The meeting was called to order at 3:10 pm.

I. Approval of Agenda – The agenda was approved as distributed.

II. FA Chair’s Report – Joan Carroll

Mike Pisa will give a technology update at our next meeting.

The Provost will soon be starting two searches. First will be the Director of Research, Administration & Management search for which we will need two faculty members. Please check with your colleagues and consider self-nomination. Second will be the search for the Dean of Graduate Studies. According to our Faculty Bylaws, the Personnel Policies Council will be conducting elections for the faculty and staff members of that search committee.

A question has been raised about the start date of our spring semesters in light of the fact that all Winter session courses are now online. Please check with your constituencies for their perspectives on starting Winter session classes earlier so that the spring semester start might be moved up.

Please continue to send handouts and reports to faculty.assembly@oswego.edu and to bring reusable cups to meetings.

III. Reports of Councils, Committees, and Task Forces

• Personnel Policies Council

Working to clarify the voting rights of staff who are not teaching but are lab techs, advisors etc. Still waiting for feedback from IPAC on the proposed bylaw revisions relative to Interdisciplinary Hires / Shared Appointments.

• Academic Policies Council

Met on February 1 for organizational purposed approved the proposed revisions to the Honors program as well as the proposed revisions to the Sustainability minor.

• Priorities and Planning Council

Met on February 1 and approved the proposed revisions to the Human Development major and minor. Discussed the MBA in Health Service Administration and tabled it until the next meeting.
• General Education Council
  Met on January 30 and reviewed language for the catalog regarding GE21. Approved the computer and information literacy infusion plans for Broadcast and Mass Communications and Public Relations majors.
  At the February 5 meeting, approved THT 364 for Western Civilization and discussed possible improvements in their conduct of GE assessments.
  At both meetings other courses and infusion plans were considered though none were ready for approval.

• Information Technology Council – Has not met.

• Graduate Council – Will meet on Friday, February 15

• Admissions and Students Services Council – Will meet on Thursday, February 28

• Undergraduate Curriculum Council
  Approved the following course proposals:
  ART 430 - Ceramics III
  ART 445 - Advanced Sculpture
  CMA 401 - Artistic Integration and Collaboration
  CMA 495 - SCMA Capstone Experience
  CMA 499 - SCMA Independent Study
  RMI 311 - Property & Casualty Insurance Producer Topics
  BIO 390 - Climate Change Ecology
  GCH 436 - Solid Earth Geochemistry
  GCH 437 - Earth Surface Geochemistry
  GCH 438 - Isotope Geochemistry

• Assessment Advisory Committee
  Met on December 14, 2012 and Assessment Coordinator Brad Wray highlighted Barbara Walvoord’s visit to campus on January 22nd. Also discussed the importance of committee members staying current with their discipline-specific assessment practices, as well as attending general assessment trainings (e.g. Middle States sponsored workshops). This is also important for the Assessment Coordinator, who will likely have a more rigorous training expectation.
  In the wake of outgoing GE2000 local categories, the retention of assessment data was discussed. A committee member volunteered to draft a data retention policy.
  A question from the floor was raised about our general data retention policy. A member shared that because this data is needed for the Middle States review, a ten year policy would make sense.
Lastly, the assessment of online courses was discussed, which will be a topic the committee will discuss in more detail moving forward. The next meeting is scheduled for February 22.

• **UUP** – Bill Canning is currently serving as Interim President in Steve Abraham’s absence.

### IV. Tutoring Update – Cathy Santos

Office of Learning Services and Tutoring Services reported the following:

Tutoring services have expanded in working toward the primary goal of Academic Services which is to improve retention of students toward graduation. Tutoring services are provided for all students (who request service) for 100 and 200 level courses. Writing services are also available to all. The office is also beginning to advertise to incoming students to get word out about the services offered.

