

## ARTICLES OF THE PURCHASE COLLEGE SENATE

The *Policies of the Board of Trustees of the State University of New York* establish a framework for governance and consultation at Purchase College and throughout the system. These *Articles* function as a constitution and operating system for institutional communication and decision making, and define the ways in which the College Senate shall exercise its powers and functions: through Senate committees and task forces, and through faculty, staff, and student meetings.

*Shared Governance* refers to the processes by which the Trustees, Chancellor, University Faculty Senate, College Council, and Purchase College administrators, academic staff, professional staff, and students formally and openly communicate, share responsibility, and take cooperative action on matters not subject to collective bargaining processes. It means that, for each decision, all relevant, appropriate, and involved campus constituencies can make sincere, sustained, and systematic exchange of information, advice, and recommendations, that will encourage participation, engagement, and accountability, and will assign, delegate, and share responsibility and authority in a climate of mutual support, civility, and respect.

### I. Definitions

As used in these articles, and as established by the *Policies* (Article II, Section 1), the following shall mean:

- A. *Board of Trustees* refers to the Board of Trustees of the State University of New York.
- B. *Chancellor* refers to the Chancellor of the State University of New York.
- C. *College* refers to Purchase College, State University of New York.
- D. *President* refers to the chief administrative officer of the college.
- E. *Academic staff* refers to those members of the staff holding academic rank or qualified academic rank.
- F. *Academic rank* is rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor...and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian.
- G. *Qualified academic rank* is rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations "teaching," "research," "visiting," "adjunct," or other similar designations.
- H. *Professional staff* refers to members occupying positions designated by the Chancellor as being in unclassified service (i.e., in the Professional Services negotiating unit, other than a position of academic or qualified academic rank).

As used in these articles, and as established by the *Policies* (Article X, Sections 1 and 3), the following shall mean:

- I. The *Faculty* of the college shall be comprised of the Chancellor, the chief administrative officer and other members of the voting faculty of the college, other members of the

academic staff of the college, and such nonvoting administrative officers and professional staff as may be designated by the faculty bylaws of the college.

- J. The *Voting Faculty* of the college consists of those members of the faculty and administration holding academic appointment who are defined as voting faculty by the *Policies*, and in addition includes all faculty in qualified academic rank who have taught at least two courses per semester for more than one year.

As used in these articles, the following shall mean:

- K. *Senator* refers to voting members of the College Senate: academic staff, professional staff, and student representatives. No senator may represent more than one electoral unit at a time.
- L. For the College Senate and its standing committees, *ex-officio* refers to a nonvoting member who is a member due to the position or office held by that member.
- M. *Representative area* refers to an electoral unit of the college; depending upon the committee, these units may represent the School of Liberal Arts and Sciences (LAS); the School of the Arts (SOA); the School of Natural and Social Sciences (NSS), the School of Humanities (HUM), and the School of Film and Media Studies (FMS); the School of Liberal Studies and Continuing Education (LS/CE); the Library; and the Conservatory of Dance, the Conservatory of Music, the Conservatory of Theatre Arts (TA), and the School of Art and Design (A+D).
- N. *Consultation* reflects an exchange of opinions, a discussion aimed at ascertaining opinions and reaching an agreement. Consultation can occur only when there is direct communication between the college president and/or his or her designee(s) and either the College Senate or the entire campus community on a matter that meets the criteria of SUNY, the Middle States Commission on Higher Education (2006), and/or the American Association of University Professors (2001). Meetings for consultation shall be held only after proper notice of time, place, and agenda has been given to all persons concerned.

## **II. Responsibility**

Within the limits set by the *Policies* (Article X, ¶ 5), the voting faculty have primary responsibility for preparing and adopting bylaws that make provisions for governance, committees and their responsibilities.

