

November 6, 2023

## Executive Committee of the Faculty & Professional Staff Assembly Meeting

### Agenda

- Approval of the minutes from the June executive meeting
- Presiding Officer's welcome remarks and presentation of the members
- Report of the Nominations Committee
- Report of the By-laws Committee
- Old Business
- New Business.
- Good and Welfare
- Adjourn

Meeting Called to Order: 3:00 pm

### Members Present:

In-person:	Zoom:
Veronica Arikian Clinton Brown Puneet Dhaliwa Adiebonye Jumbo Chella Kamarajan Samuel Marquez Edeline Mitton Allen Norin Nicholas J. Penington Katherine Perkins Joanne Ritter-Teitel Haseeb Siddiqui Mark Stewart Ramaswamy Viswanathan Richard Kollmar	T'Shura Brown Lori Hoepner Nkiruka Nwokoye Alithia Alleyne Kathleen Brady Jasmin Thomas

- The last meeting minutes were approved. PO Norin remarked that the June meeting minutes were recorded but not written. Secretary Edeline to review the recording of the June meeting.
- PO Norin shared the current membership roster and asked attendees to review it for errors or edits. It will also be emailed to all for further review and added to the website afterward.
- PO Norin also reviewed the DAFPS sub-committees. He stated that many of these committees do not seem to be functioning. They need to be reviewed to see if people need to get elected. When reviewing, for example, the College of Medicine has a research and budget committee. The chairman of that committee would serve on the Assembly subcommittee of that name.
- PO Norin indicated a plan must be devised to ensure these committees work part-time.

PO Norin introduced Kane Gillespie, DMA, Director of Evaluation, Outcomes Assessment & Accreditation, who came to update the executive committee on where we are on the Middle States Report.

- Dr. Gillespie proceeded to give an overview of the Middle States timeline, the working groups, and their processes; PO Norin mentioned that Group 7, which includes PO Norin and Secretary Mitton, is responsible for the Governance portion of the report. Dr. Gillespie further states that the Middle States Commission will receive the report and do the site visit in March 2025. The evaluation team that comes in is likely someone like a president of an institution similar to ours, with a team chair and one person for each of the seven standards. They will be on campus for about two and a half days, three days, during the site visit.
- Dr. Gillespie mentioned the learning objectives of each program and institutional-level objectives expected by the Commission. The Deans of each college have put together these objectives. They will be mapped into each program and show a correlation to their programs. Member Dhaliwal stated that we had a recent community health care that Downstate did, and students participated there.
- Dr. Gillespie remarked on two categories of the type of information that you can use to demonstrate how the institution would collaborate with the community to achieve learning objectives.
  - One is direct: faculty evaluating their students based on a scale or rubric. Whatever you want to call it. One could have in each program a class that deals with the collaboration of students. Maybe it's teamwork. Maybe it's research projects. Maybe it's clinical things. I'm not sure what that would be. However, faculty might be able to evaluate their students directly. Then, aggregate the rubric and determine what percentage of the students need that particular.
  - Second, there are indirect measurements, which would be things like surveys or events that you're talking about where you might collect the attendance number of students who attended. Maybe you had some projects or some workshops during that particular event. And you can determine whether students are actually learning objectives. You can also do student surveys. You can do faculty surveys because these particular things also apply.

Dr. Gillespie mentioned a faculty handbook is currently in progress by the President's office. Dr. Gillespie also stated that a group from Downstate will attend the Middle State Conference in Philadelphia. The group includes himself and some others as it is a process requirement.

- PO Norin thanked Dr. Gillespie for his presentation and stated that we all have a role in ensuring the Middle State review is successful.
- PO Norin opened the rest of the meeting by asking members for questions to address with Dr. Riley for discussion during the Faculty & Staff Assembly meeting on November 29<sup>th</sup>.
- PO Norin also asked members to email topics as well if there is no time for discussion
- The following topics were suggested:
  - An update on the construction around Campus. How are we doing at Downstate?
  - Chancellor King supported decreasing courses; This was done at the SUNY Potsdam campus without proper faculty governance input. From a Union perspective, many see it as challenging because that would be the template to attack any campus in the State of New York. If there's any discussion with financial planning, it should be transparent. Faculty should have the opportunity to vet it properly.
  - Is there a decline in faculty being replaced by an increase in adjuncts?
  - We need statisticians and methodologists. Currently, there are none available on campus to assist with research. As well as consideration of evaluation methods and metrics for the topics. We need a research Methodology Committee.

- Morale on campus is low.
- Administrative impediments to tenure and promotion across the five schools
- Support for scholarship in addition to research. It is hard to work on scholarly activities in no time.
- Faculty numbers are down; many retirees were not replaced. All of the Schools are experiencing the same problem.
- Does hiring depend on the numbers? How many people do you have in the class who are being admitted? And how many do you have? Is it just the budget or the metrics as well?
- HR and approvals processes are interminable, and sometimes, the position is outright eliminated, with the fiscal deficit being the reason.
- Search committees are not clearly defined
- The issue of the Faculty Handbook needs clarification. How do we ensure that the faculty are involved in the writing process?
- Workcreep aka “quiet firing” across the five schools

Regarding Search Committees, noted by Senator Hoepner: "194-02-1 Resolution on the Best Practices for Administrative Searches at the Associate Dean Level and Above"

This resolution calls on the SUNY Chancellor to direct campuses to direct campus Administrations to work with faculty governance to establish search practices for all Administrative-level searches like a dean search, to involve area faculty and staff meaningfully, to publish these guidelines, and to set up a SUNY website of best search practices.

This resolution was originally 193-02-1, which was sent back to committee; For: 47 / Against: 0

### **OLD Business**

Member Alleyne reported there is interest in creating a resolution in honor of John Z. As soon as they get the language together, she will send it by email to everyone so that maybe we can do a vote on it and see if we can get it done by the twenty-ninth actually to read the proclamation since it's a center-wide meeting. There is a memorial for John Z. In the works, however, the timing is not known at this time

John Z. is on every wall and sign and has done so much for so many here at Downstate. We want to mark his untimely passing with a resolution from this committee.

### **NEW BUSINESS**

- None to report

The meeting was adjourned at 4:04 PM.