sub-program in Latin
American history". Did his authority to drop the Latin American track
come from you, or did he infer that this was the proper decision based on
documents from the Select Committee, the State Education Department, and
the various outside consultants' reports.

The Executive Committee would also like to know what the status of
Latin American history will be should the courts rule against the SED's
authority to drop the Ph.D. in History.

We would appreciate it if you could provide the Committee with answers
to these questions so that we may conclude our discussion of these matters
at our May 17, meeting.

Donald Bishko, Chairman-Elect
We request that the following report be contained in the packet for the first regular meeting of the 1977-1978 Senate.

Complaint Cases

A complaint begun by last year's Council was completed by this Council. Another complaint had to be referred to other bodies in the governance structure before the Council could take any action. This complaint did not come back to the Council. The Council was unable to complete two complaint cases begun late in the second semester and accordingly has transferred these complaints to the 1977-1978 Council.

Still remaining to be resolved are the problems raised by the failure of SUNYA administrators to cooperate fully with CAFE in cases in which their actions have been the subject of complaint. The problems were explained in detail in a report from CAFE to the Executive Committee.

Tenure/Promotion Process

Through correspondence and conferences with the Academic Vice President, the Council tried to have the following points included (or expanded upon) in the Vice President's annual memorandum to Deans and Chairpersons regarding the tenure/promotion process. In what follows, a candidate refers to a person who has declared her/his intention to be considered for tenure/promotion.

1. It is the responsibility of the Chairperson to thoroughly acquaint the candidate with the contents of the Vice President's memorandum with special emphasis upon

   a. The responsibility and rights of the candidate in the preparation of the file.

   b. The means whereby the candidate may attain access to her/his file.

2. Materials should be available for faculty examination before (one or two weeks, if possible) and during the department level of review.

3. With regard to the file:

   a. A document may be removed only with the mutual consent of the author, the person placing the material in the file, the person responsible for the file, and the candidate.

   b. Material should not be substituted unless the substitution is substantially the same as the original. Again, there should
UNIVERSITY SENATE

STATE UNIVERSITY OF NEW YORK AT ALBANY

INTRODUCED BY: Hugh Hill
          Gerald Macdonald
          Diane Piche

WHEREAS, The New York State Board of Trustees has
suspected classes in religious observance of Yom Kippur, and

WHEREAS, observence of the holiday begins on Wednesday
at sunset, and

WHEREAS, students wishing to observe the holiday at
home will require Wednesday afternoon as transit time,

BE IT RESOLVED, that on Wednesday, September 21, 1977
all instructors are requested not to take punitive
action for reasons of non-attendance after 12:00.
DATE: October 3, 1977
TIME: 3 P. M.
LOCATION: CC Assembly Hall

AGENDA

1. Approval of Minutes of September 19, 1977

2. Council & Committee Reports

3. New Business:
   3.1 Resolution to Amend the Composition of the Library Council (7778-02)
   3.2 Other

4. Adjournment
Minutes of October 3, 1977

ABSENT: H. Bakhru; E. Cowley; R. DeAngelis; N. DeLuca; B. Dressler; A. Ekirch; P. Femminella; J. Fetterley; A. Finkelstein; H. Ghiradella; R. Hardt; J. Mancuso; J. Mandelbaum; P. Meadows; Y. Myer; V. O'Leary; S. Pflanczer; J. Pipkin; F. Pogue; W. Reese; M. Regan; B. Rice; L. Salkever; S. Spellman; C. Whitbeck; G. Wright.

The meeting was called to order at 3:15 p.m. in the Campus Center Assembly Hall by the Chairman, Donald Bishko.

1. Approval of Minutes

Senator H. Hill moved approval of the Minutes of the September 19, 1977 meeting; motion seconded. Minutes approved as written.

2. President's Report

In the absence of the President, Vice President for Academic Affairs David Martin presented an oral report.

Vice President Martin reported that a letter is being sent to all faculty members regarding the decision to suspend the doctoral program in Chemistry. He also noted that the subcommittee of the Graduate Academic Council on the State Education Department doctoral reviews will continue its work.

With regard to the recent publicity over the use of human subjects for research, Vice President Martin indicated that all faculty would shortly be receiving a memorandum detailing the procedures to be used by all faculty and students in research involving human subjects.

3. Council & Committee Reports

3.1 Written reports were submitted by the Executive Committee, the Student Affairs Council, and the Council on Research.

3.2 Executive Committee Report - Senator P. Vaillancourt moved approval of Section I of the Executive Committee Report (Appointments); motion seconded.

The name of Patricia Synder (Residence) was added to the list

of appointments to the Student Affairs Council. Section I of the Executive Committee Report was approved.

3.3 Undergraduate Academic Council - The Council is currently reviewing the SCREE report.

3.4 Graduate Academic Council - The GAC held a special meeting on September 23 to review the report of the Committee on State Education Department's Doctoral Reviews; the report was accepted by the Council.

4. Election to Executive Committee

Senator William Collins was nominated to fill the vacancy on the Executive Committee caused by the resignation of Senator Aronoff. There were no other nominations. Senator Collins was elected by acclamation.

5. United Fund Appeal

The Chairman introduced Douglas Alexander, Chairman of the United Fund Appeal. Professor Alexander encouraged the faculty to speak to their colleagues to help support the work done by the United Fund in this area.

6. Amendment to the Composition of the Library Council

6.1 Senator F. Frank, speaking for the Executive Committee, moved approval of the motion to amend the composition of the Library Council by adding the Associate Vice President for Academic Affairs as an ex officio member; motion seconded.

6.2 Senator G. Klima, Chairman of the Library Council, moved that the resolution be referred to the Library Council for consideration. Motion to refer seconded and approved.

There being no other business for the Senate, the meeting was adjourned at 3:45 p.m.
It is hereby proposed that the following be adopted:

I. That the composition of the Library Council be amended by the addition of the Associate Vice President for Academic Affairs.

II. That this resolution take effect immediately.
ATTENDANCE ROSTER

School of Ed.
School of Ed.
Dept. of Classics
Math
MATH

Senior-Indian Quad
University Library

Senior-Commutors
Senior-Chemistry

Hugh Hill
Paul W. Wallace
George E. Watts
Michael Ranger
Walter Kinkels
Eric Gates
Geoff Macdonald
Anne Danning
Sandartha
J. S. Uppal
Jedah I. Schaad
Shelton Bond
Janine Brady
R. Wilkinson - Attorney
FROM: Donald Bishko, Chairman
Senate Executive Committee

REPORTS TO THE SENATE

OCTOBER 3, 1977

1. Appointments:

   EPC:         R. Michael Range (Mathematics)
                Eric Edwards (Junior, Accounting)
                Francesca Mesiah (Sophomore, Sociology/Business)

   UAC:         Lori Gastwirth (Junior, Business)

   SAC:         Raymond DeAngelis (Sophomore)
                William Hayes (Junior, Political Science)

   UCC:         Charles Kosmont (Junior, Business)

   CPC:         Mike Mastanduno (Junior, Economics/Political Science)

2. At the request of the Vice President for Academic Affairs, the Committee
drew up a resolution to amend the composition of the Library Council by
adding another ex officio member. The new position will be the Associate
Vice President for Academic Affairs (Robert Shirley). Approval of this
proposal will raise to two the number of ex officio positions on the Council.

3. The Committee named Professor Shelton Bank (Chemistry) as convener of the
Council on Promotions and Continuing Appointments. In a memorandum to
Professor Bank the Committee also requested that the CPC begin discus-
sions on necessary revisions to the charge of the CPC.

4. The Committee received a report from President O'Leary regarding the decision
to drop the Latin American track in the History Ph.D. program. In his
memorandum the President stated that he would have the Graduate Academic
Council review the decision and report back to him. The Committee expressed
satisfaction with the President's report.

FROM: Josiah Gould, Co-Chairman
Council on Research

1. The Council on Research elected Stephen DeLong (Geology) and Josiah Gould
   (Philosophy) as Co-Chairmen.

2. The Council made recommendations to Vice President Salkever regarding the
   membership of the Biohazards Committee.
DATE: November 7, 1977
LOCATION: CC Assembly Hall
TIME: 3 P. M.

AGENDA

1. Approval of Minutes
2. President's Report
3. Report on SUNY Senate Meeting
4. Council & Committee Reports
5. Old Business:
   5.1 Amendment to the Composition of the Library Council
6. New Business
7. Adjournment
Minutes of November 7, 1977

ABSENT: M. Bers; E. Cowley; N. DeLuca; F. Femminella; E. Gates; R. Hart; M. McAneny; P. Meadows; Y. Myer; D. Neilsen; M. Phillips; D. Piche; W. Reese; M. Shipp; C. Tarlton; C. Tucker; C. Whitbeck; R. Wilkinson.

The meeting was called to order at 3:15 p.m. in the Campus Center Assembly Hall by the Chairman, Donald Bishko.

1. Approval of Minutes

Senator P. Vaillancourt moved approval of the Minutes of the October 3, 1977 meeting; motion seconded and approved.

2. President's Report

The President reported on the settlement with the State Health Department concerning the human subjects research controversy and praised the work of the Institutional Review Board for its efficiency in implementing the new procedures. The next step is to develop a manual for review of future projects.

The President also spoke about the on-going process of University planning. He noted that last year's Mission Statement set the goals for the University; this year we will be looking at the ways to achieve those goals and also at our plans for next year.

In closing the President congratulated Professor Miyashiro of the Department of Geological Sciences for receiving the Arthur L. Day Medal for 1977.

3. Report on SUNY Senate Meeting

Professor Alfred Finkelstein, Representative to the Statewide SUNY Faculty Senate, reported on the most recent meeting of the SUNY Senate.

It was reported that the SUNY Central Administration is requesting a 1978-1979 operating budget of $672 million, a 10.5 per cent increase over the 1977-1978 operating budget. This request does not include the budget requests for hospitals or clinics. The budget indicates a statewide stabilization of enrollment and includes funds which would make possible the elimination of the student health fee.

Professor Finkelstein also noted that the State Division of the Budget has agreed to remove the limitation on the distribution of faculty ranks.
4. Council & Committee Reports

4.1 Written reports were submitted by the Executive Committee, the Undergraduate Academic Council, the Graduate Academic Council, the Council on Research, the University Community Council, and the Library Council.

4.2 Executive Committee Report - Senator F. Frank moved approval of the appointment of Judah Shapiro (Undergraduate Student) to the Graduate Academic Council; motion seconded and approved.

Senator L. Tornatore moved approval of the appointment of Mary Goggin (Classics) to the Library Council; motion seconded and approved.

Senator P. Vaillancourt moved approval of the appointment of Michael Motta (Physical Education) to the Student Affairs Council; motion seconded and approved.

5. Senate Bill No. 197778-02 (Revision in the Composition of the Library Council)

Senator B. Sands moved approval of Bill No. 197778-02; motion seconded. Senate Bill No. 197778-02 approved without discussion.

The meeting was adjourned at 4:05 p.m.
FROM: Donald Bishko, Chairman
Executive Committee

For Information:

1. The Chairman reported on a meeting with President O'Leary and the Chair-
men of the Council on Educational Policy and the Graduate Academic Council
regarding the role of governance in the review of doctoral programs.

2. A memorandum is being sent to all Council Chairmen regarding written
reports to the Senate and the role of Council recorders.

3. The Registrar's Office is looking into the question of placing a
symbol on transcripts to indicate courses in progress or courses that
are not completed. The Executive Committee stated that this is an
administrative rather than a governance matter and suggested that the
Registrar's office proceed with this problem.

For Action:

1. The Executive Committee recommends the following appointments:

   **Graduate Academic Council:** Judah Shapiro (Undergraduate student -
                                 Senior - Psychology)

   **Library Council:** Mary Goggin (Classics) as a replacement for Perry
                      Westbrook (English)

FROM: George Martin, Chairman
Undergraduate Academic Council

For Information:

I. Revised Charges to Subcommittees of the UAC:

   A. Committee on Academic Standing

       1. Charge

          a) Serve as an appellate body for reviewing cases of
              students on petition and for exceptions to regulations
              within its responsibility.
b) Develop and review academic standards and regulations including such matters as classification and status, grading, residence, retention, course load, dean's list, graduation with honors; and

c) Insure and review procedures for individual student academic grievances at school and college level.

d) Consider other matters of academic standing referred to it by the Undergraduate Academic Council.

2. Subcommittees

a) There are established two (2) University-wide "Committees on Academic Standing" to address matters as follows:

1) One committee to review requests for reinstatement submitted by "Open Majors".

2) A second committee to review requests submitted by "Declared Majors" for:
   a. reinstatement;
   b. exceptions to University-wide (rather than singular college/school) policies.

3) Individual schools or colleges may request permission of the Academic Standing Committee of the Undergraduate Academic Council to establish or maintain its own committee for purposes of action specified in item a)2) above.

b) That the professional staff of the present Center for Undergraduate Education assist the College and University-wide committees specified in items a)1) and a)2) above by:

1) serving as resources for information and referral;

2) serving as the administrative officers charged with implementing University academic review policies;

3) serving as staff resources to the committees.

c) The composition of each subcommittee is as follows:
   a chairperson (member of the Committee on Academic Standing of the UAC); a representative from each of the
following undergraduate schools/colleges--College of Humanities and Fine Arts, College of Science and Mathematics, College of Social and Behavioral Sciences, School of Business, School of Education, School of Nursing, School of Public Affairs, and School of Social Welfare; Director of the Center for Undergraduate Education, or designee; Director of the Educational Opportunities Program, or designee; Dean for Student Affairs, or designee; two undergraduate students.

d) In relation to subcommittee authorities, the following are policies of the Committee on Academic Standing:

1) That both subcommittees have the authority to establish the procedures for students seeking reinstatement and to act on petitions so submitted. The subcommittees may establish specific academic conditions for any student granted reinstatement.

