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### College Bulletin; Vol. 48; 2002-2003

Buffalo State College

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Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 1  
August 22, 2002

## In this issue:

From the President  
Appointment  
President Receives Honorary Doctorate  
From the Provost and Vice President for Academic Affairs  
Prejean Visit Rescheduled  
From the Vice President for Finance and Management  
Computer Training  
From the Senior Adviser to the President for Equity and Campus Diversity  
2002-2003 Equity and Campus Diversity Minigrants  
Project Success: First Friday Dialogs for Disabilities  
Buffalo State College General Policy against Discrimination and  
Harassment

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## From the President

### Appointment

I am pleased to announce that Bernadine M. Macy has joined the Buffalo State College staff as secretarial assistant the president. She was previously employed at Cognigen Corporation in Williamsville. We welcome her to our Buffalo State College community.

### President Receives Honorary Doctorate

I am pleased to announce that I was awarded an honorary doctorate of humane letters from the City University of New York (CUNY) at the May 2002 commencement exercises of New York City Technical College, where I also served as the keynote speaker.

[back to top](#)



If you have trouble registering online, send e-mail to [reynolap@buffalostate.edu](mailto:reynolap@buffalostate.edu) or call ext. 3361 and leave voice mail. Please include your name; your phone number; and the name, date, and time of the class for which you wish to register.

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

### 2002-2003 Equity and Campus Diversity Minigrants

Applications for 2002-2003 Equity and Campus Diversity Minigrants will be available Tuesday, September 3; \$12,000 is available to support programs and projects proposed by faculty, staff, or students to strengthen excellence in diversity at Buffalo State. The average grant award is expected to be \$800, with awards of up to \$1,500 for program proposals of exceptional merit.

The deadline for applications for fall programs is Tuesday, October 1. For more information, call Michelle Douglas, assistant director of Equity and Campus Diversity, at ext. 6235.

[back to top](#)

### Project Success: First Friday Dialogs for Disabilities

Project Success, a federally funded project to ensure that students with disabilities receive a quality higher education, will hold a series of information sessions for faculty and staff on the first Friday of each month during the academic year. The sessions will be informal and are designed to assist faculty and staff in meeting the needs of students with disabilities.

The first session will be held from noon to 2:00 p.m. September 6 in Cleveland Hall 418. The topic, "Understanding Documentation and Accommodation," will cover (1) who determines if an individual is a qualified student with a disability; (2) what documentation is required; (3) who determines "reasonable accommodations"; and (4) what faculty and staff need to know to provide educational access to qualified students with disabilities.

Actual cases will be presented and discussed. Lunch will be provided.

To register or for more information, call Peggy Bristol, Project Success coordinator, at ext. 3515

[back to top](#)

### Buffalo State College General Policy against Discrimination and Harassment

<http://bscintra.buffalostate.edu/bulletin/>

08/22/2002

Buffalo State College is committed to proper treatment of all members of the college community. The college can achieve its educational mission only in an atmosphere of mutual respect that is free from intolerance and that offers equal opportunity to all. Every member of the college community shares the responsibility for addressing incidents of disrespect for the dignity of others and acts of discrimination, racism, bigotry, harassment, exclusion, abusive language, or mistreatment of individuals or groups.

Among the goals of the college is the empowerment of a diverse population of students to succeed as citizens of a challenging world. The college is dedicated to maintaining an atmosphere of intellectual vitality, collegiality, and collaboration. It will not have attained its goal until and unless all in its midst obtain fair and equitable treatment in employment and education. For this reason, Buffalo State College condemns and pledges itself to fight against all acts of invidious discrimination, bias, intolerance, or harassment.

Racial discrimination is a particularly serious problem. The goals of the college are undermined and human dignity is offended where employment or educational benefits, opportunities, or privileges are denied or restricted on the basis of race, religion, color, or national origin, or where a racially hostile environment exists. Racial or illegal discrimination of any sort limits the opportunity for individuals to realize their potential and denies them the rigors, joys, and fulfillment of intellectual curiosity.

Therefore, it is the policy of Buffalo State College to provide an employment and educational environment free from invidious discrimination on the basis of race, religion, color, national origin, gender, sexual orientation, disability, or marital or veteran status. It shall be a violation of this policy for any agent, student, or employee of Buffalo State to discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, or marital or veteran status against any individual with respect to terms of employment, education, or benefits of any program or activity at Buffalo State.