## **III. College Senate**

### **A. Function and Responsibilities**

1. The College Senate and its standing committees function as the representative decision-making bodies of the college. Members of the Senate and all Senate standing committees shall act in the interests of the college as a whole.
2. The College Senate shall have primary responsibility for issues and policies that have campus-wide implications, as well as system-wide State University of New York initiatives.

3. In exercising its general powers and responsibilities, the College Senate shall, among other things:
  - a. Apportion the business of the Senate to the appropriate standing committees of the Senate, and provide direction on issues to consider or recommend parameters for discussion.
  - b. Appoint ad hoc and sunseting task groups as needed for consideration of matters not appropriate to the standing committees of the Senate.
  - c. Monitor the responsibilities of all standing committees specified under these articles and be informed of the operations of all such committees.
  - d. Receive policy change recommendations from such committees and act on them, and initiate recommendations to such committees where appropriate. Specifically, the College Senate shall accept reports, recommendations, and resolutions from all Senate standing committees or may refer a matter back to a standing committee for further consideration, given issues raised by the College Senate during its deliberations.
4. In its capacity as the primary consultative body of the college, the College Senate shall also be kept informed of the proceedings of all other college-wide committees (except labor-management committees) and shall receive from such committees notice of actions and recommended changes prior to their implementation.

#### B. Representation

1. *Eligibility.* All *non-management confidential* members of the academic and professional staff (full-time or part-time) are eligible to serve as Senators. Any member of the College Senate whose campus duties change, involving at least half that person's time, shall be reviewed by the Executive Committee to determine the appropriate constituency of that member, and may be relieved of his or her seat on the Senate because of change of constituency.
2. *Composition.* The College Senate shall be composed of representatives of the academic staff, the professional staff, students, and administration (46 voting members, plus 10 nonvoting *ex officio* members).
  - a. Officers of the Senate. The five officers of the Senate include the Senate chair/faculty presiding officer, vice chair, secretary, parliamentarian, and the University Faculty Senator.
    - i. The Senate chair, secretary, and parliamentarian shall be faculty senators, elected by the voting faculty.
    - ii. The Senate vice chair shall be a professional staff senator, elected by the professional staff.
    - iii. The University Faculty Senator shall be either academic or professional staff, as specified by the University Faculty Senate bylaws, and be elected by a joint vote of the faculty and professional staff.

- b. Chairs of the Standing Committees. The chairs of the standing committees shall serve as senate representatives from the at-large constituency, if not already represented on the Senate through some other capacity.
- c. Academic Staff. There shall be 23 faculty senators not including the faculty officers of the Senate, chosen in the following manner.
  - i. 15 faculty from the disciplines:
    - 1. Six faculty members from the School of the Arts (SOA): One elected from each division within SOA (Arts Management, Art+Design, Dance, Music, Theatre Arts), with the remaining member elected at large from SOA.
    - 2. Six faculty members from the School of Liberal Arts and Sciences (LAS): One elected from each division within LAS (Film and Media Studies, Humanities, Natural and Social Sciences), with the remaining members elected at large from LAS, with the stipulation that no more than three members may be elected from a division.
    - 3. One faculty member each from the School of Liberal Studies and Continuing Education (LSCE), Physical Education, and the Library.
  - iii. Eight fully at-large faculty members, with the stipulation that no more than five members may be elected from either the SOA or LAS.
    - 1. Four tenured faculty members, one of whom is the chair of the Educational Policies Committee.
    - 2. Four untenured faculty members.
  - iv. Faculty must be voting faculty, with the following exception: the senator representing Liberal Studies and Continuing Education must teach at least one credit-bearing course and have completed at least one year's service.
- d. Professional Staff. There shall be eight professional staff senators not including the professional staff officer(s) of the Senate, chosen in the following manner.
  - i. One of the senators shall be the president of the Professional Staff Council, who also serves as the chair of the Staff Affairs Committee.
  - ii. The remaining seven senators shall be elected by the Staff Affairs Committee membership or appointed by the chair of the Staff Affairs Committee, in consultation with the Professional Staff Council (PSC).
- e. Students. There shall be six student senators.
  - i. Three students shall represent LAS and three students shall represent the Arts
  - ii. One of these senators shall be the president of the PSGA and the remaining five senators shall be elected officials of the PSGA.
- f. Administrators. There shall be three voting and eight non-voting senators from the administration, by virtue of the positions held.
  - i. Voting senators shall include: the dean of the School of Liberal Arts and Sciences; the dean of the School of the Arts; and a director from the School of Liberal Studies and Continuing Education.