2) That both subcommittees have the authority to establish the procedures for those students seeking exception to being placed on Academic Probation and to act on petitions so submitted.

3) That the subcommittee for "Declared Majors" have the authority to grant student-requested exceptions to University-wide academic policies.

4) That both subcommittees may develop and propose to the Committee on Academic Standing of the Undergraduate Academic Council guidelines whereby designated administrative officers may grant exception to University policies ("automatic waivers").

B. Charge to the Admissions Committee

1. Establish criteria for the admission of undergraduate students.

2. Serve as an appellate body for reviewing admissions decisions.

3. Make recommendations concerning the size and composition of the undergraduate student body.

4. Consider other undergraduate admissions matters referred to it by the Undergraduate Academic Council.
5. Establish and review policies governing the awarding of placement and credit for non-SUNYA independent study/examination programs.

C. Charge to the Curriculum Committee

1. Review proposed new undergraduate majors.

2. Evaluate existing undergraduate majors.

3. Develop and recommend the University-wide patterns for baccalaureate degrees.

4. Receive and review proposed departmental programs from the schools and colleges.

5. Review proposed new honors programs, evaluate existing honors programs and consider other matters relating to honors programs referred to it by the UAC.

6. Avoid duplication and overlap of undergraduate courses approved by the schools and colleges by having the authority to review and return for reconsideration such courses.

7. Consider other undergraduate curriculum matters referred to it by the Undergraduate Academic Council.

D. Undergraduate Academic Council Committee on Interdisciplinary Studies

1. Establish and maintain liaisons with all University schools and colleges and other appropriate campus offices for the purposes of encouraging, promoting, and coordinating interdisciplinary studies on a campus-wide basis.

2. Develop and recommend changes in existing practices or regulations for the purpose of facilitating undergraduate interdisciplinary studies.

3. Seek to improve students' awareness of and information about interdisciplinary studies opportunities by means of existing campus media and publications and, as necessary, additional informational materials.

4. Avoid duplication and overlap of undergraduate interdisciplinary studies courses approved by the schools and colleges by having the authority to review and return for consideration such courses.

5. See that approved interdisciplinary major and second field proposals, U Uni topics with their proposal specifications and the topics (and, whenever possible, the
syllabi or proposal specifications) of school/college/ department/independent study/special topic/special project courses be maintained in a central place readily accessible to students, faculty, and other campus personnel.

6. Receive and review proposed new faculty-initiated interdisciplinary majors for recommendation to the Undergraduate Academic Council for appropriate handling.

7. Evaluate existing faculty-initiated interdisciplinary majors when authorized by the Undergraduate Academic Council.

8. Receive and approve or disapprove proposed student-initiated interdisciplinary majors.

9. Receive and review proposed new faculty-initiated interdisciplinary second fields for recommendation to the Undergraduate Academic Council.

10. Evaluate existing faculty-initiated interdisciplinary second fields.

11. Recommend and monitor "U Uni" course offerings to facilitate serious independent study and participation in special projects and experimental programs and courses which are not provided for through other course offerings and/or which involve faculty from more than one school or college.

12. Receive and approve or disapprove student and instructor proposals for U Uni offerings.

13. Consider other matters pertaining to undergraduate interdisciplinary studies referred to it by the Undergraduate Academic Council.

II. Undergraduate Course Deregistration

A. Undergraduate courses which have not been taught in three years and are not offered in the fourth year will be eliminated from the undergraduate course master file and the Undergraduate Bulletin.

B. At the end of three years, departments will be notified by the Center for Undergraduate Education that such courses will be removed from the undergraduate course master file and the Undergraduate Bulletin.

C. Departments may request that such unoffered courses be placed in the inactive files and reactivated when appropriate upon request of the department and approval of the Office of the
Vice President for Academic Affairs. Otherwise, these eliminated unoffered courses will be permanently cancelled.

For Action:

None

FROM: Stephen DeLong, Co-Chairman - Council on Research
Josiah Gould, Co-Chairman - Council on Research

For Information:

1. The Council presented recommendations to Vice President for Research Salkever for membership on the Federally mandated biohazards committee.

2. The Council reviewed the status of implementation of recommendations of last year's Council on Research.

3. The Council is currently rewriting its charge, as directed by the Executive Committee of the Senate.

For Action:

None

FROM: George Klima, Chairman
Library Council

For Information:

1. The Council discussed Senate Bill No. 7778-02 which was referred to it by the Senate. The Bill would amend the composition of the Library Council by adding as an ex officio member, the Associate Vice President for Academic Affairs. The Council approved a motion to endorse the Bill.

2. The Council continued its discussion of extending library hours during final examinations. It was moved, seconded, and carried that:
The Library Council recommends to the Vice President for Academic Affairs that library hours be extended until 2 a.m. daily the week prior to and the week of final examinations including all services normally provided after 10 p.m. (i.e., Exit Control, Circulation, Reserve, Periodicals Information, Periodicals Exit Control). It was understood that this proposal was for both semesters of 1977-1978 and that data would be collected revealing not only the numbers of persons entering and leaving the building but also the nature of the usage made of the library materials and services.

3. The Council heard a brief presentation from two members of the Library staff about a public information campaign to raise awareness of students and faculty to the use and abuse of library facilities and the mutilation and/or unauthorized removal of library materials.

For Action:

None
MEMORANDUM

TO: University Senate
FROM: H. S. Story
DATE: November 7, 1977
SUBJ: Report of Graduate Academic Council

The Graduate Academic Council held meetings on October 20 and November 3. It has acted favorably on the revised M.S. program in Biological Sciences and has accepted the report of its review committee on the Atmospheric Sciences Research Center.

The Council has also reviewed the policy on graduate academic terminations. The committee on Admissions and Academic Standing recommended that hereafter a notation of academic termination should appear on the student's transcript, to be removed only if the student is readmitted to the same program. The Council approves this recommendation.

The Council and its committees are continuing to examine a number of programs and examine serious questions on evaluations of research centers and academic programs.
STUDENT AFFAIRS COUNCIL
October 19, 1977

Present: Neil C. Brown, Jr  Jerome Mandelbaum
Peter Benedict  Barbara Mowder
James Doellefeld  Jerry Myers
William Hayes  Michael Regan
John S. Henighan  Patricia Snyder
Margaret McAneny  Edward Timmes

1. The Minutes of the September 30 meeting were distributed and approved as corrected (add Mike Regan to those present).

2. Bill Hayes, chairperson, asked that chairpersons to the standing committees be nominated and named. After a brief discussion on the charge of the various committees, the following persons were named:

   Committee on Residences:  Edward Timmes
                            John Welty (ex officio)
                            John Welty (ex officio)

   Committee on Financial Aids:  Jerry Myers
                                  Donald Whitlock (ex officio)

   Committee on Student Conduct:  Peter Benedict
                                   Henry Kirchner (ex officio)

   Committee on Concerns of Special Students:
                                         Mike Regan
                                         Dr. J. P. Ward (ex officio)

   Committee on Student Government and Organizations:
                                                   Meg McAneny
                                                   James Doellefeld (ex officio)

   Committee on Health-Related Issues:
                                          Patty Snyder
                                          Dr. Janet Hood (ex officio)

Bill Hayes indicated the need for strong sub-committees and stated that a monthly written report be given by each of the sub-committees. He indicated his desire to serve on the ad hoc committee working on Potter Club; also, that Hugh Hill would be the Student Association liaison for Senate.

3. Discussion followed on the structure of the sub-committees and nomination of members for confirmation by the Council. A motion (Brown, Benedict) "that each committee of the Student Affairs Council will consist of no less than 6, and no more than 8 members, unless authorized by the Council; with no less than 3 students per committee, and no less than 3 members of the faculty and professional staff" was unanimously approved.
REPORT TO THE SENATE

NOVEMBER 7, 1977

FROM: Seth Spellman, Chairman
University Community Council

The University Community Council has met twice since the last Senate meeting and reports the following:

For Information:

1. The Council elected Seth Spellman as Chairman and Norbert Zahm as Recorder.

2. The Council appointed the following subcommittees:

   Public Safety Advisory Committee: William Brown (Criminal Justice); Bennett Dressler (Student); Frank Kopf (Plant Administration); Jane Slezak (Science & Mathematics); and James Williams (Security). Mr. Williams is an ex officio member of the Committee.

   Faculty Handbook Committee: Roy Klages (Business); Janet McCarthy (Purchasing); Lewis Welch (University Affairs); and Judith Kane (Senate).

   Parking Appeals Review Committee: Agnes Akullian (Student Health Service); Helen Somich (Philosophy); and a student to be named.

   Five-Quad Ambulance: Five-Quad has requested that a faculty member of the UCC serve on their Board of Directors. Jane Slezak volunteered to serve.

3. Last spring the Senate amended the campus firearms policy. The resolution which amended the policy also mandated the formation of a committee to review the new policy. Since the Public Safety Advisory Committee of the UCC seems to be the most appropriate body to handle this matter, the UCC unanimously agreed to refer the review of the revised policy to that group.

4. The UCC received a memorandum from President O'Leary regarding smoking in classrooms, lecture halls, and laboratories. After considerable discussion, the UCC unanimously adopted the following resolution:

   That the University Community Council adopt the policy that smoking in classrooms, lecture halls, libraries, theaters, museums, elevators, and laboratories is prohibited on this campus.

The Council also decided to ask the Executive Committee for recommendations as to the proper enforcement of this policy.
It is hereby proposed that the following be adopted:

I. That the composition of the Library Council be amended by the addition of the Associate Vice President for Academic Affairs.

II. That this resolution take effect immediately.
Attendance

Charles D. Kemont - UNIV. Senate Student

Kathleen K. Ayres - UNIV. Senate

Henry van Baalen - UNIV. Senate Student

Fred Porter

Jane Atwood

George Fletcher

James Mitchell - UNIV. Senate Student

Joan Sargent

R. Handel

F. Heyer

L. Beharrell

Frank G. Rogue

Marianne Ford

Beatrice Nolkin

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DATE: December 5, 1977

TIME: 3 P. M.

LOCATION: Campus Center Assembly Hall

AGENDA

1. Approval of Minutes of November 7, 1977

2. President's Report

3. Report by Vice President Martin

4. Council & Committee Reports

5. New Business:
   5.1 Senate Bill No. 1977-03
   5.2 Senate Bill No. 1977-04
   5.3 Other

6. Adjournment
Minutes of December 5, 1977

ABSENT: F. Beharriell; K. Burke; W. Collins; A. Dowling; B. Dressler; A. Finkelstein; H. Ghiradella; J. Gould; R. Hardt; R. Klages; W. Kurkela; R. Meyers; B. Mowder; Y. Myer; D. Neilsen; D. Piche; F. Pogue; M. Regan; L. Salkever; C. J. Schmidt; R. Shanahan; J. Shapiro; M. Shipp; R. Stern; C. Tarlton; R. Teevan; B. Vonnegut; C. Whitbeck; R. Wilkinson; L. Wirshba; G. Wright.

The meeting was called to order at 3:15 p.m. in the Campus Center Assembly Hall by the Chairman.

1. Approval of Minutes

Senator F. Frank moved approval of the Minutes of the November meeting; motion seconded and approved.

2. Vice President Martin gave a brief report on the progress of the review committees for the Deans of the School of Business, the College of Science and Mathematics, the College of Social and Behavioral Sciences, and the Director of Libraries.

3. Council and Committee Reports

3.1 Written reports were submitted by the Executive Committee, the Undergraduate Academic Council, the Graduate Academic Council, and the Student Affairs Council.

3.2 Executive Committee Report

Senator N. Brown moved the appointment of Leonard Lemar (Biology) to the Graduate Academic Council; motion seconded and approved.

Senator F. Frank moved the appointment of Stuart Newman (Biology) to the Council on Research; motion seconded by Senator P. Benedict and approved.

3.3 Library Council

Senator G. Klina, Chairman of the Library Council, reported that the Council is considering a request for extended Library hours during final examination week. The Council has also suggested that the membership of the review committee for the Director of Libraries be increased.
REPORTS TO THE SENATE

DECEMBER 5, 1977

FROM: Donald Bishko, Chairman
Senate Executive Committee

FOR INFORMATION

1. The Executive Committee met with Melvin Bers, Chairman of the Council on Academic Freedom and Ethics, and two members of the Council, Judith Baer and George Litchford, to discuss the Council's reporting procedures.

   It was agreed that the Executive Committee would not receive reports dealing with the details of each complaint, but would receive reports concerning policies suggested by the Council as well as reports concerning any difficulties the Council may encounter in trying to fulfill its charge.

2. The Committee referred a question regarding apparent inconsistencies in the current drop policy to the Undergraduate Academic Council.

3. After some discussion it was agreed that all Council Chairmen would be invited to attend a special meeting of the Executive Committee on December 12.

4. The Committee received a list of nominees for inclusion in the Faculty Exchange Program. The responsibility for nominating qualified faculty members to this program was originally delegated to the Deans of the Schools and Colleges. The Executive Committee felt that the list submitted by the Deans should be transmitted directly to the Committee on Faculty Programs.

