

2017-2018 Annual Report of the Faculty Rights and Responsibilities Committee (FRRRC)

Respectfully submitted by Alireza Ebrahimi, Chair

November 10th, 2018

MEMBERSHIP

The FRRRC consists of seven members of which four are continuing members (Peter Ikeler, Sarah Smith, Wen-Wen(Erica) Chien, and Alireza Ebrahimi) and three new members (Katarzyna (Kasia) Platt, Bilidi Stern and Yogesh More).

MEETINGS

- The first meeting of FRRRC was held on **September 14th, 2017**. The meeting opened with the introduction of the committee members followed by the explanation of the role of the FRRRC, followed by presentation of the Annual Report, and the identified work to be completed. The committee elected Alireza Ebrahimi as the chair and Sarah Smith as the new secretary.

The committee discussed possible workshops for Fall 2017 semester. Suggestions included but were not limited to: syllabus training, parking problems, grade change timing-policy and presenting such workshops. The Committee agreed to begin accepting syllabus suggestions and to send the suggested language/ideas for inclusion in syllabi to the FRRRC secretary a week prior next meeting. In addition, the committee discussed the previous workshop suggestions and developing a potential memo regarding the 48-hour-grade submission rule.

At the meeting, the secretary asked all FRRRC members to provide syllabus suggestions and input to be discussed at the next meeting, such as possible language about being “subject to change”, appropriate OSSD wording, and text book usage (required vs. recommended).

- At the Friday **November 3rd, 2017** meeting, the minutes from the September 14th meeting were approved. The FRRRC chair discussed the parking issues and the formation of an **ad hoc Parking Task Force** as a subcommittee of the FRRRC. As a result of discussion at Faculty Senate and Full Faculty meetings, it was recommended that ad hoc task force on parking be formed under the purview of FRRRC, with expanded membership to include additional faculty, staff and students. The committee expressed some of the Parking Task Force’s concerns and scheduled a general meeting on **November 7th 2017**, inviting all the stakeholders.

Ad Hoc Parking Task Force

At its initial meeting on November 7th, the committee discussed insights and concerns regarding parking issues on campus. Task Force members discussed possible development of both long-term and short-term solutions for the identified parking issues/concerns to be studied.

Identified concerns included:

- o The availability of Parking Lot B after 6:00pm, safety, empty buses running back and forth with respect to its cost, service need, and its environmental impact.
 - o The Clark Center Parking lot availability at the beginning of the fall semester and impact of rental that carried over the Summer into the Fall semesters were discussed. It was pointed out that students need increased awareness or earlier notification about the Clark Center Parking lot space availability prior to fall classes beginning if such Summer rental agreements were to carry over into Fall semester.
 - o Members discussed the very serious impact that parking problems could result in loss of student enrollment, and may further hinder adjuncts getting to class on time to teach, as they are usually already rushing to get between schools. The administration should take serious note of this and begin to address/remedy this issue, with faculty input. However, it should be made clear that this, is not the job of the faculty, but faculty would offer their input into discussion through Faculty Governance to best resolve it.
 - o Some of the ideas proposed by the Parking Task Force were:
 - o faculty-allotted parking and possibility of Parking App to be purchased/created by Information Technology (IT) Department
 - o re-purpose and new-build parking lots in the old Academic Village areas
 - o create a more direct walking path between the Clark Center and the University Police station parking lot
 - o collect ongoing data on parking volume, peak times, etc., and/or see if University Police have already collected such data
 - o underground re-design of the Natural Science Building
- A meeting was held on **Friday December 15th, 2017** to address a **grievance case** issued by a student in regards to someone hacking into the student's Old Westbury account by an ex-partner. The issue was discussed and suggestions were offered to the students and the FRRC Committee asked the student to update the FRRC Chair.

At the meeting, some of the workshop suggestions including the **48-hour rule for submitting grades** were discussed. After consulting with the Registrar, the FRRC planned to submit a resolution to increase the time form 48-hours. The first step was to invite a representative from the Registrar to discuss the 48 -hour rule to the FRRC. The plan was for the workshop to be scheduled for the next semester and it was scheduled to be discussed at the next full Faculty Senate meeting, along with providing a syllabus template.

There was also an issue about a Department that created a minor in another Department. The FRRC agreed to review procedures for developing minors with courses in other Department(s), through collaborative and collegial consultation.

