

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: III:02:01

Updated: February 2006

Subject: **College Senate Standing Committees**

The function and jurisdiction of Standing Committees shall be in accordance with the College By-Laws. The charges prepared by each committee shall be approved by the Senate and shall remain in effect until the Senate adopts appropriate changes in these charges, as it deems fit from time to time, consistent with the College By-Laws. Upon initial approval by the Senate of the charges of Standing Committees, these charges shall form and be part of this Rule.

CHARGE FOR THE CURRICULUM COMMITTEE

- I. *Curricular Charges.* The College Senate Curriculum Committee shall:
 - A. Review every curriculum program on a regular, periodic basis to ensure its visibility, educational need and adherence to college policy.
 1. Recommend to the faculty, or appropriate instructional unit concerned, the need for updating or major revision of a program.
 2. Recommend to the Senate the need for phase-out of any programs which are of questionable need or value to the overall goals of the college.
 - B. Recommend to the College Senate each year the priorities for new programs. These priorities are to be consistent with the academic plan of the college as well as with budgetary restrictions placed upon new programs.
 - C. Develop, with the College Senate approval, appropriate structures and procedures for curriculum development and review.
 - D. Develop structures, guidelines and procedures whereby the faculty may recommend revision of existing programs or propose new programs in conformity with college policy.
 - E. Receive and review all proposals for revisions of existing programs or creation of new programs; and make recommendations concerning these to the College Senate in a manner consistent with the college and College Senate policies and procedures.
 - F. Review and recommend approval or non-approval of all courses offered by this college.

- II. *General Charge.* The College Senate Curriculum Committee shall:
- A. Carry out all mandates directed to the Committee from the College Senate.
 - B. Work cooperatively with any and all Standing Committees of the College Senate on matters which are the concern of this committee as well as that of another committee or other committees.
 - C. Work cooperatively within the developing Western New York Regional SUNY structure in reviewing and recommending joint programs sponsored by this college and other campuses within the region.

CHARGE FOR THE COMMITTEE ON INSTRUCTION AND RESEARCH

The Committee on Instruction and Research shall concern itself with those aspects of policy which relate to: the improvement of instruction and the development of services and resources necessary to carry out or enhance this function, including the acquisition, circulation and replacement of instructional and scholarly materials and the utilization of related equipment of facilities; the stimulation and support of research and other scholarly, creative or otherwise academically viable efforts, both institutional and personal; the most effective use of time and resources through all means including scheduling registration and the calendar; evaluation of student progress and teaching effectiveness, grading, experimental and special instructional methods, innovative practices, withdrawal from courses and maintenance of quality education.

CHARGE FOR THE COMMITTEE ON STANDARDS FOR STUDENTS

The Committee on Standards for Students shall review and recommend policies dealing with:

- A. The admission and readmission of all students in such areas as entrance examinations, previous academic records, age, advanced placement and transfer credit.
- B. The retention of all students in such areas as attendance, grade point averages and probation.
- C. The graduation of undergraduate and graduate students in such areas as residence and total semester hour requirements, transfer credits and grade point averages.

CHARGE FOR THE COMMITTEE ON PROFESSIONAL WELFARE

- I. The College Senate Committee on Professional Welfare shall be responsible for all matters concerning faculty welfare; it shall function in conformity with:

- A. The current contract negotiated by the bargaining agent for the State University of New York;
 - B. The current policies of the Board of Trustees; and
 - C. The By-Laws of the College Senate of Buffalo State College.
- II. The College Senate Committee on Professional Welfare shall interpret the items listed in paragraph three below in such a manner as to include the professional welfare of those members of the college community generally designated as non-teaching professionals. The College Senate shall determine the applicability of this Committee's charge to any issue involving non-teaching professionals whenever there exists a doubt as to the scope of the Committee's charge.
- III. The College Senate Committee on Professional Welfare shall make recommendations to the College Senate on such concerns as:
- A. Academic freedom
 - B. Continuing appointments
 - C. Appointments and re-appointments
 - D. Termination
 - E. Promotions
 - F. Retention of faculty in cases of budget emergencies, including any implementation of the 'retrenchment clause' in the policies of the Board of Trustees.
 - G. Conditions of professional service, including guidelines for:
 - 1. Travel allocations
 - 2. Sabbatical leaves
 - 3. Leaves of absence with and without pay
 - 4. Allocation of research and special program resources
 - 5. Support for faculty scholarship
 - 6. Establishment of faculty loads
 - 7. Programs for the recognition of the distinguished faculty service
 - 8. Professional conduct
 - H. *Consultation.* This Committee shall both make recommendations to the College Senate regarding the meaning and scope of consultation, and recommend guidelines for the method(s) for implementing consultation.

CHARGE FOR THE COMMITTEE ON BUDGET AND STAFF ALLOCATION

The Budget and Staff Allocations Committee shall gather and analyze all data and policies needed to determine budget and staff allocations and recommend criteria for all phases of these allocations; transmit data to other appropriate Senate Committees; generate student and faculty

input at all policy levels prior to decisions, and recommend to the Senate appropriate action on budget and staff allocations.

CHARGE FOR THE COMMITTEE ON BY-LAWS AND ELECTIONS

The By-Laws and Elections Committee has the responsibility for considering and recommending changes in the By-Laws designed to facilitate the democratic governance of the college, consistent with the policies of the Board of Trustees of the State University of New York and other binding legal agreement. In addition, the By-Laws and Elections Committee shall conduct the necessary elections provided for in the By-Laws. The rules for conducting these elections and other germane considerations related to elections shall be recommended to the College Senate by the By-Laws and Elections Committee.

CHARGE FOR THE COMMITTEE ON STUDENT WELFARE

The Student Welfare Committee will examine matters and recommend policy concerning student life. Such matters include all aspects of the college as a total learning and living environment as it may be affected by the student's intellectual/academic, cultural, social, psychological and physical well-being--including academic matters, college and student services, and faculty-student-administration relations.

CHARGE FOR THE COMMITTEE ON ACADEMIC PLAN

It shall be the charge of the Academic Plan Committee to assume leadership in the intermediate and long-range planning of the overall academic function of the college. The Committee shall study the important matters affecting the academic development of the college and recommend changes and/or new proposals. The Committee shall seek the cooperation of faculty, students, administration, the non-teaching professional staff and off-campus consultants. Some of the more important areas of concern shall be:

- A. Mission of the College
- B. Master Plan
- C. Regionalism
- D. Enrollment Projections
- E. Review recommendations of accrediting agencies

UPDATE:

NOTE: The following committees were deleted at the May 2005 SENATE meeting

CHARGE FOR THE COMMITTEE ON ACADEMIC SERVICES

The charge for the Senate Academic Services Committee shall be:

- A. **Seek a workable definition of Academic Services (which reflects the**

- understanding of the term as BSC).**
- B. Recommend policies designed to make Academic Services more useful and available to the academic program.**
- C. Recommend policies designed to make Academic Services more helpful to those engaged in research.**
- D. Recommend policies concerning the efficient and effective utilization and distribution of the resources of Academic Services.**
- E. Explore avenues of regional cooperation.**

CHARGE FOR THE COMMITTEE ON INTERNATIONAL EDUCATION

The charge for the International Education Committee shall be:

- A. Development and content of overseas academic and faculty exchange programs.**
- B. Admission of, and services to, foreign students attending the College.**
- C. Integration of overseas experiences, foreign student participation and other international affairs of the College curriculum.**

Source of Information: <http://collegesenate.buffalostate.edu/>