FOR ACTION

1. The Executive Committee recommends the appointment of Professor Leonard Lerman (Biology) to the Graduate Academic Council.

2. The Executive Committee recommends the appointment of Assistant Professor Stuart Newman (Biology) to the Council on Research as a replacement for Professor Lerman.

3. The Executive Committee recommends the adoption of Senate Bill No. 197778-04 (Smoking Policy). This bill is submitted at the request of President O'Leary and the University Community Council. The UCC reported on this matter in their November 7 Report to the Senate.
FOR INFORMATION

1. Proposal for Amending Requirements for the B.A. and B.S. Degrees

The requirements for the Bachelor's degree be amended by addition of the following:

A. Addition to Section 4 under Bachelor of Arts:

"The second field requirement may be combined with the major requirements, but the total may not exceed 60 credits."

Rationale

The proposed change makes it clear that it is possible to have a combined major and second field sequence under the B.A. degree analogous to the option clearly stated under the B.S. degree. A review of the material accompanying the CURE proposal (on which our current requirements are based) does not indicate a desire to exclude this option within the B.A. framework. The 60 credit maximum is based upon combining the 36 credit maximum for the major with the 24 credit maximum for the second field. Currently, under the B.A. degree, the following approved combined major and second field sequences are operational: Judaic Studies, Psychology, and Social Studies, and approved Interdisciplinary Majors.

Likewise, this change does not violate proposed curricular guidelines of SUNY. The following statement was submitted to the Central Administration on February 11, 1975 for clarification:

"Nothing contained in those sections prohibits combining the credits in the major and second field (minor), thereby exceeding the minimum of 80 and 66 semester hours outside the major department or field respectively for the B.A. and B.S."

On March 14, 1975, Dr. Jerome Supple, Acting Associate Provost, replied that "Your statement...is consistent with the intent of the Guidelines."

B. Addition to Section 5 under Bachelor of Arts:

"An added requirement for certification is a course in Drug Abuse Education."
C. Addition to Section 5 under Bachelor of Science:

"An added requirement for certification is a course in Drug Abuse Education."

Rationale for B and C

Since the approval of our current degree requirements, the State Education Department has mandated that candidates for teacher certification must have completed a course in "Drug Abuse Education". The School of Education has incorporated this mandate into their Teacher Education Program requirements. However, this added requirement was never officially added to our stated University's requirements for the degree. The course is listed as an "added requirement" rather than simply mandating a total of 23 credits in professional education since it is possible to meet this requirement without specifically enrolling in the course offered by the School of Education.

As a result of approval of these amendments, the following degree requirements for the B.A. and B.S. degrees apply:

Bachelor of Arts Degree

1. The Bachelor of Arts degree requires a minimum of 120 credits.

2. The Bachelor of Arts degree requires at least 90 credits in the liberal arts and sciences.

3. The Bachelor of Arts degree requires 30-36 credits in a major which has been registered with the Education Department of the State of New York.

4. The Bachelor of Arts degree requires 18-24 credits in a second field which is defined as including at least six credits of advanced coursework (usually courses numbered 300 or above). The second field may be closely related to, be supportive of, or be totally independent of the major, but the second field must have coherence; it must be unified and make sense. The second field requirements may be combined with the major requirements, but the total may not exceed 60 credits.

5. The Bachelor of Arts degree requires 21 credits in professional courses for the candidate desiring State certification in Education. An added requirement for certification is a course in Drug Abuse Education.

Bachelor of Science Degree

1. The Bachelor of Science degree requires a minimum of 120 credits.
2. The Bachelor of Science degree requires at least 60 credits in the liberal arts and sciences.

3. The Bachelor of Science degree requires 30-42 credits in a major which has been registered with the Education Department of the State of New York.

4. The Bachelor of Science degree requires 18-24 credits in a second field which is defined as including at least six credits of advanced coursework (usually courses numbered 300 or above). The second field may be closely related to, be supportive of, or be totally independent of the major, but the second field must have coherence; it must be unified and make sense. The second field requirements may be combined with the major requirements, but the total may not exceed 66 credits.

5. The Bachelor of Science degree requires 21 credits in professional courses for the candidate desiring State certification in Education. An added requirement for certification is a course in Drug Abuse Education.

2. At its meeting of November 4, 1977, the Undergraduate Academic Council approved several revisions of policy statements currently appearing in the Academic Policy Manual. None of the revisions proposed are intended to alter current policies or procedures passed through governance. Rather, the revisions are made to help clarify and to make the current policy statements more understandable. No intent to make new policies is included in the revisions proposed.

A complete copy of the revisions approved at the November 4 meeting are available in both the Senate Office (AD 262) and in Undergraduate Studies (AD 258).

FOR ACTION

1. Senate Bill No. 197778-03 (Requirements for the Major in English).
REPORTS TO THE SENATE

DECEMBER 5, 1977

FROM: George Martin, Chairman
Undergraduate Academic Council

FOR INFORMATION

1. The following change in administrative procedure relating to second fields for students enrolled in a combined major and second field was approved by the UAC:

For students enrolled in a combined major and second field program, the second field will normally be designated on the transcript as "Combined with Major". However, if in addition to completing all the requirements for the combined major and second field a student completes the requirements for a university-approved second field, he/she may choose, with the consent of the major department advisor, to have that second field designated on the transcript in lieu of "Combined with Major". Courses used to satisfy the requirements of the combined major and second field may be used to also satisfy the requirements of the distinct second field with consent of the major department advisor, but in no case shall the title of the student's second field be the same as the title of the student's major.

It is recommended that this revised procedure become effective immediately upon adoption.

Rationale

Faculty and students have both expressed a desire to have a specific second field identified on the student's transcript rather than the ambiguous "Combined with Major" statement. This change in administrative procedure would provide the opportunity for a student, if he or she desires and with the consent of his or her major adviser, to have a second field concentration denoted.

FOR ACTION

Senate Bill No. 197778-05 (Dropping a Course)

Senate Bill No. 197778-06 (Repeating Courses)
For Information:

The council held meetings on November 17 and December 1. The council has concluded its reviews of the graduate programs in Public Administration, the Comparative Development Studies Center, and the Neurobiological Research Center. These reports stem from the 1976-77 Council.

The Council has received and approved a report requested by the President from its Committee on Curriculum and Instruction regarding the History Program. Several questions are being considered by the Council or its Committees. These include the issues involved in the formation of a graduate faculty and problems related to quality assessment of graduate programs.

Harold S. Story, Chairman
Graduate Academic Council
STUDENT AFFAIRS COUNCIL

November 16, 1977

Present:  
Neil C. Brown, Jr.  
Michael Motta  
Jerome Myers  
James Doellefeld  
John Henighan  
John Morgan  
Patricia Snyder  
Walter Kurkela  
Meg McAneny  
Edward Timnes

1. In the absence of both chairpersons (William Hayes and Jerry Mandelbaum), James Doellefeld agreed to chair the meeting.

2. The minutes of the November 2, 1977 meeting were distributed and approved as corrected (add Walter Kurkela to those present).

3. Michael Motta is replacing Robert Ford as a member of the Student Affairs Council.

4. Reports of the sub-committees:

Committee on Residences: (Edward Timnes)

Mr. Timnes reported that the committee had met on Tuesday, Nov. 15, and had set the first Tuesday of each month (1 p.m.) as the regular meeting time. Members of the committee were approved as follows:

- Dr. John Welty
- Mr. James Doellefeld
- Mr. John Henighan
- Mr. John Kennedy
- Mr. Bob Bagley
- Mr. Edward Timnes

Concern was expressed about the lack of women on the committee. Mr. Timnes indicated that he would seek membership from women. An issue of concern to the committee is the continuing problem of Potter Club.

Committee on Financial Aids: Jerome Myers

Mr. Myers reported that the committee has been meeting regularly; planned meetings will be every Tuesday at 12:30 p.m. Discussions include policies for next year's application deadlines—April 15 has been set as a deadline; students will be receiving information by January 15, 1978; receipts will be issued to E.O.P. students; the 10-day response period for the summer mailing; non-response follow-up will be by registered mail, and the like. Also discussed was a procedure to deal with the letter to the President concerning financial aids procedures.

Committee on Concerns of Special Students: (Mike Regan)

No report due to absence of chairperson.

Committee on Health-Related Issues: (Patty Snyder)

Ms. Snyder reported that the first meeting of the committee is planned; Elaine Lavine cannot serve on the committee—Sally Borner would like to serve in this capacity—her nomination was approved by Council.
5.4 December Graduates Assembly:

The Assembly for December Graduates is planned for Saturday, December 10, 1977 at 1 p.m. in the Ballroom, Campus Center. A reception will follow. A dinner is also planned—this will be on a reservation basis—$4.00 for the Class of 1978, $5.00 for all others.

5.5 Football Finals:

The SUNYA football team has been invited to the Division 3 finals in Virginia. There will be a chartered flight—a limited number of tickets are available at $100, which would include airfare, meals in flight, and ground transportation. Lodging is not included.

5.6 Potter Club:

Dean Brown expressed the need for a rapid resolution of the Potter Club issue. Incident reports continue to mount regarding their citizenship, discourtesy, harassment, and disregard for others. Discussion followed and Dean Brown urged the Council to take action. A motion (McAney/Henighan) "I move that the Student Affairs Council re-institute the investigation of the Potter Club, with 2 members of the Committee on Student Conduct, 2 members from the Committee on Student Government and Organizations, and 2 members of the Committee on Residences, to look into the matter of the Potter Club, beginning no later than the first week in December, with a report due four weeks from today" (December 14) was approved unanimously. A report was requested for the next Council meeting.

6. New Business:

John Henighan reported that he would like to see an investigation into the possibility of applying for federal funds for special residence projects (like Student Security Patrol). He will continue to work in this area to seek out possibilities for this type of funding.

The meeting adjourned at 9:30 a.m.

NEXT MEETING IS SCHEDULED FOR WEDNESDAY, NOVEMBER 30, at 8:30 a.m.

Respectfully submitted,

Alice Torda, Recorder
It is hereby proposed that the following be adopted:

I. That the following requirements for the major in English be adopted:

36 credits in English including:

3 credits from reading courses numbered 120-129
3 credits from genre or survey courses numbered 290-299 or 320-339
3 credits from author courses numbered 340-359
3 credits from topical courses numbered 360-390 or 460-490
3 credits from period courses numbered 420-459
3 credits in a writing course above the 100 level
3 credits from linguistics or criticism courses numbered 210-219, 310-319, 410-419. (Students in the Teacher Education Program must include at least 3 credits from linguistics courses, e.g., Eng 216, 217, 218, 311, 312, 411)

At least 12 credits must be taken in courses at the 300 level or above.

II. That these requirements become effective with the Fall semester 1978.

III. That this resolution be referred to the President.
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

Smoking Policy

INTRODUCED BY: Executive Committee and University Community Council
December 5, 1977

It is hereby proposed that the following be adopted:

I. That the University Senate adopt the policy that smoking in classrooms, lecture halls, libraries, theaters, museums, elevators, and laboratories is prohibited on this campus.

II. That this resolution be referred to the President for his approval.
Charles A. Hornet - Street Senator

Jonathan T. Timmerman

Vernon Bach

Raymond Brennan

Gordon B. L. Bulington

Arthur Ehricke

M. L. Berger

James E. Mitchell III
MEMORANDUM

TO: Members of the University Senate

FROM: Donald Bishko, Chairman

DATE: January 30, 1978

The Senate meeting scheduled for Monday, February 6, will be devoted to a report by the Vice President for Academic Affairs on the implications of the Executive Budget.