Ad Hoc Parking Task Force

Regarding the ongoing parking lot issues, Peter Ikler, Alireza Ebrahimi and Lorenz Neuvirth from the **Ad Hoc Parking Task Force** presented their work, findings, and recommendations to the Faculty Senate for consideration, with a list of what the Parking Task Force considered to be priorities. The FRRC has since been reviewing the recommendations proposed by the Parking

Task Force, and the extra funding for a new parking lot at the college. The FRRRC discussed the parking lot issues and other creative problem-solving ideas from the Parking Task Force including:

- o the need for safety including improvements in parking lot lighting and maintenance,
- o parking spots for the residential students(premier spots),
- o dedicated parking areas for faculty/staff,
- o fresh paint for the parking lot in the Academic Village,
- o Campus Center reconfiguration (rocks area and side area), – the long range parking (residential), short term parking (30-minute parking meter),
- o a parking App to facilitate real-time data on available parking spaces
- o mass transit improvement
- o increased frequency of school shuttle bus (school and station)
- o ADA compliance within all the aforementioned

The news of allocating \$2.8 million dollars to the new parking lot was promising and there was a need for the cost analysis so that the Parking Task Force could send their recommendation to Faculty Senate by January 1st, 2018. The FRRRC recommended the following issues to be discussed in the Faculty Senate: budget, safety, Campus Center reconfiguration, residential parking, visitor parking, and mass transit concerns.

The **FRRRC recommended** that:

- o No external events should be held on campus in the beginning of the Fall semester because that is the time when parking needs for new and returning students are greatest, and if competition [for parking] were to arise this could result in student de-registering from classes in the Fall.
 - o For any on-campus event, the college should provide parking planning services (attendance). The FRRRC agreed to present the parking issues to the Faculty Senate.
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- At the meeting on **March 14th 2018**, the ad hoc Parking Task Force recommendation and administration's response were discussed. There were some continuing concerns about residential student parking and the need for more permanent spaces.

The FRRRC discussed the creating of a **syllabus template** for any Faculty who are looking for guidance. It would include syllabus "subject to change" rules; midterms and exams policy; course description and outcomes/objectives; course requirements and description of assignments; late submissions policy; grading scheme; link to OSSD and Academic Integrity; writing center blurb; course calendar (including readings, exam dates, last date to withdraw –tentative); office hours and contact information including email and other forms of contact; contact information for the IT Department and the link to Blackboard.

The FRRRC Secretary will start a **template** so others can add to the proposed template for the workshop presentation. The date for the workshop was scheduled for May 11th, 2018.

The committee reported that **ARPT manual** is under review for updates.

- At the meeting of **April 23rd, 2018** the agenda was dedicated to finalize the workshop on “Syllabus Suggestions” to be held on May 11th, 2018 during the Full Faculty Senate Meeting. Some of the changes were made collectively at the meeting.

WORKSHOP

The **FRRC Workshop on Syllabus** suggestion took place at Full Faculty Meeting on May 11th, 2018 Presented by Sarah Smith, Peter Ikeler, and Alireza Ebrahimi. A template for suggested syllabi was presented based on research by committee. The template helps the faculty especially for new faculty in clarifying decision making processes in regards to student grievance cases, describing the importance of course requirements including participation, and grading policy system. The syllabus should address the course learning outcome and assessing the learning objectives as it is mandated by Middle States.

The template explains course information, instructor contact, course description that uses Course Catalog, prerequisites, and textbooks. Language from Course Catalog regarding incomplete grades and withdrawal were used in the syllabus. Accommodations for students with disabilities and other resources provided by the college such as tutoring centers and library services were discussed. College policy on Academic Integrity and other legal issues were discussed and referred to the **SUNY** statement. A web site link may provide details for certain information. The **syllabus template** ends with a course calendar, instructor notification, student responsibilities and possible “subject to change” language.

The syllabus is an **intellectual property (IP)** of the Faculty and there should be a mutual understanding between the Faculty and the Department. Certain schools can insert accreditation requirements. Faculty may want to add other information to syllabus for classes with internships. It was pointed out that syllabi of adjunct faculty should be reviewed by Department Chairs. A syllabus may address some behavioral policy and require a signature line.

GRIEVANCES

A grievance case brought to the attention of FRRC by a professor, and the chair met with the student and listened to the concerns in regard to hacking of the student’s account by ex-partner. Student, prior to complaint, had met with campus police and campus IT staff. The case was discussed on December 15th, 2017 and suggestions were provided, and request to student to update the Chair.

On August 27th, 2018 a grievance case brought by a student from the English Department, referred by the chair of Faculty Senate. A grievance Committee was convened to discuss the case. The committee members reviewed the documentations and met to discuss the case on September 12th, 2018. The committee voted to uphold the original grade given by the instructor.

There were no (formal) Faculty Grievances during academic 2017-2018

FUTURE PLANNING:

- Discussions on final grade submission due date (48 hours after the final given)
- Common Hour move-back to noon, at least on alternative day

- Quality of life in campus including faculty/staff lounge-center
- Faculty Bylaws revision