



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

Date: September 29, 2025

Time: 4-5 pm

Location: Zoom

Agenda:

Present:

Edeline Mitton Katherine Perkins Marlene Camacho-Rivera Shushawna DeOliveira Daniel Ehlke Nick Penington Chella Kamarajan Ramaswamy Viswanathan Nkiruka “Kiki” Nwokoye	Mark Stewart. Alithia Alleyne Rose Calixte Vikram Pagpatan Joanne Ritter-Teitel Allen Norin Anika Daniels-Osaze Efekona Nuwere Lori Hoepner
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I. Call to Order

Secretary Mitton opened the meeting by requesting any revisions to the minutes from the previous meeting. No new revisions, minutes were approved.

II. Agenda Overview

PO Roman expressed gratitude for the opportunity to serve again as Presiding Officer. He emphasized a commitment to fostering collegiality, supporting open dialogue, and ensuring productive outcomes across schools and programs.

All present participants introduced themselves and their respective roles. This included new and returning presiding officers, senators, and alternates.

III. Reports from Presiding Officers

College of Medicine – Member Stewart

- Completed internal elections.
- Addressed the issue of faculty members exceeding tenure review timelines.
- A draft policy document was shared to clarify Board of Trustees regulations; more institutional collaboration is needed.

Graduate Studies – Member Perkins

- No new developments, but noted the successful arrival of a new student cohort.

Public Health – Member Ehlke

- Began early conversations around incentivizing research among faculty, particularly through sabbatical policy review.

School of Health Professions – Member Nuwere

- ABA and OTD programs successfully launched.
- Upcoming "Brown Bag" faculty development series will cover:
 - ADA accommodations
 - Faculty wellness
 - Brightspace instructional design and integration

IV. SUNY University Faculty Senate (UFS) Updates

Shared by PO Pagpatan & Ms. Alithia Alleyne

Key Topics for Fall Plenary:(Reflected in chat by Member Pagpatan)

- A. Workforce Shortages in Health Professions
- B. Proposed UFS Resolutions
- C. New Program Accreditations
- D. Title II Mandates on Instructional Design

Title II ADA Compliance:

- All digital content (Brightspace, lectures, student projects) must meet federal accessibility standards by April 2026. [Link shared: – <https://www.ada.gov/law-and-regs/regulations/title-ii-2010-regulations/>]
- SUNY CPD is launching a series of accessibility training workshops.
- Brightspace provides built-in accessibility indicators; however, some colleges (e.g., COM using Leo/Panopto) may need alternative solutions.

Proposal: Form a campus-wide task force to:

- Collect quantitative metrics from Brightspace's accessibility gauge.
- Gather qualitative input from faculty about barriers and needs.
- Coordinate with instructional designers (e.g., Brett Lawrence) for guidance.

Plenary Agenda Link Shared:

– <https://www.sunyufs.us/plenaries--meetings.html>

V. Senator Updates & Transition

Member Viswanathan confirmed his retirement on October 9, 2025, and withdrawal from his UFS role. He noted that, as a Professor Emeritus, he no longer qualifies as a voting faculty member per SUNY bylaws.

Alternate Senator Assignment Discussion:

- Based on SUNY UFS rules, alternates must be designated by vote ranking (to be clarified with the Nominations Committee).
- Member Camacho-Rivera volunteered to serve as alternate for Dr. Viswanathan, pending confirmation.
- Member Hoepner recommended that PO Roman, as Campus Governance Leader (CGL), email Jennifer Redinger at SUNY UFS.
Concerns raised by Member Hoepner noted persistent delays in updating senator records. The procedure was not new and should have been in place for years.
- Final clarification provided that alternates are welcome to attend plenaries but cannot vote unless officially designated. Although Alternates are always welcome to attend, they cannot vote if they are not present as a representative.

VI. Administrative Updates

PO Roman shared several pending follow-ups:

- Elsevier Subscription Status: Outreach made to Dr. Imperato.
- Senate Budget & Finance: Finance office contacted to clarify annual allocation and pending invoice procedures.
- Nominations Committee: Committee to be reconvened promptly to initiate the election process for replacing outgoing senators.
- Standing Committee Appointments: Postponed to next meeting.
- Downstate Assembly / Town Hall Planning:
 - Dates proposed: Oct 31, Nov 3, Nov 10, Dec 8, Dec 10 (3:30–5:00 PM).
 - Will coordinate with Dr. Riley's office and Executive Committee members for agenda development.

Meeting Logistics & Frequency

- Per bylaws, the Executive Committee must meet at least six times per academic year.
- Dr. Roman proposed establishing a regular schedule, avoiding known conflicts (e.g., COM's monthly Monday meeting at 4 PM).
- Meeting schedule to be finalized via email.

Adjournment

PO Roman concluded by thanking all members for their time and active participation. Special acknowledgments were extended to:

- Member Viswanathan for his distinguished service.
- Members Daniels-Osaze and Camacho-Rivera, and others, for stepping into key roles.
- Members Hoepner and Ritter-Teitel for procedural insights and continuity support.