All members of the University community are invited to attend this meeting. The meeting will be held in the Campus Center Assembly Hall and will begin at 3 p.m.
1978-79 Budget (Omit 000)

1977-78 Base Budget......................$44,863

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<td>Program Reductions</td>
<td>-0-</td>
<td>$197 (-10)</td>
</tr>
<tr>
<td>Terminate Institute on Environment</td>
<td>-0-</td>
<td>-89 (-5)</td>
</tr>
<tr>
<td>Library - 4 Non-Teaching Positions @ $10,000 ann.</td>
<td>-0-</td>
<td>-40 (-4)</td>
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<tr>
<td>C.I.S. - 1 Non-Teaching Positions  @ $17,000 ann.</td>
<td>-0-</td>
<td>-17 (-1)</td>
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<td>Facilities Alterations for Handicapped</td>
<td>-0-</td>
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</tr>
<tr>
<td>Imposed Savings Adjustment</td>
<td>-0-</td>
<td>-31</td>
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<table>
<thead>
<tr>
<th>Enrollment</th>
<th>1977-78</th>
<th>1978-79</th>
<th>Change</th>
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<tbody>
<tr>
<td>Annual Average (Credit Hours) FTE's</td>
<td>12,427</td>
<td>12,763</td>
<td>+336</td>
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<tr>
<td>Annual Average (Equated) FTE's</td>
<td>11,772</td>
<td>12,058</td>
<td>+286</td>
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</table>

(Note: Credit Hour FTE's are same as requested. Equated FTE's are used in Governor's Budget in all formula calculations.)
### 1978-79 Executive Budget Recommendations

#### University Center Comparisons
(Excludes Health Sciences)

(Omit 000)

<table>
<thead>
<tr>
<th></th>
<th>Albany</th>
<th>Binghamton</th>
<th>Buffalo</th>
<th>Stony Brook</th>
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<tr>
<td></td>
<td>FTE</td>
<td>Amount</td>
<td>FTE</td>
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<td>Price Increases &amp; Adjustments</td>
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<td>Mandatory Salary Adjustments</td>
<td>$1,720</td>
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<td>Annualizations - Net</td>
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<td>Price Increases - Utilities</td>
<td>-176</td>
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<td>Price Increases - Library Acq.</td>
<td>339</td>
<td>-</td>
<td>930</td>
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<td>Price Increases - Other</td>
<td>97</td>
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<td>Imposed Savings Adjustment</td>
<td>-31</td>
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<td>New Facilities</td>
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<td>Institutional Support Staff</td>
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<td>56</td>
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<td>Utilities</td>
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<td>Rental Reductions</td>
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<td>Reduction of Moving Expenses</td>
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<td>Deleted Inst. Svs. Positions</td>
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<td>Deleted Student Svs. Pos.</td>
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<td>Terminate Inst. on Environ.</td>
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<td>Reduce Facilities Alterations - Handicapped</td>
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<td>Temporary Service Reduction</td>
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<td>CAMPUS TOTAL</td>
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### 1978-79 Executive Budget Recommendations

#### Comparison of University Centers

<table>
<thead>
<tr>
<th></th>
<th>Albany</th>
<th>Binghamton</th>
<th>Buffalo</th>
<th>Stony Brook</th>
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<tbody>
<tr>
<td><strong>Headcount Enrollments</strong>&lt;sup&gt;1/&lt;/sup&gt;</td>
<td></td>
<td></td>
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<tr>
<td>Fall '77 (actual)</td>
<td>14,679</td>
<td>9,916</td>
<td>21,111</td>
<td>15,006</td>
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<td>Fall '78</td>
<td>14,970</td>
<td>9,821</td>
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<td>Change</td>
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<td><strong>Ann. Ave. FTE Enrollments</strong>&lt;sup&gt;2/&lt;/sup&gt; (Credit Hour)</td>
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<td>77-78</td>
<td>12,427</td>
<td>9,468</td>
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<tr>
<td>78-79</td>
<td>12,763</td>
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<td>+366</td>
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<td><strong>Equated Full &amp; Part Time Students</strong>&lt;sup&gt;3/&lt;/sup&gt;</td>
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<tr>
<td>77-78</td>
<td>11,772</td>
<td>8,086</td>
<td>17,515</td>
<td>13,103</td>
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<td>12,058</td>
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<td><strong>Education &amp; General Costs</strong>&lt;sup&gt;4/&lt;/sup&gt;</td>
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<tr>
<td>Per Equated Student</td>
<td>$3,424</td>
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<td>$3,695</td>
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<td>$+22</td>
<td>$-169</td>
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<td><strong>I&amp;DR Cost Per Equated Student</strong>&lt;sup&gt;5/&lt;/sup&gt;</td>
<td>$1,833</td>
<td>$1,756</td>
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<td>Change</td>
<td>$+49</td>
<td>$-48</td>
<td>$+26</td>
<td>$+40</td>
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<tr>
<td><strong>Student Faculty Ratio</strong>&lt;sup&gt;6/&lt;/sup&gt;</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>77-78</td>
<td>15.7</td>
<td>15.9</td>
<td>15.6</td>
<td>16.2</td>
</tr>
<tr>
<td>78-79</td>
<td>15.8</td>
<td>15.7</td>
<td>15.7</td>
<td>15.9</td>
</tr>
<tr>
<td>Change</td>
<td>+.1</td>
<td>-.2</td>
<td>+.1</td>
<td>+.3</td>
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<td><strong>Support Cost Per FTE Faculty</strong>&lt;sup&gt;7/&lt;/sup&gt;</td>
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<td><strong>Library Allocation Per Equated Student</strong>&lt;sup&gt;8/&lt;/sup&gt;</td>
<td>$246</td>
<td>$306</td>
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<td>Change</td>
<td>$-29</td>
<td>$-4</td>
<td>$-42</td>
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<td><strong>Student Services Cost Per Equated Student</strong>&lt;sup&gt;9/&lt;/sup&gt;</td>
<td>$172</td>
<td>$151</td>
<td>$161</td>
<td>$152</td>
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<tr>
<td>Change</td>
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<td>$-6</td>
<td>$-5</td>
<td>$-2</td>
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<tr>
<td><strong>M&amp;O Cost Per OGSP</strong>&lt;sup&gt;10/&lt;/sup&gt; (Incl. Residence Halls)</td>
<td>$1.35</td>
<td>$1.09</td>
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<tr>
<td>Change</td>
<td>-.06</td>
<td>$.05</td>
<td>-.08</td>
<td>-.13</td>
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<tr>
<td><strong>Excludes Security, rentals, utilities and Housing Office</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Cost Per Occupied Bed</strong>&lt;sup&gt;11/&lt;/sup&gt;</td>
<td></td>
<td></td>
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<tr>
<td>Fall '77</td>
<td>613</td>
<td>569</td>
<td>754</td>
<td>687</td>
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<td>Fall '78</td>
<td>657</td>
<td>588</td>
<td>853</td>
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<tr>
<td>Change</td>
<td>+44</td>
<td>-19</td>
<td>+99</td>
<td>+25</td>
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</table>

---

<sup>1/</sup> Excludes Health Science

<sup>2/</sup> Includes Health Science

<sup>3/</sup> Excludes Rentals, Security, Utilities, and Residence Hall Administration.

<sup>4/</sup> Includes fiscal funds for Hospital in Organized Activities.
DATE: MARCH 6, 1978

TIME: 3 P.M.

LOCATION: CC ASSEMBLY HALL

AGENDA

1. Approval of Minutes

2. Council and Committee Reports

3. Old Business:
   3.1 Bill No. 197778-04 (Smoking Policy)
   3.2 Bill No. 197778-05 (Dropping a Course - Policy for Undergraduate Students)

4. New Business:
   4.1 Bill No. 197778-07 (Final Examination Retention Policy)
   4.2 Bill No. 197778-08 (Amendment to the Guidelines for the Academic Calendar)
   4.3 Other

5. Adjournment
Minutes of March 6, 1978

ABSENT: H. Bakhru; S. Bank; E. Cowley; R. DeAngelis; N. DeLuca; A. Ekirch; F. Femminella; J. Fetterley; A. Finkelstein; E. Gates; R. Hardt; R. Klages; C. Kosmont; J. Mancuso; D. Martin; P. Meadows; G. MacDonald; Y. Myer; D. Neilsen; D. Piche; G. Purrington; W. Reese; M. Regan; C. J. Schmidt; J. Shapiro; C. Tarlton; J. Uppal; B. Vonnegut; C. Whitbeck; R. Wilkinson; L. Wirshba; G. Wright

The meeting was called to order at 3:15 p.m. by the Chairman in the Campus Center Assembly Hall.

1. Approval of Minutes

Senator H. Hill moved approval of the Minutes of the December 5, 1977 meeting; motion seconded. Minutes approved.

2. Council & Committee Reports

2.1 Written reports were submitted by the Executive Committee, the Undergraduate Academic Council, the Graduate Academic Council, the Library Council, and the Council on Research.

2.2 Executive Committee

Senator H. Hill moved approval of the appointments listed in the Committee report; motion seconded and approved.

Senator F. Frank, Chairman-Elect, announced that the organizational meeting of the 1978-1979 Senate has been set for April 24.

2.3 Undergraduate Academic Council

Senator G. Martin, Chairman of the UAC, indicated that the Undergraduate Programs Review Committee of the UAC would review the majority of the undergraduate degree programs next year.

2.4 Council on Research

Senator J. Gould, Chairman of the Council, questioned the appropriateness of the Council revising its own charge. After some discussion it was agreed that the Senate Chairman will discuss the matter further with Professor Gould.
3. **Bill No. 197778-04 (Smoking Policy)**

   Senator B. Sands moved approval of Bill No. 197778-04; motion seconded. Motion approved without discussion.

4. **Bill No. 197778-05 (Dropping a Course)**

   4.1 Senator H. Hill moved approval of Bill No. 197778-05; motion seconded. A correction was made to the bill to indicate that the introduction date was December 5, 1977, not 1978.

   4.2 Senator G. Martin moved to amend paragraph V to read "That this change take place immediately." Motion seconded.

   Senator C. Tucker noted that the Executive Committee felt that this change should be published in the calendar to allow sufficient time to publicize the change.

   Amendment defeated on a voice vote.

   Bill No. 197778-05 approved by voice vote.

5. **Bill No. 197778-07 (Final Examination Retention Policy)**

   5.1 Senator G. Van Baalen moved approval of Bill No. 197778-07; motion seconded.

   5.2 Senator R. Meyers moved to amend the bill by adding "unless they have been returned to the student" to Section I; motion to amend seconded and approved by voice vote.

   5.3 Senator B. Marsh moved to return the bill to the Executive Committee; motion approved by voice vote.

6. **Bill No. 197778-08 (Amendment to the Calendar Guidelines)**

   6.1 Senator B. Marsh, Chairman of the EPC, moved approval of Bill No. 197778-08; motion seconded. A correction was made to the bill to indicate that these amendments would be in effect for the 1979-1980 and 1980-1981 academic years only. Bill No. 197778-08 approved by voice vote and without discussion.

7. Senator Brian Sands (Junior - Biology) was elected to the Executive Committee.

Respectfully submitted,

Kevin Burke, Secretary
REPORTS TO THE SENATE
MARCH 6, 1978

FROM: Donald Bishko, Chairman
Executive Committee

For Information

1. A memorandum has been sent to the chairman of the Library Council, the Council on Promotions and Continuing Appointments, the Undergraduate Academic Council, and the University Community Council regarding the possibility of using existing Senate Councils to select nominees for the Chancellor's Awards.

2. The Committee received a report from Sorrell Chesin on the progress being made by the Presidential Search Committee.

3. President O'Leary reported on the progress of the committees working on the review of the Deans of the School of Business, the College of Science and Mathematics, and the College of Social and Behavioral Sciences and the Director of the Library.

4. The Committee suggested a list of faculty members to serve on a committee to recommend salary increases. The list of faculty members was requested by the Vice President for Academic Affairs.

5. The Committee reviewed the report of the Calendar Committee of the Council on Educational Policy. The Executive Committee requested that the Council prepare a report which would indicate the various restrictions involved in preparing the academic calendar.

For Action

1. The Executive Committee recommends the following appointments:
   Undergraduate Academic Council - Guy Van Baalen, Junior
   Student Affairs Council - James Mitchell III, Freshman
   University Community Council - Carolyn Jurist, Sophomore

FROM: George Martin, Chairman
Undergraduate Academic Council

For Information

1. Minority Recruitment Task Force
CONCLUSION

This program consists of an exploration into an analysis of the experience of the Italians and their progeny in America. The program focuses on all aspects of this experience. It teaches and uses appropriate perspectives and skills of the disciplines of the humanities and social sciences.

The many facets of the Italian immigration, the adjustment and problems of the immigrants, the communities they developed and their subsequent integration in America are all part of the program's substance. The religious, economic, educational, and political institutions of American society affected and were affected by Italian-Americans and this mutual influence is also content matter of the program.

Like so many other ethnic groups that constitute the citizenry of the United States, Italian-Americans developed a vital literature. Some of this literature is written in English, some in village dialects, and some in Italian. This literature and the specific Italian-American art, drama and music as well as the Italian-American influence on native cultural forms are additional areas of program interest.

The totality of these is what is referred to as Italian-American Studies, encompassing both general and specialized knowledge and a variety of perspectives.

3. Charge to the Undergraduate Programs Review Committee

(1) Conduct reviews of undergraduate degree programs.
of the same bill: The instructor's signature acknowledges the fact that the student is withdrawing from the course.

FROM: Richard Hall, Chairman
Graduate Academic Council

For Information

The Graduate Academic Council held meetings on November 17, December 1, December 15, and February 6. The following actions have been taken:

1. The review of the Comparative Development Studies Center was accepted and forwarded to the Vice President for Academic Affairs and the Council on Research.

2. The review of the graduate program in Public Administration was accepted and forwarded to the Vice President for Academic Affairs.

3. The review of the Neuro-biological Research Center was accepted and forwarded to the Vice President for Academic Affairs and the Council on Research.

4. The Council approved a motion to review only those research centers on campus that are directly affiliated with graduate degree programs.

5. The Council voted to assign the following charge to its Special Committee on SED Doctoral Reviews:

   (1) Examine the doctoral programs scheduled for SED review, and consult with the GAC concerning these programs;

   (2) assist the GAC in explicating the criteria for its own program reviews;

   (3) render assistance to departments and programs in their preparation for external reviews; and

   (4) assist the GAC in providing recommendations for administrative action concerning SED doctoral reviews.

6. The Council approved proposed revisions in the M.A. program in Theatre and in the M.S. and Ph.D. programs in Atmospheric Science.