[back to top](#)

#### To implement this policy:

- All college faculty, staff, and students are expected to comport themselves in a manner that does not convey to others in the college community any disrespect, intolerance, or rude behavior based on age, race, religion, color, national origin, gender, sexual orientation, disability, or marital, veteran, or socioeconomic status.
- All members of the college community are expected to contribute to the college environment to move the college community in the direction of respect for all.
- All persons within the college community who perceive that they have been subjected to discrimination or harassment based on age, race, religion, color, national origin, gender, disability, marital or veteran status, or sexual orientation are urged to present their concerns to the Equity and Campus Diversity Office, Cleveland Hall 415.
- All faculty, staff, and students who know of a member of the community who believes that he or she has been subjected to discrimination or harassment are expected to encourage that person to visit the Equity and Campus Diversity Office and, if need be, offer assistance to help that person do so.
- All supervisory and management staff have the responsibility to educate faculty, staff, and students about the value of diversity to the institution. To meet this responsibility, supervisors, department heads, and management staff are expected to:
  - Regularly communicate with employees and students under their supervision about the college's policy against discrimination, its commitment to diversity, and the need for civility in the community.

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<http://bscintra.buffalostate.edu/bulletin/>

08/22/2002



## From the Provost and Vice President for Academic Affairs

### Prejean Visit Rescheduled

Buffalo State again welcomes Sr. Helen Prejean, outspoken death penalty opponent and author of *Dead Man Walking: An Eyewitness Account of the Death Penalty in the United States*, at 7:00 p.m. Tuesday, November 19 in the Performing Arts Center at Rockwell Hall. Her scheduled visit last year was canceled in light of September 11.

Her talk is titled "Dead Man Walking: The Journey Continues." Prejean was a 1998 Nobel Peace Prize nominee; she has received numerous awards for her counseling of death row inmates.

This event is free, but tickets are required. Buffalo State faculty, staff, and students may secure tickets before they are made available to the public on August 26; call the Performing Arts Center Box Office at ext. 3005. Faculty members who wish to require their students' attendance may request blocks of tickets.

Prejean also will meet with students at 2:00 p.m. Faculty members who wish to involve their students in the afternoon discussion should contact Kelly Boos in the Natural and Social Sciences Dean's Office at ext. 6434.

Please encourage student attendance at this important event.

[back to top](#)

## From the Vice President for Finance and Management

### Computer Training

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)  
Password: your password  
Domain: bsclgon

#### Netscape

User Name: bsclgon\your user name (e.g., bsclgon\publicjq)  
Password: your password

<http://bscintra.buffalostate.edu/bulletin/>

08/22/2002

- Monitor their own behavior to ensure that it offers an appropriate model for employees and students under their supervision.
- Promptly and thoroughly respond to all reports or incidents of invidious discrimination or harassment in their areas of responsibility.
- Identify and respect the needs of the victims of discrimination and attempt to restore collegiality and equity following reported incidents of discrimination.
- Confer directly with the Equity and Campus Diversity Office whenever reports or complaints of discrimination or harassment are brought to their attention in their areas of responsibility or if they have concerns about appropriate responses to complaints.

Complaints should be reported to Dolores E. Battle, senior adviser to the president for equity and campus diversity, Cleveland Hall 415, ext. 6210.

Other college policies related to equity and campus diversity are located at [www.buffalostate.edu/offices/equity/contents.html](http://www.buffalostate.edu/offices/equity/contents.html).

[back to top](#)

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

## From the President

### Budget Session

I am pleased to invite you to the 2002-2003 Budget Session. The session will be held on Thursday, September 5, 2002, from 10:00 a.m. to 12:00 p.m. in the Performing Arts Center. The session will be a closed session, and only those invited will be allowed to attend. The session will be a closed session, and only those invited will be allowed to attend. The session will be a closed session, and only those invited will be allowed to attend.