- ii. Non-voting senators shall include the college president, the five officers of the college (the provost, the vice president for operations and chief financial officer, and the vice presidents for institutional advancement, student affairs, and enrollment management/integrated marketing), the director of the Neuberger Museum, and the director of the Performing Arts Center.
- g. Civil Service Employees. There shall be one senator for the classified civil service employees.
- h. The presidents of the CSEA and the UUP chapters shall serve, by virtue of the offices held, as nonvoting senators. They shall represent the interests of all members of their respective bargaining units.

### C. Terms of Office

1. The Nominations and Elections Committee (NEC) shall supervise the conduct of the nominations and elections of the members of the College Senate, its officers, and its committee chairs and committee members. With the exception of the University Faculty Senator (elected as described above) all electing bodies (faculty, staff, and students) shall be entitled to select their representatives to the College Senate and its standing committees and subcommittees. The NEC shall work with the respective faculty and professional staff organizations so that representatives for the coming academic year are voted on by the end of March. The NEC will confirm the list of academic faculty and professional staff representatives and forward this list to the Senate no later than April 15. The NEC shall work with the PSGA president to elect student senators and committee members in the early fall of each academic year.
2. The normal term of office of all senators, except student representatives, shall be three years. The term of the student representatives shall be one academic year and the term of the adjunct faculty representatives shall be two years. Terms begin on July 1 and end on June 30.
3. Each senator (with the exception of student senators) shall be limited to two consecutive terms in the same office on the Senate. After two consecutive terms, a senator must wait a full term before serving again in that capacity on the Senate. Under extraordinary circumstances, the Nominations and Elections Committee may be petitioned for a waiver. In such cases, the NEC will make a recommendation to the Executive Committee.
4. When a senator is unable to serve for one semester, he or she shall be considered to have resigned from the Senate unless he or she petitions the Nominations and Elections Committee to appoint a substitute for that semester only. When a senator is unable to serve for any longer than one semester during a term, he or she shall be considered to have resigned from the Senate.

5. Any senator who resigns from his or her seat is ineligible to serve on any position in the Senate again until the equivalent of a full term (for that seat) has elapsed from the date of resignation. Under extraordinary circumstances, the NEC may be petitioned for a waiver.
6. Members of the academic or professional staff who are on leave are eligible to be nominated for and elected to service on the College Senate, provided that their term of service would normally begin at or after the time of their expected return from leave.
7. Senators are expected to attend all Senate meetings, to report Senate business and issues to their constituents, and to solicit Senate business from their constituents.
8. In the event an elected member of the College Senate shall be absent from any regularly scheduled Senate deliberations for two consecutive meetings or a total of three meetings in an academic year, the NEC, after holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to declare the seat vacant and to determine a replacement.

D. Officers. Officers of the College Senate will include a chair, vice chair, secretary, parliamentarian, and the University Faculty Senator.

1. The chair shall:

- a. Coordinate the activities of the Senate and Senate committees so that shared governance and consultation are conducted efficiently and effectively.
- b. Plan for, lead the agenda-setting process for, call, and preside over Senate meetings.
- c. Chair the Faculty-at-Large Committee (F@L) and plan for, lead the agenda-setting process for, call, preside over its meetings, and coordinate any revisions of these *Articles*.
- d. Chair the Senate's Executive Committee and plan for, lead the agenda-setting process for, call, and preside over its meetings.
- e. Serve as the Senate's representative in meetings with the college president and/or his or her designee(s) and meetings of the College Council.
- f. Serve as the Senate's representative (i.e., campus governance leader) at the SUNY University Faculty Senate meetings.

