

The meeting was called to order at 3:06 pm with a reading of the Land Acknowledgement Statement

I. Approval of Agenda

The agenda was approved.

II. Approval of October 24, 2022 Minutes

The minutes were approved as distributed.

III. FA Chair's Report – Liz Schmitt

Review of Academic Officers

The call for nominations for review committees for Library Director, etc. is extended to 11/11.

Brightspace and Mini-workshops

The instructional designers are planning for Winter Breakout with workshops focused on specific parts of Brightspace, like the gradebook, quiz settings, etc.

Blackboard Going Away!

Download courses, download grade spreadsheets, download evaluations; 12/9/2022 is the hard deadline for faculty access to Blackboard.

Program Handouts

Art programs, Actuarial Studies—on the website and in Curriculog: <https://oswego.curriculog.com/>
New program in the works? Make sure to talk to the library!

Guidelines for Incompletes

I have asked CAQI to look at crafting guidelines for incompletes as a resource for departments and faculty. Since the pandemic, faculty have experienced increased issues in large amounts of missed work/weeks of class and requests for incompletes. This is a particular challenge for newer faculty who may be unaware of the best practices for granted and supervising an incomplete or the views of their department on these decisions.

The decision to grant an incomplete is highly case-dependent and individualized to the student situation, the availability of the instructor and the feasibility for a specific course (learning activities, outcomes, modality, etc.). Because of this, I am not suggesting a change in POLICY. Our existing policy gives a lot of discretion to instructors, and rightly so. I am asking this group to consider GUIDELINES that might help the department and/or instructor develop robust strategies to handle incomplete requests and completions.

Questions/comments/best practices? Contact Douglas Hemphill.

Accessibility Services and Faculty Concerns

The Accessibility Office asked me to make a brief note about their availability to answer any questions and work with any instructor surrounding issues with accommodations. Starr Wheeler is here to say a few words.

Guest presentations:

- 11/7 Budget
- 11/28 Facilities
- Spring semester: Library, Student Conduct
- Please bring me any suggestions!

IV. Reports of Councils, Committees, and Task Forces

- **Graduate Council Report – Isabelle Bichindaritz**
The Graduate Council met on October 27.
We approved the Health Promotion and Wellness Department new Master of Science in Health Promotion and Behavioral Wellness, with minor revisions, and also pending its courses approval. We will finish reviewing the courses on Thursday, November 10
- **Academic Policies Council – Eve Clark**
APC met on Friday, October 28. We reviewed and approved with minor revisions the Art BFA Graphic Design, Studio Art and Interaction Design proposals. We approved revisions to the Photography minor. We also approved the creation of the Actuarial Studies Minor Proposal. We will meet this Friday, November 11 if there is business
- **General Education Council – Chris LaLonde**
General Education had no report, but Chris invites departments and programs to send their questions, opinions and concerns about a first-year seminar requirement to Chris or their discipline representative on the council.
- **Undergraduate Curriculum Council- Jeremy Shifton** – No report this meeting
- **Priorities and Planning Committee – Rick Back**
The Priorities & Planning Council conducted a Zoom meeting on Friday, November 4th, 2022:
We voted to approve revisions to the B.F.A. Graphic Design Degree.
We voted to approve revisions to the Photography Minor.
We declined to vote on the proposed MS in Health Promotion and Behavioral Wellness program pending revisions to the proposal.
Our next scheduled meeting is Friday, November 18th, 2022 at 3pm
- **Personnel Policies Council – Jeff Schneider**
Volunteers are needed to staff the Academic Officers Review Committee. It is noted that the School of Business and School of Education are underrepresented and needed for this committee.

- **Research Council – Dave Sargent**
The Research Council has completed their review of SUNY Oswego’s Open Access Policy. We do not recommend any changes to the policy at this time.
- **Information Technology Council – Zheng Hao** – No report this meeting
- **UUP – Steve Abraham**
There will be a chapter meeting on November 16th.

V. Elections

Gen Ed Council - FA rep - Emily Mitchell, Library

Undergrad Curriculum Council – Library – Michelle Bishop will replace Erin Kovalsky

FA

FA Rep OPEN

Priorities and Planning

School of Ed OPEN

Undergrad Curriculum

CLAS Humanities OPEN

VI. Action: New Topic and Course Policy

Passed with amendment to remove “UCC approval” and replace with “approval” in the policy. This change allows the policy to apply to undergraduate and graduate courses.

VII. Budget Report - Victoria Furlong

Vicki presented a detailed overview and explanation of the budget. Please see her [complete presentation](#) on the FA website.

VIII. New Business

No new business this meeting.

The meeting was adjourned at 4:32 PM

The final meeting for this semester will be November 28th - 175 Shineman at 3:00 pm