

7-19-2017

Resolution on Revising Bylaws for Standing Committee on Enrollment and Engagement Planning and Policies

The College at Brockport, College Senate

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The College at
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STATE UNIVERSITY OF NEW YORK

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Resolution **#20 2016-2017**
College Senate

Supersedes Res #: _____

TO: Dr. Heidi Macpherson, College President

FROM: The College Senate: **05/01/17**

RE: **→** I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
III. Other, For Your Information (*Notice, Request, Report, etc.*)



SUBJ: **Resolution on Revising Bylaws for Standing Committee on Enrollment and Engagement Planning and Policies (#85_16-17EC)**

Signed: *[Signature]* Date: 05/01/2017
(Sharon Lubkemann Allen, 2016-17 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: Dr. Sharon Lubkemann Allen, College Senate President

FROM: Dr. Heidi Macpherson, College President

RE: **→** I. Decision and Action Taken on Formal Resolution (circle choice)

a. Accepted - Implementation Effective Date**: _____ Immediately _____
**Implementation of resolution requires final approval from SUNY- State Education Department. YES NO

Signed: *[Signature]* Date: 5/1/17
(Dr. Eileen Daniel, Vice Provost, The College at Brockport)

b. Deferred for discussion with the Faculty Senate on ____/____/____
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged ____/____/____
b. Comment:

Signed: *[Signature]* Date: 7/19/17
(Dr. Heidi Macpherson, President, The College at Brockport)

DISTRIBUTION:

Upon approval, the College President will forward copies of resolutions to his/her staff who will, in turn, forward copies to their staff. The College Senate Office will post resolutions to the College Senate Web at <http://www.brockport.edu/collegesenate/resolutions>.

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE
DEADLINE FOR SUBMISSIONS: FEBRUARY 28**

Incomplete proposals will be returned and proposals received after the deadline may not be reviewed until next semester.

Routing Number <i>Routing # assigned by Senate Office 2014-2015</i>	#85_16-17EC <i>Use routing number and title in all reference to this proposal.</i>
This Proposal Replaces Resolution	

INSTRUCTIONS

- Use committee guidelines available at brockport.edu/collegesenate/proposal.html.
- Prepare ONE complete document in **Word format**: include this proposal cover page, proposal, attachments and support letters from your department chair and dean if applicable.
- **Locate the Resolution # and date this proposal will replace at our "Approved Resolutions" page on our Web site.**
- Email completed proposal to senate@brockport.edu. (General Education Proposals and questions go to dlamphro@brockport.edu in the Vice Provost's Office first.)
- Make revisions on the paperwork emailed to you from the Senate office that shows the assigned routing number on top. Submit updated document to senate@brockport.edu.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, ie. *Use a course number and/or title, indicate if for GED code, etc.*

Resolution to Revise the Name, Constituency, and Charge of the Current
College Senate Standing Committee on Enrollment Planning and Policies,
Reconstituted as the College Senate Standing Committee on Enrollment and Engagement Planning and Policies,
Within the Bylaws of the Faculty of The College at Brockport, State University of New York

2. **BRIEF DESCRIPTION OF PROPOSAL:**

This resolution recognizes the long tradition of and deep commitment to applied and engaged learning at The College at Brockport and seeks to establish a clear pathway for College Senate oversight of policies and procedures for the coordination, support, recognition, and reporting of College-recognized Applied and Engaged Learning Activities.

WILL ADDITIONAL RESOURCES AFFECTING BUDGET BE NEEDED? NO YES EXPLAIN YES

4. **DESCRIBE ANY DATA RELATED TO STUDENT LEARNING OUTCOMES ASSESSMENT USED AS PART OF THE RATIONALE FOR THE REQUESTED SENATE ACTION.**

n/a (see the Final Report of the Provost's Strategic Planning Taskforce on Experiential Learning and the research gathered by the President's Strategic Planning Subcommittee on Engagement for summary of assessment efforts across the College attesting to the educational, professional, and personal value of applied and engaged learning activities, to the need for greater resources and recognition, more coordinated collaboration and communication, and faculty oversight of SLOs, assessment, and approval of credit-bearing curricular and degree required co-curricular engaged and applied learning activities)