2. The vice chair shall:

- a. Assist the chair in his or her responsibilities.
- b. Substitute for the chair when necessary.
- c. Work on special projects at the discretion of the Executive Committee, such as coordinating regular meetings with the Senate committee chairs, or serving as a nonvoting *ex officio* member of any Senate standing committee (with the exclusion of the F@L).

3. The secretary shall:

- a. Distribute drafts of the Senate minutes to members of the Senate for corrections.
- b. Post corrected minutes on the Senate official electronic site.

- c. Send to the college president and/or provost a listing of formal recommendations made and substantive actions taken by the College Senate. Disseminate to the Senate responses received from the college president and/or provost and post such responses to the Senate official electronic site.
- d. Send to the president of the Purchase College Chapter of UUP any Senate recommendations that may affect terms and conditions of employment as defined in the current *Agreement* between the UUP and the State of New York, within one week of the Senate meeting in which they were approved.
- e. Inform all other appropriate parties of actions taken by the Senate within one week of each Senate meeting.

4. The parliamentarian shall:

- a. Advise the chair, officers, and other members of the Senate on the proper conduct of a meeting, per Robert's Rules of Order.
- b. Interpret the *Articles* of the organization.

5. The University Faculty senator shall:

- a. Represent the college at all meetings of the University Faculty Senate and serve as the spokesperson for the view of the college in all University Faculty Senate meetings.
- b. Keep the Senate informed of all business of the University Faculty Senate and report regularly on proposed items or resolutions before the University Faculty Senate.

E. Executive Committee

1. Functions and Responsibilities. The Executive Committee of the College Senate acts as the initiating body for all issues confronting the college. The Executive Committee sets the agenda for Senate meetings, receives reports from and apportions business to the standing committees of the Senate, and initiates and supervises any action necessary for shared governance that is not delegated to another body. All actions of the Executive Committee are subject to the approval of the College Senate. The Executive Committee shall:

- a. Meet regularly during the academic year; meetings will not be held when the college is not in session. Meetings shall be conducted in accordance with Robert's Rules of Order, unless explicitly stated otherwise in these *Articles*.
- b. Receive all reports of all Senate Committees and include such reports on the agenda of business to come before the Senate.

2. Composition. The College Senate's Executive Committee shall be composed in the following way.

- a. The chair of the Senate (who is also the Presiding Officer of the Faculty)
- b. The immediate past chair of the Senate
- c. The chairs of the standing committees of the College Senate (Budget Planning; Strategic Planning; Instructional Technology Advisory; Diversity, Equity, and Inclusion; and Staff Affairs).
- d. The chair of the Educational Policies Committee, a standing committee of the F@L, who shall serve in a non-voting capacity.

- e. The Senate vice chair
- f. The University Faculty senator
- g. The Senate secretary
- h. The Senate parliamentarian

#### F. Nominations and Elections Committee

1. **Functions and Responsibilities.** The Nominations and Elections Committee (NEC) shall supervise the conduct of the nominations and elections of the members of the College Senate, its officers, and its committee chairs and committee members.

All electing bodies (faculty, staff, and students) shall be entitled to select their representatives to the College Senate and its standing committees and subcommittees. The NEC shall work with the electing bodies so that representatives for the coming academic year are voted on by the end of March. The NEC will confirm the list of representatives and forward this list to the Senate no later than April 15.

The NEC shall also advise the Senate chair on nominees to fill vacancies in the roster of senators and elected members of the standing committees that may occur when Senators are unable to fulfill the obligations of their term. Nominations to fill such vacancies shall be submitted to the Senate for its approval. The appointees shall serve the remainder of the specific terms of office.