The Council and its committees continue to review existing and proposed programs. In addition, it is considering issues such as changes in residence requirements, an internal audit of doctoral programs, and the designation of dissertation faculty.
FROM: Stephen DeLong, Chairman
Council on Research

For Information

The Council:

(1) recommended to the President that authority be
given to the Institutional Review Board to require
that investigators conducting no-risk research pro-
jects with legally-incompetent human subjects obtain
informed consent;

(2) approved creation of the Center for Macro-
Molecular Biology; and

(3) is currently considering University sponsor-
ship of externally-commissioned human subject
research.
REPORT TO THE SENATE

March 6, 1973

FROM: Jerome Mandelbaum, William Hayes: Co-Chairmen
Student Affairs Council

FOR INFORMATION:

The Council held its last three meetings on November 30, December 14, and February 22. The following actions have been taken:

1. The Committee on Student Residences has reviewed the housing contract and is considering enlarging the print; increasing the size of refrigerators to 6 cubic feet; and the use of a half-year contract. Dean Brown and Dr. Welty are also working on long-range housing projections through 1982.

2. A judicial appeal concerning an action by the Committee on Student Conduct was brought before the Council. The original decision was upheld by the Council after much discussion on the issue.

3. The Committee on Financial Aids has reviewed its priorities for S.U.S.T.A. recipients; has set the financial aid application deadline (April 15); and is considering the need for open hearings.

4. The Committee on Health-Related Issues is involved with programming for drug and alcohol awareness; discussion of fire safety programs on the five quads; and a student-support committee for the Infirmary.

5. The ad hoc committee for Potter Club Review has set March 15 as the final date for a recommendation to the Dean for Student Affairs (Neil Brown). Possible actions include a self-policing system, strict guidelines, or judicial/disciplinary action.

6. The Council is currently working on reviewing the charges of its six sub-committees.
EPC REPORT TO THE SENATE
ON THE ACADEMIC CALENDAR

Pages 1 - 2: SUNY and SUNY-Albany Calendar Policy

Pages 3 - 5: Features of the Proposed Calendars

Pages 6 - 10: Rationale for the Calendar Proposals

Page 11: Senate Action on Recommended Guidelines

Respectfully submitted,

Bruce Marsh, Chairman
Educational Policies Council
A. SUNY Calendar Policy: (1 - 5(a) effective Fall 1972; 5(b) effective Fall 1977)

1. The instructional year shall include a minimum of 30 weeks instruction, exclusive of periods of registration and examinations. If the conventional semester plan is followed, no single semester shall consist of fewer than 14 weeks instruction, with a total of 30 weeks instruction for two semesters, exclusive of periods of registration and examinations. Other patterns may be developed subject to approval of the Chancellor.

2. In cases where the campus, for academic reasons, plans for the period of academic instruction (exclusive of periods for registration and examinations) to begin after September 15 or end earlier than May 15, the expressed written approval of the Chancellor is required.

3. In developing the instructional calendar, attention should be given to the possibility of closing all college offices and not scheduling classes on those days observed by the State as holidays which fall on a Monday or Friday.

4. Attention shall be given to optimal utilization of campus facilities, with special consideration given to the summer period(s) of instruction.

5(a). On those religious holy days when members of a faith typically observe the expectation of church or synagogue that they be absent from school or work, campuses will avoid the scheduling of such events as registration, the first day of classes, or student convocations, and individual students will be excused from class without penalty if expressly requested.

5(b). Classes or other courses of instruction at the State-operated campuses shall be suspended on those days of religious observance known as Rosh Hashana and Yom Kippur.

B. SUNYA Calendar Policy Provides: (effective Fall 1972)

1. That the academic year be composed of two equal semesters, each consisting of 15 weeks of instruction and one week of examination.

2. That the Fall semester end in its entirety no later than December 24th and that the Spring semester, including commencement, end no later than June 1st.

3. That the following holidays be observed by the recessing of classes: The day of Rosh Hashana and the day following, and the day of Yom Kippur (except when either or both of these days occur on a Saturday);
Features of the Proposed Calendars

Fall Proposal

1. Registration on Tuesday following Labor Day, and the first day of classes on Wednesday.

2. Classes suspended prior to sundown on the evenings before Rosh Hashana and Yom Kippur.

3. Thanksgiving recess beginning Wednesday evening and extending through Sunday.

4. Classes end on a Friday in mid-December (except for "Saturday Only" classes), leaving Saturday and Sunday as "reading days."

5. The last day of final exams falls on the Saturday before Christmas.

6. The plan is to begin the semester essentially a week later (after Labor Day), but maintain the same number of instructional hours. Initial review indicates that this might be accomplished most rationally by lengthening the "instructional hour" from 50 to 55 minutes:
   a) Courses meeting three times per week (MWF) -- schedule each class for 55 minutes.
   b) Courses meeting twice per week (TTh) -- schedule each class for 80 minutes.
   c) Courses meeting once per week (LAES) -- schedule for 160 minutes each week if only 14 weeks are involved.

Spring Proposal

1. Registration on a Monday in mid-January, and the first day of classes on Tuesday.

2. Two one-week vacations are scheduled: one falling in February to include the State holiday (President's Day), and one in April to coincide with Easter and the first two days of Passover. The spring vacation precedes Easter Sunday except in 1981 when Passover begins on that Sunday.

3. Classes end on a Monday in mid-May followed by one reading day followed by six weekdays of exams. No final exams are scheduled for Saturday except for classes which normally meet only then.

4. Commencement as usual is scheduled for the last Sunday in May.
# Proposed 1980-1981 Calendar

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<th>AUGUST</th>
<th>JANUARY</th>
</tr>
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<td>S M T W TH F S</td>
<td>S M T W TH F S</td>
</tr>
<tr>
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<tr>
<td>10 11 12 13 14</td>
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- Labor Day: 9/2
- Rosh Hashana: 9/19
- Yom Kippur: 9/20
- Thanksgiving Recess: 11/19
- Spring vacation: 4/14
- Easter: 4/21
- Passover: 4/22
- Commencement: 5/31

Classes End 1/12
Classes End 5/12
Classes End 5/12
Classes End 5/12
B. Observe Rosh Hashana (two days) and Yom Kippur (one day) by suspending classes:

Required by Board of Trustees beginning this year and no change in that policy is anticipated.

C. Conclude the Fall term by December 23.

(1) Every calendar study on this campus has found overwhelming student and faculty sentiment for concluding the Fall session before Christmas. In addition the Chronicle of Higher Education reports that this is now the dominant pattern across the country. The Stony Brook campus reports an unpleasant experience this year with a "post New Year's" conclusion to the fall term and it will not continue the experience in the future.

(2) There are significant energy savings from closing down from Christmas through mid to late January.

(3) Many administrative areas need several weeks between semesters as "catch up" time.

II. Feasibility

Conversations with the SUNY Provost's Office have confirmed that there would be no problem with a fall session which begins after Labor Day and ends by Christmas so long as the minimum number of instructional hours per credit are maintained. In fact, a couple of other campuses are considering this move.

The SUNY standard is that a three credit course should meet three times per week for 50 minutes each or twice a week for 75 minutes each. For the required 15 week semester, this translates into 2250 minutes of classroom contact per semester for a 3 credit course. A number of options for accomplishing this have been examined. The easiest way would be to reduce the minutes between classes, and redefine the instructional hour to 55 minutes.

Reducing the time between classes to 5 minutes on MWF is a problem which needs further study. It does not appear to be feasible so we are now looking at the possibility of beginning MWF classes earlier in the day and ending them later, thus preserving 10 minutes between classes.

However, the basic plan of increasing MWF classes to 55 minute periods and TTh classes to 80 is a sound one in terms of meeting the requirements implied by SUNY policy. For example, three credit courses in the proposed Fall 1979 calendar will meet as follows:

MWF = 2310 minutes
TTh = 2240 minutes
4. There are potentially significant energy savings in scheduling an April vacation since it increases the chances that heat can be turned off completely rather than merely reduced to 55°. While it seems paradoxical, an April vacation in which the temperature stays above freezing will save more energy than a February one (which is presumably below freezing).

C. Commencement the last Sunday in May

For many years this has been a standard practice at Albany and has received positive reactions from nearly everyone. Commencement on the Sunday of Memorial Day weekend is especially good for parents to travel and attendance is increased. This placement gives us one week turn-around-time before the first portion of the summer session.

IV. Reasons for departure from the guidelines:

The proposed calendars are not consistent with the guidelines regarding reading days and Good Friday.

A. Reading Days

The reading day guidelines were recommended by the Senate at a time when Saturday final exams were quite common (we are attempting to avoid them now); and several Senators reported that they voted for the bill with the understanding that reading days can be counted as instructional days in meeting the SUNY guidelines (they cannot).

The reading day guidelines are impossible to observe in the fall given the compact schedule, but the EPC felt that a two-day weekend was an adequate breather before final exams. The fall proposal originally contained a suggestion to end final examinations on the Monday before Christmas, but the EPC believed that faculty and students generally would prefer to hold the last day of exams on the previous Saturday, rather than hold them over until Monday.

The spring proposal is consistent with the spirit of the reading guidelines since one of the two reading days was simply moved to a Saturday thereby avoiding finals on Saturday while retaining the same number of total study days during the examination period.

The EPC and its Calendar Committee recommends a policy of scheduling one reading day or one weekend between the last day of classes and the first day of final exams. In addition, we should generally avoid scheduling Saturday as an examination day. When Saturday is utilized for examinations we should keep the number of scheduled examinations as small as possible.
EPC REPORT TO THE SENATE FOR ACTION

The following guidelines are recommended for the academic calendars for 1979-1980 and 1980-1981.

I. Fall Semester

1. Registration is scheduled on Tuesday following Labor Day, and the first day of classes on Wednesday.

2. Classes are suspended prior to sundown on the evenings before Rosh Hashana and Yom Kippur.

3. Thanksgiving recess begins Wednesday evening and extends through Sunday.

4. Classes end on a Friday in mid-December (except for "Saturday Only" classes), leaving Saturday and Sunday as "reading days".

5. The last day of final exams falls on the Saturday before Christmas.

II. Spring Semester

1. Registration is scheduled on a Monday in mid-January, and the first day of classes on Tuesday.

2. Two one-week vacations are scheduled: one falling in February to include the State holiday (President's Day) and one in April to coincide with Easter and the first two days of Passover. Classes are not suspended for Good Friday in 1981.

3. Classes end on a Monday in mid-May followed by one reading day followed by six weekdays of exams. No final exams are scheduled for Saturday except for classes which normally meet only then.

4. Commencement as usual is scheduled for the last Sunday in May.
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

Smoking Policy

INTRODUCED BY: Executive Committee and
University Community Council
December 5, 1977

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. That the University Senate adopt a policy that smoking in classrooms, lecture halls, and laboratories be prohibited on this campus.

II. That the University administration, after consultation with relevant governance bodies, establish as soon as possible reasonable limitations on smoking in other appropriate areas of the campus not covered by this policy or state or local law.*

III. That this resolution be referred to the President for his approval.

*State law currently provides that smoking is prohibited in libraries, museums, theaters, and other indoor facilities open to the public, except for places within these facilities designated as separate smoking areas.
IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. Students may withdraw from a course and have that course deleted from their Academic Record by filing the appropriate form signed by the instructor with the Registrar any time within the period for adding courses as specified for the session in the Academic Calendar. For Fall and Spring semesters, the period to drop a course and have it deleted begins with the second day of classes and extends through the tenth calendar day following the beginning of classes.

II. Students may later withdraw from a course and receive a "W" by filing the appropriate form signed by the instructor with the Registrar any time after the last day to add a course through the last day to drop a course. The instructor's signature acknowledges the fact that the student is withdrawing from the course.

III. The instructor responsible for the course may assign a "W" where there is no evidence of attendance since the last day to add.

IV. A student who attends a course after the last day to add, and does not complete the drop procedure, is assigned the appropriate academic grade by the instructor responsible for the course.

V. That this policy take effect with the beginning of the Fall 1978 semester.

VI. That this policy be referred to the President for approval.
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

Amendment to the Guidelines
for Academic Calendars

INTRODUCED BY: Council on Educational Policy
March 6, 1978

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. That Senate Bill No. 197273-01 (Guidelines for Academic Calendars) be amended by the adoption of the following:

Fall Semester

1. Registration is scheduled on Tuesday following Labor Day, and the first day of classes on Wednesday.

2. Classes are suspended prior to sundown on the evenings before Rosh Hashana and Yom Kippur.

3. Thanksgiving recess begins Wednesday evening and extends through Sunday.

4. Classes end on a Friday in mid-December (except for "Saturday Only" classes), leaving Saturday and Sunday as "reading days".

5. The last day of final exams falls on the Saturday before Christmas.

Spring Semester

1. Registration is scheduled on a Monday in mid-January, and the first day of classes on Tuesday.

2. Two one-week vacations are scheduled: one falling in February to include the State holiday (President's Day) and one in April to coincide with Easter and the first two days of Passover. Classes are not suspended for Good Friday in 1981.

3. Classes end on a Monday in mid-May followed by one reading day followed by six weekdays of exams. No final exams are scheduled for Saturday except for classes which normally meet only then.