HOW WILL THIS AFFECT TRANSFER STUDENTS:

n/a

ANTICIPATED EFFECTIVE DATE:

Immediately

7. **SUBMISSION & REVISION DATES:** PLEASE DATE ALL REVISED DOCUMENTS TO AVOID CONFUSION.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
March 24, 2017			

8. **SUBMITTED BY: (contact person)**

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>
Dr. Sharon Lubkemann Allen, College Senate President	College Senate Executive Committee	585.395.2586 585.395.5828	Senate@brockport.edu SenPrez@brockport.edu

9. **COMMITTEES: (Senate office use only)**

Standing Committee	Forwarded To	Dates Forwarded
<input checked="" type="checkbox"/> Executive Committee	Standing Committee	3/24/17, 4/1/17

- Enrollment Planning & Policies
- Faculty & Professional Staff Policies
- General Education & Curriculum Policies
- Graduate Curriculum & Policies
- Student Policies
- Undergraduate Curriculum & Policies

Executive Committee	3/27/17,
Senate	4/10/17, 4/3/17, 4/17/17
Passed GED's go to Vice Provost	05/01/17, 05/01/17
College President	07/19/17
OTHER	
REJECTED -WITHDRAWN	

NOTES:

Resolution #20

Resolution to Revise the Name, Constituency, and Charge of the Current College Senate Standing Committee on Enrollment Planning and Policies, Reconstituted as the College Senate Standing Committee on Enrollment and Engagement Planning and Policies Within the Bylaws of the College Senate at The College at Brockport, State University of New York:

WHEREAS The College at Brockport has a rich academic tradition of engaging students in higher education through long-established and newly-identified high impact pedagogical practices, including both curricular and co-curricular applied learning activities; and

WHEREAS the College recognizes Engagement as one of its core values, fundamental to its mission, “to inspire excellence through growth, engagement, and transformation,” its vision to “build meaningful lives and vibrant communities,” and its promise “to engage our students each day in cultivating their capacity for intellectual, physical, and creative accomplishment”; and

WHEREAS the new College Strategic Plan, “Building a Better Brockport,” demonstrates our commitment to excellence in Student learning and life experience, partly cultivated through engaged and high impact learning practices, and increasingly concerted and transformative Community Engagement, as two of our four strategic goals; and

WHEREAS the new College Strategic Operational Plan defines institutional strategies and measures for continued development of pedagogical excellence, purposeful collaboration across departments and divisions within the College and between the College and local, regional/state, national and global communities, for the mutually beneficial exchange of knowledge and resources; and

WHEREAS the College recognizes that community engagement, including applied learning, offers this public institution the opportunity to contribute to the public good by combining the resources of the College with those of other public and private sectors to enrich scholarship, research, and creative activity, enhance curriculum, teaching and learning, prepare educated and engaged citizens, strengthen democratic values and civic responsibility, and address critical societal concerns, and

WHEREAS the College has devoted significant resources to recent College-wide internal and external research, reporting, coordination, and communication around applied and other engaged learning opportunities (through such initiatives as the Institute for Engaged Learning, the Engaged Learning Steering Committee and its Subcommittees on Service Learning, Internships, and Research and Creative Activity, the Provost’s Strategic Planning Taskforce on Experiential Learning, the President’s Strategic Planning Subcommittee on Engagement, and so forth); and

WHEREAS this research has resulted in recognition of the need for more coordinated cross-divisional collaboration and support, resources, reporting, and recognition for engaged and applied learning efforts across the College; and

WHEREAS this coordination is contingent on more coherent College-wide definitions, policies, and procedures for the implementation of engaged and applied learning; and

WHEREAS the SUNY University Faculty Senate passed *Resolution 170-02*, “to Support Planning and Implementation of Applied Learning Experiences at SUNY, emphasizing the role of individual faculty and departments in overseeing applied learning experiences,” and

WHEREAS the subsequent *SUNY University Faculty Senate Resolution on the Implementation of Applied Learning*, passed on October 22, 2016, recognizes that “the SUNY Applied learning initiative requires each campus to determine which applied learning experiences are approved based on the SUNY Applied Learning criteria, and whether or not applied learning will be a graduation requirement,” and “recommends to campus governance bodies that each campus develop and adopt policies to ensure that:

- 1) Academic faculty retain responsibility for the curriculum, for assessing student learning outcomes, and for assigning grades in applied learning activities as for other degree requirements;
- 2) The campus-level determination of what meets the applied learning mandate be made through the normal campus and governance curricular processes; and
- 3) The certification of an activity or course as meeting the applied learning requirement also follows the normal campus and governance curricular processes,”

and “asks the Chancellor to direct Presidents and Chief Academic Officers to ensure that faculty governance processes are followed in the consideration and approval of all these applied learning activities”; and

WHEREAS the Final Report of the Provost’s Strategic Planning Taskforce on Experiential Learning, referring to extensive and expanding scholarship on “experiential,” “engaged,” “applied” and “high impact” learning, thus, concluded that “all credit-bearing, approved applied learning experiences that are either optional or required for a degree program at The College at Brockport are required to have faculty oversight regardless of what administrative office manages the activity”; and

WHEREAS the College Senate has endorsed College Cabinet-approved definitions of Engaged and Applied Student Learning Opportunities including Service Learning, Civic Engagement, Community Service, Creative Works, Research, Directed and Independent Study, Entrepreneurship, Practicums, Field Study, Internships, Clinical Placements, Formal Leadership Experiences, Teaching Assistantships, and Student Employment, aligning these definitions with the State University of New York’s Applied Learning definitions of SUNY Discovers, SUNY Works, and SUNY Serves; and

WHEREAS College leadership, including the College Senate and College Cabinet (both bridging faculty and professional staff, academic and student affairs, curricular and co-curricular efforts at community engagement) are working on a new structure and processes to ensure that applied learning remains as embedded in the curriculum into the future as it has been in the past at Brockport; and

WHEREAS College leadership is seeking to develop a support structure conducive also to more effective, efficient, and coherent College-wide communication, coordination, gathering and dissemination of research and resources, and reporting of both curricular and co-curricular applied and engaged learning efforts; and

WHEREAS College leadership is committed to reconstituting interdivisional administrative coordination and advisory committees (informed by the findings and recommendations of the Taskforce on Experiential learning and SUNY Applied Learning reports) that better support applied and engaged learning efforts at the College, while recognizing that the College does not have sufficient financial or human resources to build the infrastructure necessary to support the requirement of Applied Learning Activities for all students; and

WHEREAS the College recognizes the critical role of the College Senate in reviewing curricular, policy and procedural concerns related to Engaged and Applied Learning; and

WHEREAS the College Senate recognizes not only the curricular concerns around Engaged and Applied Learning (which will continue to be deliberated within relevant College Senate Standing Committees Undergraduate, Graduate, and General Education Curriculum and Policy) and the question of faculty and staff support and recognition (which will continue to be considered within the Standing Committee on Faculty and Staff Policies), but also the crucial connections between Engaged and Applied Learning Activities and Enrollment Management, Student Affairs, Community Development, and our concerted recruitment and retention efforts; and

WHEREAS the current College Senate Standing Committee on Enrollment Planning and Policies reaches across divisions (including faculty and professional staff), is underutilized relative to other Senate Committees, and is already concerned with related policies and procedures for student recruitment and retention,

BE IT RESOLVED that the College Senate will revise its Bylaws to redefine the name, constituency, and charge of the current Standing Committee on Enrollment Planning and Policies, reconstituting it as the College Senate Standing Committee on Enrollment and Engagement Planning and Policies, to ensure Senate review of policies and procedures related to engaged and applied learning,

Proposal to the Senate

After careful deliberation, the Executive Committee recommends the following changes to the 2016-19 College Senate Bylaws. Following the Senate practice, we have classified the suggested changes as ‘slight changes’ – those that are just reported to the Senate and ‘significant changes’ – those that the Senate votes on. Please note that any item that the committee considers ‘slight’ can be re-classified by the Senate as ‘significant’.