2. **Composition.** The NEC shall be appointed each year from the current membership of the Senate:

- a. Two faculty members from the School of Liberal Arts and Sciences
- b. Two faculty members from the School of the Arts
- c. Two members of the professional staff
- d. One student

#### G. Meetings

1. The College Senate shall meet regularly during the academic year; meetings will not be held when the college is not in session. Meetings shall be conducted in accordance with Robert's Rules of Order, unless explicitly stated otherwise in these *Articles*. The chair of the College Senate may call special meetings and shall call a special meeting at the written request of five senate members. All Senate meetings shall be open to members of the campus community.

2. During meetings of the College Senate, a quorum shall consist of a simple majority of the voting members of the Senate. Routine business shall require a simple majority of the votes cast to take effect. Between any two Senate meetings, a virtual quorum shall consist of two-thirds of the voting members of the Senate at the time of each electronic vote.

3. During meetings of the Senate, adoption of any main motion shall require an affirmative vote of a majority of those voting members present and voting. A written ballot shall be used when



requested by at least ten members of the Senate. By request and/or in the event of a lack of a quorum, a motion may be referred to an electronic vote. In the event of an electronic vote, the minimum number of voters who must participate will be the same as required for a quorum. Adoption of any motion voted electronically shall require an affirmative vote of the majority of those voting. During any Senate meeting, the chair may request a motion from the floor for an electronic vote of the Senate before the next meeting; voting senators may also initiate such a motion.

4. The agenda for the College Senate shall be formulated and approved by the Executive Committee. It shall include all items requested by the college president, the provost, the Senate, the Executive Committee, and the Senate standing committees. Requests for inclusion of items on the agenda shall be submitted to the Executive Committee not less than one week prior to the meeting. The agenda shall be posted to the campus community no fewer than three days prior to the meeting.

#### **IV. Senate Standing Committees**

##### **A. Responsibilities**

1. There shall be standing committees of the College Senate whose core function is to facilitate consultation at Purchase College by recommending policies or policy changes to the College Senate in a timely manner. They also perform such other governance functions as are specified by these *Articles* and/or further delineated by the College Senate or Senate Executive Committee. Standing committees appoint ad hoc or sunseting task groups as working committees on an as-needed basis, following their own Policies and Procedures Manual.

2. The standing committees of the Senate are F@L; Budget Planning; Strategic Planning; Instructional Technology Advisory; Diversity, Equity, and Inclusion; and Staff Affairs.

3. Each standing committee is responsible for keeping the Senate informed of its activities by:

- a. Submitting a copy of the minutes of each meeting of the committee to the Senate secretary.
- b. Posting their minutes to their committee website.
- c. Submitting an annual report of all activities to the College Senate for the Senate's May meeting.
- d. Preparing and following its own Policies and Procedures Manual. Upon creation or revision of the manual, it shall be transmitted to the Senate secretary for posting on the Senate website.

##### **B. Terms of Office**

1. Members of all standing committees, although typically elected as delegates of their representational areas by non-management confidential members of the academic or professional staff, shall act in the interests of the college as a whole.

2. All non-management confidential members of the academic or professional staff are eligible to serve as voting members on any standing committee or subcommittee.

3. Student members of standing committees and their subcommittees shall be chosen according to procedures developed by the Purchase Student Government Association (PSGA) and approved by the College Senate and shall serve one-year terms.

4. In the event a standing committee member fails to attend two consecutive meetings or a total of three meetings in an academic year, the chair of that committee shall report the absences to the NEC, which, after holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to declare the seat vacant and to determine a replacement.

5. When a member of a standing committee is unable to serve for one semester, he or she shall be considered to have resigned from the Senate unless he or she petitions the NEC to appoint a substitute for that semester only or indicates in writing that he or she will continue to meet the obligations of membership on that committee during the leave. If the member has indicated the desire to continue service but does not meet the obligations of membership on that committee during the leave, the NEC shall be empowered to declare the member's seat vacant and to order replacement. When a member is unable to serve for any longer than one semester during a term, he or she shall be considered to have resigned from the Senate.