4. Commencement as usual is scheduled for the last Sunday in May.

II. That this resolution be referred to the President for action.
STATE UNIVERSITY OF NEW YORK AT ALBANY
1400 Washington Avenue
Albany, New York 12222

UNIVERSITY SENATE

DATE: APRIL 3, 1978
TIME: 3 P. M.
LOCATION: CAMPUS CENTER ASSEMBLY HALL

AGENDA

1. Approval of Minutes

2. President's Report

3. Council & Committee Reports

4. New Business:
   4.1 197778-09 (Student Representation on the Senate)
   4.2 197778-10 (Certificate Program in Library and Information Science)
   4.3 197778-11 (Revised Requirements for Business Administration Program)
   4.4 Other

5. Adjournment
Minutes of April 3, 1978

ABSENT: P. Benedict; R. Benenson; M. Bers; W. Collins; E. Cowley; R. DeAngelis; N. Deluca; J. Petterley; A. Finkelstein; E. Gates; J. Gould; R. Hardt; R. Klages; B. Marsh; D. Martin; P. Meadows; R. Meyers; R. Moore; Y. Myer; D. Neilson; C. Newbold; S. Pflanczer; F. Pogue; G. Purrington; B. Rice; L. Salkever; J. Shapiro; S. Spellman; C. Tarlton; P. Tompkins; B. Vonnegut; B. Wakin; P. Wallace; C. Whitbeck; R. Wilkinson; L. Wirshba; G. Wright

The meeting was called to order at 3:15 p.m. in the Campus Center Assembly Hall by the Chairman, Donald Bishko.

1. Approval of Minutes

Senator F. Frank moved approval of the Minutes of the March 6, 1978 meeting; motion seconded. Minutes approved.

2. President's Report

President O'Leary reported briefly on the status of the review process for the Deans. He indicated that two of the review committees had submitted their reports, a third committee is nearing completion of its work, and the remaining committee should submit its report by the end of the semester.

3. Council & Committee Reports

There were no Council and Committee reports for discussion.

4. Bill No. 197778-09 (Student Representation on the Senate)

Senator F. Frank moved approval of Bill No. 197778-09; motion seconded.

Bill No. 197778-09 approved without dissent and without discussion.

5. Bill No. 197778-10 (Certificate Program in Library and Information Science)

Senator F. Frank moved approval of Bill No. 197778-10; motion seconded.

Bill No. 197778-10 approved by majority vote.
IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. That Article II, Section 2.8 of the SUNYA Faculty By-laws be amended to read that Sections 2.6 and 2.7 of Article II should terminate automatically as of July 1, 1980.

II. That this resolution be referred to the Voting Faculty for action at the Spring Faculty meeting.
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

Certificate Program in Library and Information Science

INTRODUCED BY: Graduate Academic Council
April 3, 1978

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. That the attached proposal for a Sixth-Year Campus Certificate Program in Library and Information Science be approved.

II. That this resolution be referred to the President for his approval.

Attachment
STATE UNIVERSITY OF NEW YORK AT ALBANY

A Sixth-Year Campus Certificate Program
in Library and Information Science

Summary

The basic professional degree in Library and Information Science is the master's degree, a one year, 36 semester hour, graduate professional degree. This has been the only credential offered by the School for most of its fifty year history. The School now proposes to offer an additional year (30 semester hours) of study leading to a Campus Certificate. It is a one-on-one program, with the second year designed to build on the general competencies common to master's degree programs in Library and Information Science. For certain specializations within the Certificate program, particular competencies to be included in the prior degree are specified.

Rationale

Need: The demand for opportunities for additional professional study stems directly from the rapid growth both in the body of knowledge of the discipline, and in the state of technology used in libraries and other information agencies. There is need for retraining and upgrading, for the acquisition of further knowledge and technical capability by those who have received a basic foundation, and after some experience wish to prepare for a move to more specialized and more demanding posts of responsibility.

On a more practical level, many professionals, particularly those in academic institutions, wish to study in an organized program leading to a credential in order to use that credential in connection with changes in position and with promotion and tenure decisions.

School Capability: Every other library school in New York State besides Albany is offering either a sixth-year certificate program or a doctorate, or both. Yet of these schools, Albany has the largest full-time faculty. Generally, the programs have small but recently increasing enrollments, with students drawn almost exclusively from the surrounding locality. No additional faculty resources are needed to begin the program.

Comparable Programs: Twenty-eight of the 58 accredited library schools in the United States offer post-master's specialist or certificate programs, including Columbia, Illinois, Chicago, Minnesota, Wisconsin, Texas, Berkeley, UCLA. Of the nine schools in New York State, all but Buffalo and Albany offer post-master's programs.
Library support materials in the University and the capital district adequate. There are excellent internship possibilities to provide a rich experience for students whose programs include this component.

Admission: Applicants to this program will hold a master's degree in Library and Information Science. In unusual cases, a master's degree in a related field would be considered. Admission will be limited to those with demonstrated academic excellence, with suitable professional experience, and with professional goals matching the program capabilities of the School.

Program of Study: The program leading to the Campus Certificate includes a minimum of 30 semester credits of appropriate graduate study beyond the master's degree. Within the requirements of the specialty selected, through individual advisement an appropriate program will be developed for the student which will utilize offerings of all relevant departments and schools of the University, and which will meet the specific needs of the individual student.

The program consists of 30 semester credits, divided into three parts:

General Requirements of All Students: 12-18 credits

LIB 701 Pro-Seminar; 3 credits
LIB 702 Directed Readings in Library & Information Science (sub-field specified); 3 credits
LIB 768 Internship; 3-6 credits
LIB 780 Major Research Seminar; 3-6 credits

Supporting Courses: 6 credits

These may be academic or professional graduate courses.

Specialization Courses: 6-12 credits

To be chosen from a list for each particular specialty developed which are consonant with faculty capabilities.

Four Examples of Possible Specializations: 6-12 credits

Specialization 1: Automation, Systems Analysis, and Data Bank Management
Specialization 2: Planning, Finance and Management
Specialization 3: Reference and Information Services (Social Sciences)
Specialization 4: School Library Media Supervision

3/14/78
IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. That the following revised requirements in the liberal arts portion of the Business Administration program be approved and become effective with the Fall 1978 semester.

**Liberal Arts Requirements**

**Humanities:**
- Eng 100 - 3 credits
- Eng 309 - 3 credits

**Mathematics:**
- Mat 106, 107, or 112 - 3 credits

**Soc. Sciences:**
- Eco 100a and b - 6 credits
- Eco 300 or above* - 3 credits
- Psy 101 - 3 credits
- Soc 115 - 3 credits

**TOTAL:** 24 credits

*Must be a course that Eco 100a and b are a prerequisite

II. That this resolution be referred to the President for approval.
4/3/78 ATTENDANCE

ROSTER

Robert Getmans

Robert O'Leary

Weinberger

Frederick MacDonald

John Hartigan

James Mitchell

Frederick J. Behreud

Rod Fort

Buck Fat.

William Shipp

Charles Halfen

Michael Flaxer

J.S. Uppere

Bruce Jones

Joan Savitt

Yoann Becks

Lori Jastrow

Hugh Eric Hill

Lori Jastrow

Mimi X. Amorella
TO: Members of the 1978-1979 University Senate  

FROM: Francine Frank, Chairperson  

DATE: April 18, 1978  

The first organizational meeting of the 1978-1979 University Senate will be held on Monday, April 24, 1978, at 3 p.m. in the Campus Center Assembly Hall.  

The sole business at this meeting will be the election of officers for the coming year.

Francine Frank
TO: Members of the 1978-1979 University Senate

FROM: Francine Frank, Chairperson

DATE: May 8, 1978

The 1978-1979 University Senate will meet on Monday, May 15 for the purpose of approving the Council memberships for the coming year.

The meeting will begin at 2 p.m. and will be held in the Campus Center Assembly Hall.

Francine Frank, Chairperson

Attachments
The meeting was called to order at 3:10 p.m. in the Campus Center Assembly Hall by the Chairperson, Francine Frank.

The Chairperson announced that the second organizational meeting of the 1978-1979 University Senate would be held on May 15, 1978, at 2 p.m. in the Campus Center Assembly Hall.

1. Election of Chairperson-Elect

Senators Burke and Marsh were nominated by the Executive Committee. No nominations were made from the floor.

Senator Bishko moved that the nominations be closed; motion seconded and approved.

Senator Marsh was elected Chairperson-Elect.

2. Election of Secretary

Senators Pipkin and Wakin were nominated for the office of Secretary by the Executive Committee. No nominations were made from the floor.

Senator Hardt moved that the nominations be closed; motion seconded and approved.

Senator Pipkin was elected as Secretary.

3. Election of the Executive Committee

Senators Bers and Rice were nominated by the Executive Committee.

Senator Bishko nominated Senator Burke and Senator Wakin. Senator Hardt nominated Senator Berger. Senator Berger declined the nomination. It was moved and seconded that the nominations be closed; motion approved.

Senator Bers was elected to the Executive Committee on the first ballot.

A run-off election was held with Senators Burke, Rice and Wakin as the candidates. No nominees received the necessary majority on the second ballot.

Senators Burke and Wakin were the candidates for the third ballot. Senator Burke was elected.

dissertation faculty proposal would be the group to implement the proposal; motion seconded by Senator Riedel.

Senator Bers moved to postpone action on this Council until the fall. This was agreeable to Senator Tarlton and his seconder. Motion to postpone approved by majority vote.

2.4 Senator Marsh moved approval of the membership of the Library Council; motion seconded by Senator Bishko and approved by majority vote.

2.5 Senator Marsh moved approval of the membership of the Council on Promotions and Continuing Appointments; motion seconded by Senator Bishko and approved.

2.6 Senator Marsh moved approval of the membership of the Council on Research; motion seconded by Senator Hill and approved.

2.7 Senator Marsh moved approval of the membership of the Student Affairs Council; motion seconded by Senator Hill and approved.

2.8 Senator Marsh moved approval of the membership of the Undergraduate Academic Council; motion seconded by Senator Bishko and approved.

2.9 Senator Marsh moved approval of the membership of the University Community Council; motion seconded by Senator Hill and approved.

3. The Chairperson introduced Harold Cannon, Chairperson of the Curriculum Committee of the Undergraduate Academic Council.

Professor Cannon asked the advice of the Senate as to the direction the Curriculum Committee and the Undergraduate Academic Council should take in their efforts to revise the undergraduate curriculum. In particular, Professor Cannon asked for "feed-back" on the concept contained in "Goals of a Liberal Undergraduate Education".

After some discussion, the Senate agreed that the UAC should continue its work on the GLUE proposal.

The meeting was adjourned at 2:55 p.m.
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15  5  8  OUT

Burke 18  Wakin 12

1st inning  2nd inning
18  12
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

1978-1979 Membership
(The term of an elected Senator ends on June 30
of the year in parentheses after the name.)

EX OFFICIO SENATORS

Vincent O'Leary, President of
State University of New York
at Albany

David Martin, Vice President
for Academic Affairs

John Hartigan, Vice President
for Finance & Business

Louis Salkever, Vice President for
Research & Dean of Graduate Studies

Lewis Welch, Vice President
for University Affairs

C. James Schmidt, Director
of University Libraries

Charles Edwards, Representative
to State-wide SUNY Senate

Catharine Newbold, Representative
to State-wide SUNY Senate

Phillip Tompkins, Representative
to State-wide SUNY Senate

Donald Bishko, Past Chairman
of SUNYA University Senate

Elected: At Large

Peter Benedict (1979)
Geology

Edward Cowley (1979)
Art

Patrick Foti (1979)
Admissions

Bruce Marsh (1979)
Physics

Morris Berger (1980)
EPPI

Kevin Burke (1980)
Geology

George Martin (1980)
Mathematics

Louise Tornatore (1980)
Psychology

Donald Bunis (1981)
Registrar's Office

Robert Gibson (1981)
CUE

James Riedel (1981)
Political Science

Jon Scott (1981)
Atmospheric Science

Elected: Education

Nicholas DeLuca (1979)
EPPI

Barbara Mowder (1979)
Educ. Psychology

Dennis Nielsen (1980)
EPPI

Murray Phillips (1979)
EPPI

Gordon Purrington (1980)
EPPI

Bertha Wakin (1980)
Business Education
1978-1979 Membership—contd.

Page 3

APPOINTED SENATORS

Richard Hall
Sociology

John Shumaker
Humanities & Fine Arts

Malvin Bers
Economics

Robert Meyers
Philosophy

Alex Shane
Slavic Studies

Neil Brown
Student Affairs

Frank Pogue
African & Afro-American Studies

David Shub
Biology

UNDERGRADUATE STUDENT SENATORS (All terms are for one year.)