Note:

- Phrases/words with strike-through are to be deleted
- Underlined phrases/words are to be inserted

Significant Changes

Significant-1 (committee name)

Change all references to “Committee on Enrollment Planning and Policies” to “Committee on Enrollment and Engagement Planning and Policies”

Significant-2

Article, Section, Number	ARTICLE SIX: Standing Committees of the Senate Section I: Committee on Enrollment and Engagement Planning and Policies
Existing language	1. Membership: Shall include at least two (2) teaching faculty and one (1) professional staff. The chair of this Committee shall also serve on any College-wide enrollment strategies committee.
Proposed revision	1. Membership: Shall include, as voting members, at least two (2) <u>three (3)</u> teaching faculty and two (2) <u>two (2)</u> professional staff, <u>spanning Schools and Divisions of the College involved with student recruitment and retention, applied and engaged learning.</u> Shall include, as consulting, but non-voting members, the current Registrar or representative (responsible for implementing any tagging of applied and engaged learning), the Chair of the Interdivisional Executive Steering Committee on Applied and Engaged Learning the College (responsible for college-wide coordination, reporting, and policy recommendations for applied and engaged learning), and the Chairs of Interdivisional subcommittees charged with coordination and review of internships, service learning, and research and creative activities. The chair of this Committee shall also serve on any College-wide enrollment strategies committee and on the Interdivisional Executive Steering Committee on Applied and Engaged Learning.

Significant-3

Article, Section, Number	ARTICLE SIX. Section I. 2
Existing language	2. Purpose: This Committee shall act for the senate in the continuing study and review of College policies and procedures in the areas of recruitment, admissions and retention. Specifically, the Committee shall make recommendations to the Senate on such concerns as: <ol style="list-style-type: none"> a. Admission and readmission of all undergraduate students, with specific

	<p>reference to previous academic records, SAT or ACT scores, advanced placement and transfer credit</p> <p>b. Retention of all undergraduate students, including grade-point averages and probation/dismissal policies.</p> <p>c. Recruitment and admission of all graduate students.</p>
Proposed revision	<p>2. Purpose: This Committee shall act for the senate in the continuing study and review of College policies and procedures in the areas of recruitment, admissions, and retention, <u>as well as applied and engaged learning</u>. Specifically, the Committee shall make recommendations to the Senate on such concerns as:</p> <p>a. Admission and readmission of all undergraduate students, with specific reference to previous academic records, SAT or ACT scores, advanced placement and transfer credit</p> <p>b. Retention of all undergraduate students, including grade-point averages and probation/dismissal policies.</p> <p>c. Recruitment and admission of all graduate students.</p> <p>d. <u>Definitions, guidelines for development, tagging, coordination and review of applied and engaged learning activities.</u></p> <p>e.</p>

Significant-3

Article, Section, Number	ARTICLE SIX. Section I. 3
Existing language	<p>3. This Committee shall report annually to the Senate regarding student admission profiles, admission selectivity, enrollment trends, retention rates by student cohorts, and graduation rates by student cohorts, e.g., native and transfer students.</p>
Proposed revision	<p>3. This Committee shall</p> <p>a. Report annually to the Senate regarding student admission profiles, admission selectivity, enrollment trends, retention rates by student cohorts, and graduation rates by student cohorts, e.g., native and transfer students.</p> <p>b. Review and bring forward to the College Senate for a vote all new policies and procedures related to the delineation of, application for, and approval of applied and engaged learning designations.</p> <p>c. Regularly report to the College Senate any data reported out to SUNY by the Interdivisional Executive Steering Committee on Applied and Engaged Learning, gathered in collaboration with Institutional Research, College-wide Committees on Internships, Service Learning, and Research and Creative Activities, and relevant departments, programs, and offices across the College.</p> <p>d. Receive and review any relevant research and assessment reports on applied and engaged learning at the College, in order to make informed decisions on recommendations and resolutions forwarded to the Senate regarding the development and coordination of applied and engaged learning.</p> <p>e. Collaborate with other College Senate Standing Committees on Undergraduate, Graduate, and General Education Curriculum and Policies to ensure compliance with current policies and procedures in programmatic curricular revisions involving credit-bearing applied and engaged learning activities and/or non-credit bearing applied and engaged learning requirements for completion of a major, minor, certificate, or certification.</p>

**THIS REQUIRES A VOTE OF ALL FACULTY AND STAFF REPRESENTED BY THE SENATE
(THROUGH THE SAME MECHANISM AS OUR SENATE ELECTIONS)**