6. Members of the academic or professional staff who are on leave are eligible to be nominated for and elected to service on a standing committee, provided that their term of service would normally begin at or after the time of their expected return from leave.

7. A standing committee vacancy occurring due to resignation, retirement, emergency, or other circumstances shall be filled by the runner-up in the most recent election in the appropriate representation area. If there is no runner-up of record, the NEC may appoint a replacement from or hold a special election in that representational area. The length of term for such a replacement shall be the completion of the original term. If no one from that representational area is able to serve, the NEC may appoint a representative from any other representational area, following consultation with the Executive Committee.

8. With the exception of the F@L, standing committees will elect their own chairs to one-year terms. In the event that no member from a standing committee is eligible to serve as committee chair, the Executive Committee shall appoint an *ex-officio* interim chair for a limited one-year term. Members of the Executive Committee may serve as interim chairs.

### C. Standing Committees

#### 1. **Faculty at Large (F@L)**

- a. Function and Responsibilities. As specified by the *Policies*, the voting faculty have a primary responsibility for developing and implementing educational, curricular, and personnel policies, and for defining and participating in the administration of academic and professional standards, including teaching, research, and creative activity of the college.

b. Membership. The F@L is a body of the whole, comprised of the voting faculty (as defined in the Faculty Bylaws).

c. Officers. The officers of the faculty shall consist of a Presiding Officer of the Faculty, who also serves as the chair of the Senate; the chairs of the standing committees of the F@L, the past presiding officer, and the faculty parliamentarian. The officers of the F@L shall serve three-year terms.

The Presiding Office of the Faculty is the campus governance leader of Purchase College, and shall be the spokesperson for the faculty and shall represent the faculty with respect to day-to-day dealings with the College Senate, any other constituencies of the college community, and the college administration. The Presiding Officer shall schedule meetings of the faculty, prepare the agenda, coordinate and plan meetings with the college administration, and act as the representative of the faculty in any assembly involving other constituents of the college community in collective forums. The Presiding Officer of the Faculty shall meet as needed, preferably at least once each semester, with the chair of the Staff Affairs Committee and with the Purchase Student Government Association to exchange information and views on subjects of common interest.

d. F@L Meetings. In order to discharge its responsibilities more effectively, the F@L may call regular meetings of the voting faculty.

- i. The agenda for each meeting shall be published three days in advance, except that in emergencies less notice may be given.
- ii. Minutes of each meeting shall be recorded and published.
- iii. *Quorum*. A quorum shall consist of a simple majority of the voting faculty. If such a majority is not present, members may vote to suspend the quorum provisions by a two-thirds vote of those present or to refer the motion to an electronic vote.
- iv. *Voting*. Adoption of any motion shall require an affirmative vote of a majority of those present and voting. A written ballot shall be used when requested by at least ten members of the faculty. By request and/or in the event of a lack of a quorum, a motion may be referred to an electronic vote. In the event of an electronic vote, adoption of any motion shall require an affirmative vote of the majority of those voting.
- v. The presiding officer shall submit regular reports on the activities of the F@L and its standing committees to the College Senate.

e. Standing Committees. The F@L may establish standing committees of the F@L by its own procedures. The responsibilities, membership, procedures, and duration of the standing committees are left to the discretion of the F@L, and shall be codified in the *Bylaws of the Faculty of Purchase College* (see Appendix A for the *Bylaws*). The chairs of the standing committees shall make regular reports to the F@L on their activities. The

standing committees of the F@L shall be responsible to the College Senate through the F@L.

- i. *Personnel Policies Committee* (PPC): Considers all matters involving faculty appointments, reappointments, promotions, and tenure.
- ii. *Professional Standards and Awards Committee* (PSAC): Considers any and all grants and other honors requiring peer review.
- iii. *Educational Policies Committee* (EPC): The Educational Policies Committee shall be responsible for making and recommending policy on all educational matters that have college-wide implications. The EPC proposes new academic policies or revisions of existing policies, engages in curriculum review, appraises changes in educational policies and programs, and reviews proposed and potential innovations in education and teaching.
- ii. *Student Awards Committee* (SAC): Oversees recommendations for student grants, awards, scholarships, and other college-wide honors.