Maintaining performance for Learning Services includes:
- GST 398 course for tutor training; student pay is $10 an hour to maintain solid performance of tutors.
- Soon national accreditation will be offered to student tutors to heighten their performance.
- Three tiers planned: Group tutoring, embedded in classroom tutoring, and special programing
- If students do not go to class they do not get a tutor. If they miss more than two tutoring sessions they are blocked from further participation in the program.

Tutoring is offered in courses with high Enrollments, high attrition rates, Science and Math courses and requested courses. 

STEP Grants ($5,000 this semester) have been received for the services resulting in more sessions and better pay and resources for tutors.

The Office of Learning Services is making the following efforts to become more visible to students:
- OLS gave 22 class presentations in Fall 2012 as well as Quest Presentations last spring advertising OLS
- Letter to first year parents about OLS and involvement at Orientations and Admissions functions
- The creation of a Facebook page.

Services offered by the Office of Learning Services include.
- Tutoring 34 different classes in Mahar Hall on Sundays on a walk-in basis. This has filled in the bottom floor of Mahar and utilizes educational technology
- The Writing Center in Penfield Library includes four rooms and allows walk-in tutoring.
- Final Exam study sessions (Chemistry session had 45 students on Friday afternoons last semester.)
- Writing tutoring through STAR NY. However this service has not been as popular as in-person one on one tutoring.
- Usage of Tutor Track for managing hours and attendance. Tutor Track system provides reliable data – reports the hours provided and number of sessions.
Currently investigating online tutoring. Most students want personal interaction. Online tutoring will be reviewed for online courses soon.

A Tutoring guide is being created for tutors. Also currently rewriting job descriptions of the professional staff.

Suggestions/comments from the floor:
- To have faculty members’ office hours and their syllabus provided by tutees to their tutors. Some faculty are frustrated that students don’t come to them for help before seeking tutoring services. Some faculty are concerned that these services are not providing adequate level of instruction.
- It had been suggested that tutors be professionally trained, but that was too expensive.
- Patrick Murphy suggested that professional (rather than student) tutors be hired if this service is to continue and that faculty be involved in the hiring process.

V. Election for Vacancies on FA Councils and Committees – No nominations

VI. Unfinished Business

The General Education Council report from the January 28 meeting was brought to the floor for discussion. “Current non-western civilizations courses shall after spring 2014 no longer carry the non-western civilizations attribute.” This gives an assessment cycle for all non-Western courses to migrate to World Awareness. The language was seen by some to be unclear and that this determination may overstep the scope of the General Education Council’s authority.

The GE Council said that the effect of this policy would be that Non-Western Civilizations will not be used as a separate category in the GE21 model. Concern was expressed by the membership that this is a change in the GE model approved by Faculty Assembly last spring and should be brought to the floor for a vote.

The Assessment piece of the GE report was discussed. The end of spring 2014 will be the end of the next assessment cycle for Non-Western Civilization courses migrating to the World Awareness categories and the end of first round of the World Awareness category. Departments must assess whether or not their Non-Western courses are viable in that category or for World Awareness.

Transfer students will still be coming in with Other Worlds, Other Civilization, or Non-Western Civilization courses according to the SUNY categories. The impact of the GE Council’s proposed change on this population is of concern.

GE21 was supposed to create a simpler structure and requirements. It was recognized that World Awareness is something that is very important for students. Non-Western Civilization narrows the need to meet four knowledge foundations.

It was brought up that SUNY defines Non-Western Civilization as Other Worlds. Best for us to put these courses under a broad definition of World Awareness which is equivalent to SUNY’s Other Worlds category. An additional benefit is that it would allow many science courses to fit this category.
Motions to resolve the issues surrounding the General Education Council’s report/proposal are as follows:

Liz Schmitt’s Motion: "I move to retain to the designation of Non-Western Civilization indefinitely in this General Education program." A subsequent motion to table this motion was passed 25-3.

Patrick Murphy's Motion: Take up this item once the General Education council has provided clarified writing and language. Once that is done, a conversation can be had on the General Education powers of approving courses. The motion carried 17-2.

VII. New Business – None

The meeting was adjourned at 4:55 pm.