Ellie Becker
Lori Gastwirth

Linda Lerner

Mark Borkowski
Jackie Gleb

Bob Maxant

Mitch Canter
Ted Greenberg

Bob Moore

Laurie Cox
Dave Gross

Debbie Raskin

Bruce Cronin
Hugh Hill

Sheryl Rubloff

Dee Dee Day
Ed Klein

Mark Stollar

Eric Edwards
Mark Lafayette

David Weintraub

GRADUATE STUDENT SENATORS (All terms are for one year.)
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

1978-1979 Council Membership

COUNCIL ON ACADEMIC FREEDOM AND ETHICS - G. PURRINGTON, CONVENER

Teaching Faculty: Judith Baer, Political Science (Assistant)
*Donald Birn, History (Assistant)
*Gordon Purrington, EPPI (Assistant)
George Putman, Geology (Associate)
*William Reese, Philosophy (Professor)
Dwight Wallace, Anthropology (Associate)

Non-Teaching Faculty: George Litchford, Counseling Center
Donald Whitlock, Financial Aids

Undergraduate Students: ________________________________

Graduate Students: ________________________________

COUNCIL ON EDUCATIONAL POLICY - R. MEYERS, CONVENER

Ex Officio: Vincent O'Leary, President of SUNYA
            David Martin, Vice President for Academic Affairs
            John Hartigan, Vice President for Finance & Business
            Louis Salkever, Vice President for Research
            Lewis Welch, Vice President for University Affairs

Member, Conference of Deans: ________________________________

Teaching Faculty: Al Cali, EPPI (Professor)
Norman Greenfeld, Psychology (Professor)
*Robert Hardt, Criminal Justice (Professor)
*Robert Meyers, Philosophy (Associate)
*Ricardo Wirenberg, Mathematics (Associate)
*Ernest Scatton, Slavic Studies (Associate)
Susan Sherman, Social Welfare (Associate)
*David Shub, Biology (Assistant)
*Jogindar Uppal, Economics (Professor)
*Karen Wittenborg, University Library (Assistant)

Non-Teaching Faculty: Vernon Buck, Educ. Opportunity Program
*Robert Gibson, Center for Undergraduate Education
Wendell Lorang, Institutional Research

Undergraduate Students: ________________________________

Graduate Students: ________________________________
1978-1979 Membership—contd.
Page 3

Teaching Faculty:  
*Sheldon Bank, Chemistry (Professor)  
*Morris Berger, EPPI (Professor)  
Robert Green, French (Professor)  
Paul Marr, Geography (Associate)  
*Paul Meadows, Sociology (Professor)  
Laura Roth, Physics (Professor)  
John Seagle, Business (Associate)  
*Paul Wallace, Classics (Associate)

Undergraduate Students:

Graduate Students:

COUNCIL ON RESEARCH - B. VONNEGUT, CONVENER

Ex Officio:  
Louis Salkever, Vice President for Research  
Frank Lucarelli, Director of Research

Teaching Faculty:  
Stephen DeLong, Geology (Assistant)  
Leonard Gordon, Educ. Psychology & Stat. (Professor)  
Stuart Newman, Biology (Assistant)  
*Frank Pogue, African & Afro-American Studies (Associate)  
*John Shumaker, Humanities & Fine Arts (Dean)  
*Bernard Vonnegut, Atmos. Science/ASRC (Professor)  
Marguerite Warren, Criminal Justice (Professor)  
Gary Yukl, Business (Professor)

Non-Teaching Faculty:  
John Tuseke, Computing Center  
Peter Wissel, Center for Governmental Research

Undergraduate Students:

Graduate Students:

STUDENT AFFAIRS COUNCIL - P. BENEDICT, CONVENER

Ex Officio:  
Neil Brown, Dean for Student Affairs

Teaching Faculty:  
*Peter Benedict, Geology (Associate)  
Michael Motta, Physical Education (Lecturer)  
*Barbara Mowder, Educ. Psychology & Stat. (Assistant)  
Anne Shaffer, University Library (Assistant)  
Walter Zenner, Anthropology (Associate)

Non-Teaching Faculty:  
Barbara Bodner, Student Accounts  
*Donald Bunis, Registrar  
Carlos Cupril, Edua. Opportunity Program  
Patricia Snyder, Residence
Undergraduate Students: 

Graduate Students: 

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<td>Vincent O'Leary, President of SUNYA</td>
<td>Francine Frank, Chairperson</td>
</tr>
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<td>Charles Edwards, SUNY Senator</td>
<td>Bruce Marsh, Chairperson-Elect</td>
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<td>John Pipkin, Secretary</td>
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<td>Phillip Tompkins, SUNY Senator</td>
<td>Melvin Berts, Economics</td>
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<td>Donald Bishko, Past Chairman of SUNYA Senator</td>
<td>Kevin Burke, Geology</td>
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<td>Paul Feldman, President - Student Association</td>
<td>Kay Hotaling, General Studies</td>
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Asterisks indicate Senators

Italics indicate first-year appointments
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<tr>
<th>UNIVERSITY SENATE</th>
<th>EXECUTIVE COMMITTEE</th>
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<tr>
<td>SEPTEMBER 11</td>
<td>August 28</td>
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<td>OCTOBER 9</td>
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<td>FEBRUARY 5</td>
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<td>APRIL 2</td>
<td>MARCH 19</td>
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<td>MAY 7</td>
<td>APRIL 23</td>
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April 24, 1978

ROSTER

Francene Frady
D. Bush
H. Cannon
J. W. Shumaker
D. B. Marsh
Eugene K. Gardner
J. Raeder

Shurboard
Barbara Reis
N. Reis
D. Hess
G. Hardt
Marc Minegoff
J. Pechkin
Donald Brinn
Richard A. Hall
Mel Brooks

Benson Nakai
George E. Martin
Kevin Conkle
DATE: May 1, 1978
TIME: 3 P.M.
LOCATION: Campus Center Ballroom

AGENDA

1. Approval of Minutes
2. President's Report
3. Council & Committee Reports
4. Old Business:
   4.1 Bill No. 197778-07 (Final Examination Retention Policy - Council on Educational Policy)
5. New Business:
   5.1 Bill No. 197778-12 (Undergraduate Academic Grievance Policy - Undergraduate Academic Council)
   5.2 Bill No. 197778-13 (Second Field - Undergraduate Academic Council)
   5.3 Bill No. 197778-14 (Charge to the Council on Research - Council on Research)
   5.4 Other
6. Adjournment
Minutes of May 1, 1978

The meeting was called to order at 3:15 p.m. in the Campus Center Ballroom by the Chairman, Donald Bishko.

1. Approval of Minutes

Senator Wakin's name was deleted from the list of absentees.

Senator Marsh moved approval of the Minutes of April 3, 1978; motion seconded. The Minutes were approved as corrected.

2. President's Report

The President announced that the Board of the University Foundation has selected the winners of the Citizen Laureate award. The recipients of this year's awards are Judge Francis Berger, formerly of the Court of Appeals, and Distinguished Professor William Fenton, Department of Anthropology.

The President reminded the faculty members present that there will be a meeting of the University Faculty on Monday, May 8, 1978.

3. SUNY Senate Meeting Report

Senator Frank reported on the April 14, 1978 meeting of the Statewide SUNY Senate. A copy of the Chancellor's report to the Senate is available in the University Library.

4. Council & Committee Reports

4.1 Written reports were submitted by the Undergraduate Academic Council, the Graduate Academic Council, the Student Affairs Council, the Council on Research and the Council on Promotions and Continuing Appointments.

4.2 The Executive Committee has scheduled a special Senate meeting for 3 p.m., Monday, May 15. The agenda for this meeting will consist of action on the GAC proposal for a dissertation faculty and the UAC proposal for withdrawing from a course.

Senator Bers moved approval of Bill No. 197778-15; motion seconded.

The Chairman noted that this bill is the result of CAFÉ's deliberations on a recent case and that the bill has received unanimous approval from the Executive Committee.

Bill No. 197778-15 approved without discussion or dissent.

Senator Frank moved that the Senate adjourn until 3 p.m., Monday, May 15. Motion seconded and approved by majority vote.

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**Minutes of May 15, 1978**

The meeting was called to order at 3:05 p.m. in the Campus Center Assembly Hall by the Chairman, Donald Bishko.

The Chairman announced that the Executive Committee would meet at 10 a.m., Tuesday, May 16 in Business Administration 349. The Chairman then relinquished the chair to the Chairman-Elect, Francine Frank.

1. **Bill No. 197778-17 (Dropping a Course)**

Senator G. Martin moved approval of Bill No. 197778-17; motion seconded.

Senator Bishko spoke in favor of the bill, stating that this bill is an attempt to reconcile the various procedures and practices currently required for an undergraduate student to withdraw from a course.

Question called. Bill No. 197778-17 approved by majority vote.

Senator Bishko resumed the chair.

2. **Bill No. 197778-16 (SUNYA Dissertation Faculty)**

2.1 Senator Tarlton moved that non-Senators be allowed to speak on Bill No. 197778-16; motion seconded and approved.

2.2 Senator Hall moved approval of Bill No. 197778-16; motion seconded.

Senator Range spoke against the bill, noting that such a decision should be initiated at the departmental level. Bill No. 7778-16
2. Bill No. 197778-16 (SUNYA Dissertation Faculty)—contd.

Professor Nathaniel Friedman (Mathematics) spoke against the proposal, arguing that the adoption of the proposal could open the door for selective retrenchment.

Senator Hardt spoke against the motion, and he urged that the Senate unanimously defeat the proposal. Senator Hardt moved the previous question. Motion seconded.

Bill No. 197778-16 was defeated by an overwhelming majority.

3. GLUE Report

Professor Harold Cannon, Chairman of the UAC's Curriculum Committee, reported to the Senate on the work of the Committee on the GLUE Report. Professor Cannon asked for some feedback from the Senate as to whether or not the UAC should continue its work on the GLUE Report.

After a brief discussion on the report, a majority of the Senate agreed that the Undergraduate Academic Council should continue its work on the GLUE Report.

The Chairman expressed his appreciation to the members of this year's Executive Committee, the council members and council chairmen, and in particular the Past Chairperson of the Senate, Clara Tucker, for her assistance during the year. The Chairman also extended a special note of appreciation to President O'Leary for his support and assistance during the year.

The meeting was adjourned at 4:55 p.m.
I. Audit Policy

The UAC approved the Committee on Academic Standing report clarifying the undergraduate audit policy by the incorporation of the following working statements.

1. Definition

   a. Informal Audit - This category of audit permits any student or resident of the State to visit any course (except those listed below). The informal auditor visits courses without tuition, fees, examinations, grading, or credit; and no record is maintained. The instructor determines the level of participation of the informal auditor. A student matriculated at SUNY-Albany confers with the instructor of the course and requests permission to visit the course. An individual not matriculated at SUNY-Albany must first contact the College of General Studies and then obtain permission of the individual instructor of the course.

   b. Formal Audit - This category of audit allows any student to formally audit any course (except those listed below). The formal auditor pays regular tuition and fees, and the course is entered on the transcript of the student with the grade of "N" (non-credit) or "W" (withdraw), according to 3.f.

2. Exceptions

Generally, the following types of courses cannot be formally audited: practicums, internships, research and independent study courses, field courses, clinical courses, workshops, foreign study programs, and physical education performance courses. Students who feel they have an extraordinary need to audit these courses must prepare a written rationale and submit it to the chairperson of the department in which the course is offered. Formal audit of graduate-level courses is restricted as outlined in 3.c. below. If a course is filled and has auditors in it, a student wishing to take the course for credit may displace an auditor.

3. Formal Audit Policies

Below are the conditions which govern the formal audit policy:
first sentence. The original intent of the policy was to allow State residents to informally audit courses only. A person should be a student at SUNYA to formally audit a course.

Section 2: The sentence "Formal audit of graduate-level courses is restricted as outlined in 3.c. below" was added. This addition strengthens the necessity for specific approvals.

Section 3.c.: The parentheses statement was expanded to specifically include non-matriculated students admitted through the Admissions Office.

Section 3.c.: Paragraph two was added to clearly state that formal audit of graduate-level courses will be consistent with the current state policies pertaining to students enrolling in 500- and 600-level courses for credit.

Section 3.g.: This section is new to correspond to the current policy recently approved by the Senate of being able to repeat undergraduate courses with the stipulation that degree credit will only be awarded once. Taking a previously formally audited course for credit, a student would not violate the intent of this policy. To correspond with graduate policies, the second sentence is included to note the restriction.

II. Course Number

The UAC approved the report of the Curriculum Committee regarding the definition of "Course Number".

Course Number

The course number is a three-digit number assigned to the course by the academic unit offering the course. The first digit reflects the level at which the course is taught. Some courses are given the designation a or b after the course number, indicating the first and second half, respectively, of a two-semester sequence. The level designations are noted below:

000-099 - Non-credit course

100-299 - Lower-division courses, with 200-299 primarily for sophomores. Courses designed to present a large body of information without expecting a mastery of detail (e.g., survey courses in history or literature) or to present general theoretical or methodological approaches (e.g., foundation courses in the social, natural and physical sciences) or to teach
Undergraduate Academic Council--contd.

IV. The UAC, in response to memoranda from President O'Leary and the Executive Committee of the Senate, has agreed that it will be responsible for recommending faculty for the Excellence in Teaching Chancellor's Award. A Chancellor's Awards Committee shall be a standing committee of the UAC. This action will take effect beginning with the 1978-1979 academic year.

FOR ACTION

I. Senate Bill No. 197778-12 - Undergraduate Academic Grievance Procedures

II. Senate Bill No. 197778-13 - Second Field

FROM: Richard Hall, Chairman
Graduate Academic Council

FOR INFORMATION

The Graduate Academic Council held meetings on February 7, March 6, April 3, and April 17. It has acted favorably on the revised M.A. program in Theatre and in the M.S. and Ph.D. programs in Atmospheric Science. The Council approved the deactivation of the D.A. program in Economics. The Council continued its regular work in regard to program reviews, student petitions, and admissions to candidacy.

FROM: Jerome Mandelbaum, Co-Chairman - Student Affairs Council
William Hayes, Co-Chairman - Student Affairs Council

FOR INFORMATION


1. The Committee on Student Residences has taken action on applications for special housing and has approved recommended changes to the housing assignment of single-sex to co-educational residence halls. The changes indicated an increased need for, and awareness of, certain benefits of co-ed housing. Halls affected by this change include Hamilton, Zenger, and Livingston Tower on Colonial Quad; Bleecker and Beverwyck Halls on Dutch Quad; Adirondack, Tuscarora, and Mohawk Tower on Indian Quad; and Fulton and Cooper Halls on State Quad.
TO: University Senate
FROM: Council on Promotions and Continuing Appointment
SUBJECT: Annual Report

Attached is a tabular summary of the actions taken by the Council on Promotions and Continuing Appointment through April 28, 1978. For your information, we are also attaching a copy of the Council's internal operating guidelines.