**The F@L will continue to operate according to the *Bylaws of the Faculty at Purchase College*, last revised March 2012.**

## **2. Budget Planning Committee**

- a. Responsibilities. The Budget Planning Committee (BPC) shall function as an advisory body to the president and chief financial officer of Purchase College for budgetary matters on behalf of the entire college community, providing an inclusive public forum for the development, discussion, and evaluation of budgetary issues and processes.

The major responsibilities of the BPC include fiscal review and prioritization of strategic planning goals, evaluation of short- and long-term financial commitments resulting from new or changing initiatives, discussion of general budgetary practices of the college, and better integration and understanding of cross-departmental budgetary practices on campus. More specifically, the BPC shall:

- i. Request and receive financial information on the state of the college from the administration and other relevant sectors of the college.
  - ii. Review budget proposals from departments and programs, in relation to establishing an annual budget.
  - iii. Research and explore best practices for budget allocation, and consider ways to increase efficiencies across the campus.
  - iv. Recommend to the College Senate plans for the allocation of funds and resources.
  - v. Collaborate with the Strategic Planning Committee to align the strategic plan and budget plan of the college.
- b. Composition. The BPC shall be composed of elected representatives from the following constituencies, unless membership is derived by virtue of office. No representative shall represent more than one constituency.

- i. 10 faculty, with a minimum of two from the School of the Arts and two from the School of Liberal Arts and Sciences
  - ii. Two students
  - iii. Three professional staff
  - iv. One director from the School of the Arts
  - v. One chair from the School of Liberal Arts and Sciences
  - vi. One representative from the School of Liberal Studies & Continuing Education
  - vii. Nonvoting members shall include the chair of the Strategic Planning Committee, the college president, the provost, the vice president for operations and chief financial officer, the vice president for institutional advancement, the dean of students, and the vice president for enrollment management/integrated marketing
- c. **A Policies and Procedures Manual, describing the operation of this committee, will be appended to these *Articles* after input from the committee, and discussion and approval of the Senate and the Faculty.**

### **3. *Strategic Planning and Assessment Committee***

- a. Responsibilities. Effective strategic plans help institutions achieve their mission through a recursive self-study process that prioritizes institutional goals that reflect the institution's values and vision, assessable action steps to measure progress in achieving those goals, and use of assessment results to effect continuous institutional improvement. At Purchase College, the strategic plan provides the institutional knowledge and foresight that enables the college to respond creatively to institutional benchmarks (i.e., SUNY and Middle States timelines, standards, policies, and best practices), reprioritization, and future challenges (e.g., changing demographics, SUNY Initiatives).

Specifically, the SPC shall:

- i. Monitor and assess progress towards institutional goals and implementation of Middle States recommendations.
  - ii. Maintain a comprehensive knowledge of Purchase College's strategic and institutional assessment plans, processes, and reports, and communicate this information regularly to internal and external constituencies.
  - iii. Provide recommendations on strategic initiatives under consideration by the college.
  - iv. Participate in the development of new strategic plans and serve in an advisory capacity to the Middle States Self-Study Committee.
- b. Composition. The SPC shall be composed of elected representatives from the following constituencies, unless membership is derived by virtue of office. No representative shall represent more than one constituency.
- i. Six faculty members, with a minimum of two from the School of the Arts and two from the School of Liberal Arts and Sciences.
  - ii. One student

- iii. Three members of the professional staff
  - iv. One director from the School of the Arts
  - v. One chair from the School of Liberal Arts and Sciences
  - vi. One representative from the School of Liberal Studies & Continuing Education
  - vii. Nonvoting members shall include the chair of the College Senate, the chair of the Budget Policy Committee, the college president or designee, the provost or designee, the vice president for institutional advancement, the vice president for enrollment management/integrated marketing, the dean of students, and the campus affirmative action officer.
- c. **A Policies and Procedures Manual, describing the operation of this committee, will be appended to these *Articles* after input from the committee, and discussion and approval of the Senate and the Faculty.**

#### 4. ***Instructional Technology Advisory Committee***

- a. Responsibilities. The Instructional Technology Advisory Committee (ITAC) will provide advice and consent on all matters relating to the integration of technology throughout the curriculum that have college-wide implications, such as: adoption of new services, hardware and software to support teaching and learning; development of physical and virtual learning spaces; promotion of faculty development in the use of instructional technology; support for campus communications about new instructional technology tools; assessment of the impact of instructional technology; and advisement on the use of all funds for academic technology.
- b. Composition. The Instructional Technology Advisory Committee shall be composed of elected representatives from the following constituencies, unless membership is defined by virtue of office. No representative shall represent more than one constituency.
  - i. Five faculty members
  - ii. Three members of the professional staff
  - iii. Two students
  - iv. Director of the Teaching, Learning, and Technology Center
  - v. Director of Campus Technology Services
- c. **A Policies and Procedures Manual, describing the operation of this committee, will be appended to these *Articles* after input from the committee, and discussion and approval of the Senate and the Faculty.**

#### 5. ***Diversity, Equity, and Inclusion Committee***

- a. Responsibilities. The Diversity, Equity, and Inclusion Committee (DEIC) will focus on issues of governance pertaining to diversity within the curriculum, student body, and personnel of the college. Concentrating on access, composition, community

development, multicultural education, and student success, this committee will develop, implement, and recommend initiatives to foster diversity throughout the institution. This committee will also review the functions mandated by SUNY internal grievance procedures and policies and assist with the recruitment and training for tripartite panels.

- b. **Composition.** The DEIC shall be composed of elected representatives from the following constituencies, unless membership is defined by virtue of office. No representative shall represent more than one constituency.
  - i. Five faculty members
  - ii. Three members of the professional staff
  - iii. Two–three students
  - iv. Chief diversity officer (nonvoting)
  - v. Director of human resources (nonvoting)
  - vi. Director of institutional research (nonvoting)
  - vii. Dean of student success (nonvoting)
  - viii. Vice president of enrollment management/integrated marketing (nonvoting)
- c. **A Policies and Procedures Manual, describing the operation of this committee, will be appended to these *Articles* after input from the committee, and discussion and approval of the Senate and the Faculty.**

#### **6. Staff Affairs Committee**

- a. **Responsibilities.** The Staff Affairs Committee will advocate for the professional (unclassified) and classified staff on issues and challenges related to staff development, mentorship, training, and acknowledgement. The committee will ensure that staff input will be collected and reflected in college-wide decisions and policies, including department reorganization and staffing, supervisor training, strategic and budget planning, and institutional assessment.

*Note: The Professional Staff Council, a body not officially part of the union or this committee, will continue to provide a forum for discussion of common areas of concern among professional staff and will continue to provide opportunities for professional development through the coordination and administration of Professional Staff Council Professional Development Grants.*

- b. **Composition.** The Staff Affairs Committee will include elected representatives from the following sectors.
  - i. President of the Professional Staff Council, who also serves as chair of the Staff Affairs Committee
  - ii. Two staff members from Student Affairs\*
  - iii. Two staff members from Academic Affairs\*
  - iv. One staff member from Enrollment Services\*

- v. One staff member from Finance and Operations\*
- vi. Three staff members at large, preferably from campus constituencies not noted above
- vii. One classified-service member (CSEA, PEF, or Council 82)

\*As determined by the existing organization chart at the time of each election.

- c. **A Policies and Procedures Manual, describing the operation of this committee, will be appended to these *Articles* after input from the committee, and discussion and approval of the Senate and the Professional Staff Council.**