In addition to the cases considered, the Council discussed a number of areas in which procedures and/or instructions could be revised to make the review process more equitable. The Council is concerned that candidates not be harmed by incomplete or poorly organized dossiers. Specifically, the Council makes the following recommendations:

1. The Council urges that solicited letters of evaluation, to the extent possible, be obtained primarily from persons who have had no close personal contact with the candidate. Such evaluations should be obtained in the following way.
   a. The evaluators should be selected from among the leaders in the candidate's area of specialization.
   b. Each evaluator should be provided with copies of the candidate's work.
   c. Each evaluator should be asked to identify the strengths and weaknesses of the work and to point out any major contributions the individual may have made to the discipline.

2. A faculty member who wishes to vote on a candidate must do so at the first possible level of review. Therefore, a faculty member who is a member of a second level review body or the CPCA should not abstain from voting in the department on candidates from his/her department on the basis of membership on a subsequent review body.

3. A member of subsequent review bodies must absent himself or herself from the subsequent review body's discussion and voting on a case from the member's own department.
4. The Council urges that a full record of student evaluations including the most recent be submitted for each candidate. It is helpful to have an explanation of the evaluation results and some comparison with others teaching comparable courses.

5. The Council urges that extreme care be taken to avoid any bias by the department chairman or other person in writing to solicit external letters of evaluation.

6. The Council reaffirms the need for a list of the prime journals in the candidate's field, some ranking or evaluation of those in which he or she publishes, and an indication of whether or not they are refereed. Some indication of the acceptance or rejection rate is also helpful.

In addition, the Council has accepted a charge to review requests for designation of individuals as Distinguished Professor, Distinguished Service Professor and nominations for Distinguished Teaching Professor. The Distinguished Teaching Professor nomination and review process will require a specialized set of procedures which the Council will finalize in the summer and fall of 1978.

Attachment
1. For purposes of taking action on requests for promotion and/or continuing appointment, a quorum shall be defined as two-thirds of the Council membership. In the case of a thirteen-member Council, this would mean nine members must be present to conduct business.

2. All motions should be placed in the affirmative.

3. The vote of the Council for each recommendation shall be recorded in numbers for, against or abstaining.

4. The Council shall vote by secret ballot on all requests for promotion or continuing appointment. All other votes shall be by a show of hands.

5. If a request for promotion or continuing appointment comes from a Council member's own department, the Council member, whether faculty or student, shall absent himself/herself from the meeting. The Council member shall be informed of the final vote on the case.

6. At the discretion of a candidate for promotion and/or continuing appointment, the candidate may request an appearance before the Council before any vote is taken by the Council, or, in unusual circumstances, he/she may request that a single representative of his/her choice appear before the Council in his/her place to make a presentation for that period of time designated by the Council.

7. Personal appearances shall be limited to 15-20 minutes and the individual shall be so informed prior to his/her appearance before the Council.

8. The candidate or candidate's representative shall have a written outline of the material he/she wishes to present to the Council in sufficient number to supply each member of the Council with a copy.

9. Deans, Department Chairpersons or other relevant persons may be invited to attend Council meetings if members of the Council have specific questions which such individuals can answer.

10. As a source of "feed-back" from the Council to the candidate or his Dean or Department Chairperson, the Vice President agrees to convey his own views of the Council's action should such a request be made by any of these persons. In his communication, the Vice President will clearly indicate that he does not speak as a representative of the Council or the President.

11. The Council shall not allow attorneys to appear with candidates since the situation is deemed not to be an adversary one.

12. In order to vote on a candidate or on any other issue, the Council member must be present for the discussion which precedes the voting. No absentee votes will be permitted.

13. A record of the Council's meetings shall be kept. The minutes of the meetings will be confirmed by the Council membership and signed by the chairperson before transmittal to the President, candidate, chairperson and dean.
14. Council members shall maintain strict confidentiality with regard to all Council discussions.

15. In agreement with the President, the Council will not take into its consideration of individual candidates the staffing needs of the department or school, but will leave that consideration to the President.
### RECOMMENDATIONS FOR CONTINUING APPOINTMENT

**1977-78**

<table>
<thead>
<tr>
<th>Academic Rank</th>
<th>Recommendation of Initial Academic Review Committee</th>
<th>Recommendation of Chairperson</th>
<th>Recommendation of Subsequent Academic Review Committee</th>
<th>Recommendation of Dean</th>
<th>Recommendation of Council on Promotion and Continuing Appointment</th>
<th>Action by President</th>
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**NOTES:**

"Academic Rank" is the rank at which the continuing appointment will become effective. If a person was approved for both promotion and continuing appointment, he/she is reported at the new academic rank.

"N.A." indicates a particular recommendation is not applicable, this appears in schools having a Dean but no Departmental Chairperson.

"NO REC." indicates no recommendation. This occurs, usually, as the result of an evenly divided committee/council vote.

"CPCA" indicates that the Council on Promotion and Continuing Appointment acted as the subsequent Academic Review Committee.

"PEND." indicates that a decision by the President is pending as of the time of the preparation of this report.

"WITH." indicates that the request was withdrawn before the President acted.
### RECOMMENDATIONS FOR FACULTY PROMOTIONS

#### 1977-78

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<tr>
<th>Academic Rank</th>
<th>Recommendation of Initial Academic Review Committee</th>
<th>Recommendation of Subsequent Academic Review Committee</th>
<th>Recommendation of Dean</th>
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UNIVERSITY SENATE

STATE UNIVERSITY OF NEW YORK AT ALBANY

Final Examination Retention Policy

INTRODUCED BY: Council on Educational Policy
March 6, 1978

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. Each instructor shall retain the final examination papers in her/his courses for one semester so that students wishing to see their papers may do so.

II. This regulation does not apply in those instances in which the instructor chooses to return the papers to the students individually at the end of the course.

III. That this resolution take effect immediately upon passage.
I. It is hereby proposed that the following be adopted:

The Committee on Academic Standing (CAS) of the Undergraduate Academic Council is responsible for insuring and reviewing procedures for individual student academic grievances at the school and college level. Most academic grievances shall be resolved at the school or college level. However, if (1) the student feels due process was not followed at the school or college level or if (2) the student feels the decision rendered at the school or college level warrants further review, the student may address a petition to the Committee on Academic Standing of the UAC for a review of the case. The action of this Committee is final.

Each school or college shall have established procedures for considering student academic grievances. These procedures shall have been reviewed by the Committee on Academic Standing. Any revisions to these established procedures shall not become effective until sanctioned by the CAS. Copies of the established procedures shall be available to students upon request and each school and college shall annually specify to the Center for Undergraduate Education (CUE) where this material may be obtained. CUE shall be responsible for annually publicizing this information.

Students challenging an academic grade must first discuss their grievances with the instructor involved. If not resolved to the student's satisfaction at this level, the grievance must then be discussed with the appropriate department chairperson. Failure to obtain a satisfactory resolution at this level shall lead to the school or college review as stated in its procedures. Any such requests on the school or college level must be appropriately reviewed and a decision rendered.

For all petitions submitted to the Committee on Academic Standing, supporting documentation from both the student and the respective school or college shall be requested and reviewed by the Committee.

(1) If the review indicates that due process was not followed as outlined in the school or college academic grievance procedures, the matter shall be referred back to the appropriate school or college. For such referrals, the school or college shall have thirty days to review the case according to its established
Bill No. 197778-13

UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

Structured Second Fields

INTRODUCED BY: Undergraduate Academic Council
May 1, 1978

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. It is proposed that the following baccalaureate degree requirements for a second field become effective starting with students using the Bulletin for the purpose of degree clearance.

A. Bachelor of Arts Degree
   1. The Bachelor of Arts degree requires the completion of a second field consisting of 18-24 graduation credits which must include a minimum of 9 graduation credits in coursework requiring one or more prerequisite courses or courses at or above the 300 level.
   2. The second field requirements may be combined with the major requirements but the total may not exceed 60 graduation credits.

B. Bachelor of Science Degree
   1. The Bachelor of Science degree requires the completion of a second field consisting of 18-24 graduation credits which must include a minimum of 9 graduation credits in coursework requiring one or more prerequisite courses or courses at or above the 300 level.
   2. The second field requirements may be combined with the major requirements but the total may not exceed 66 graduation credits.

II. It is further proposed that second field titles be established within the following parameters:

A. Approved second field titles shall be:
   1. "Combined with Major" for approved combined major and second field programs;
   2. A title approved by the Curriculum Committee or the Interdisciplinary Studies Committee of the Undergraduate Academic Council; or
lists, with accompanying suggested components (if any), shall be transmitted to the Undergraduate Academic Council for final approval.

3. The Undergraduate Academic Council shall determine whether the composite list of titles appears sufficient. Conflicts and discrepancies shall be referred back to the committees for resolution.

B. The Center for Undergraduate Education shall make available to students, faculty, and the Office of the Registrar (for degree clearance purposes) updated listings of approved titles, suggested components, and approved limitations or controls set by the offering units.

II. Declaration of Second Field

A. Students completing two majors cannot declare a second field.

B. Students in a departmental major program which does not require a second field need not declare one. In this case, their transcripts would list the major "Departmental" and the second register (for second field or second major) would be blank. If these students elect a separate second field, they must follow the procedures outlined in D below.

C. Students in an approved combined major and second field program need not declare a second field, since "Combined with Major" would be entered automatically on the transcript when the major is declared. If these students elect a separate second field, they must follow the procedures outlined in D below.

D. Students wishing to designate an approved, discrete title for a second field:

1. Normally within the student's junior year, the faculty advisor completes the Second Field Agreement Form listing the 18-24 credits to be included. The title must be on the UAC approved list. Except where restrictions have been requested by the unit offering the second field and approved by the UAC, the faculty advisor is free in the choice of courses to be included but should use the suggestions (if any) of the unit(s) offering the second field as guidelines. If further information is necessary concerning what constitutes a "coherent" second field in a given area, the faculty advisor should consult the offering school, department or program.

2. Once approved, the Second Field Agreement Form is sent by the faculty advisor to the University Registrar for purposes of degree clearance and to have the title entered on the student's transcript. The Registrar personnel shall be concerned only with whether the group of courses bears an acceptable title, was approved by the adviser, meets any further restrictions approved by the UAC, and meets the university-wide restrictions on a second field.
IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

I. That the charge of the Council on Research be amended as follows:

Delete Section 1.5: The Council shall consider ways in which the publication of research may be assisted.

Rationale: This matter can be best handled by one's individual discipline.

Delete Section 1.7: The Council shall consider the relationship between teaching and research.

Rationale: The relationship is probably one of mutual frustification, as the man on the street would put it, but why should the Council ponder it?

Renumber Section 1.6 as 1.5.

Add a new Section 1.6: The Council shall also consider such matters as are referred to it for counsel and judgment by the Vice President for Research.

II. That this resolution take effect immediately upon approval.
UNIVERSITY SENATE
STATE UNIVERSITY OF NEW YORK AT ALBANY

Statement of Principle

INTRODUCED BY: Council on Academic Freedom and Ethics
May 1, 1978

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

In line with the Statement on Government of Colleges and Universities adopted by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges, and in line with the interpretation of this statement by the American Association of University Professors, the University Senate endorses the principle that primary responsibility for the assignment of faculty members to the teaching of particular courses in the various academic disciplines lies with the respective department faculties and chairpersons.

EXECUTIVE COMMITTEE RECOMMENDATION: Approval
I. Statement of Purpose

Doctoral candidates at the State University of New York at Albany deserve the best guidance possible in the development of their dissertations. To that end, a Dissertation Faculty will be established and maintained, and only members of this Dissertation Faculty will be authorized to chair doctoral dissertation committees. It is assumed that the chairperson of the doctoral dissertation committee will carry the major responsibility for directing and supervising the candidate's dissertation research.

II. Criteria for Membership in the Dissertation Faculty

A. Initial Determination of Criteria

Criteria for membership in the Dissertation Faculty will be determined initially by the faculties of the individual schools or colleges according to their accepted procedures.

B. Minimal Criteria

Minimally, all school or college criteria will include (1) the earned doctorate or equivalent, (2) continuing scholarly excellence as excellence is nationally recognized in the discipline or disciplines, and (3) continuing professional involvement with the advancement of the field.

C. Approval of the Criteria

Criteria agreed upon by a school or college will go into force only after a statement of them, with a justifying rationale, has been submitted to and approved by the Graduate Academic Council, or by a designated committee of the Council composed of recognized scholars who are fully qualified to chair dissertation committees.

If the Graduate Academic Council or its designated committee does not approve of a statement of criteria, it will return the statement to the drafters with suggestions for change. A revised statement must then be drawn up and submitted to the Graduate Academic Council not later than the date specified by the Council.

D. Deadline for the Submission of Statements of Criteria

The deadline for filing the first statements of criteria is 1 November 1978.

E. Amendment of Criteria

A school or college may request amendment of its approved criteria at any time. The procedure for having an amendment approved is the same as that for having the initial statement approved.
MAY 1, 1978

ATTENDANCE ROSTER

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C. J. Schmitt

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B. Unneyer
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