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08/22/2002



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# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)

## About the *Bulletin*

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002–2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)

Buffalo State  
State University of New York

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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
[Buffalo State Home](#)

Vol. XLVIII, No. 2  
August 29, 2002

## In this issue:

### From the President

[Budget Session](#)

### From the Provost and Vice President for Academic Affairs

[Academic Convocation](#)

[SEFA/United Way Campaign](#)

[Purchasing Academic Regalia through Payroll Deduction](#)

[Nominations for Chancellor's and President's Awards  
and Distinguished Professorships](#)

[Course Cancellations](#)

### From the Vice President for Finance and Management

[Telecommunication Updates](#)

• [New 585 Area Code](#)

• [Cellular Phone Law](#)

### From the Senior Adviser to the President for Equity and Campus Diversity

[College Policy on Religious Discrimination](#)

[Project Success: First Friday Dialogs for Disabilities](#)

[Project Success: Preparing Students with Disabilities  
for the Transition from College to the Workforce](#)

### From the Chair of the College Senate

[College Senate Meetings](#)

[Senate Standing Committees](#)

## From the President

### Budget Session

I am pleased to invite all members of the campus community to an information session on Buffalo State College's budget for fiscal year 2002–2003. Provost and Vice President for Academic Affairs Gary Marotta and Vice President for Finance and Management Stanley Kardonsky will make presentations at this event, which will be held from 12:15 to 1:30 p.m. on Thursday, September 5 in Bulger Communication Center E2.

[back to top](#)



## *From the Provost and Vice President for Academic Affairs*

### Academic Convocation

Please place Academic Convocation on your calendars for Thursday, September 19 at 12:15 p.m. in Rockwell Hall Auditorium. It is our traditional collective reaffirmation of the life of the mind and of our dedication to teaching as we commence a fresh academic year. This year's Bonnie and Vern L. Bullough Academic Convocation Address will be given by Betty L. Siegel, Ph.D., president of Kennesaw State University in Kennesaw, Georgia. Her talk is titled "Inviting Success."

During the ceremony we will recognize the following colleagues:

#### **SUNY Honorary Doctorate of Humane Letters**

- Darlene Clark Hine, John A. Hannah Distinguished Professor of History at Michigan State University, past president of the Organization of American Historians, and president-elect of the Southern Historical Association for 2002–2003

#### **Distinguished Professorships**

- Betty J. Cappella, Chair, Educational Foundations: Distinguished Service Professor
- Francis R. Kowsky, Fine Arts: Distinguished Professor

#### **Chancellor's Awards**

- Michael Johnson, Associate Professor, Modern and Classical Languages: Excellence in Teaching
- Kay Johnson-Gentile, Associate Professor, Elementary Education and Reading: Excellence in Teaching
- Albert F. Riess, Librarian, E. H. Butler Library: Excellence in Librarianship
- Stephanie B. Zuckerman-Aviles, Director, Career Development Center: Excellence in Professional Service

#### **President's Awards**

- Jerry S. Boyes, Director, Intercollegiate Athletics: Excellence in Service to the College
- Susan P. Kendt, Secretary 2, Dean's Office, Arts and Humanities: Excellence in Service to the College
- Therese M. Locher, Assistant Director, Purchasing: Excellence in Service to the College
- Diana M. McNerney, Secretary 1, Art Conservation: Excellence in Service to the College
- James L. Palermo, Professor, Educational Foundations: Excellence in Research, Scholarship, and Creativity
- Thomas J. Reigstad, Professor, English: Excellence in Research, Scholarship, and Creativity

- Zhang Jie, Associate Professor, Sociology: Excellence in Teaching

A reception will be held on the front lawn of Rockwell Hall immediately after the ceremony. All faculty and staff are invited to attend.

[back to top](#)

### SEFA/United Way Campaign

Buffalo State employees are an important part of the Western New York community, and we request your support for the 2002–2003 SEFA/United Way Campaign. I am pleased to invite you to the campaign kickoff on Tuesday, September 10 during Bengal Pause (12:15 to 1:30 p.m.) in the Campbell Student Union Fireside Lounge.

Buffalo State has traditionally been a leader in the SEFA/United Way Campaign because of our caring and generous faculty and staff. This is a particularly difficult time for so many in our community. We hope, therefore, that you will continue the Buffalo State tradition with this year's campaign.

[back to top](#)

### Purchasing Academic Regalia through Payroll Deduction

Annual events at Buffalo State—Academic Convocation, Honors Convocation, and Commencement—afford the opportunity for faculty and staff participation in full academic regalia. These hallmarks of our academic year are special for both internal and external constituencies.

Faculty and staff may purchase academic regalia through a payroll-deduction plan with the Buffalo State College Foundation. Interested members of the campus community should call the Barnes & Noble at Buffalo State Bookstore, ext. 5509, for styles and prices. [Click here](#) for the form to establish payroll deduction.

[back to top](#)

### Nominations for Chancellor's and President's Awards and Distinguished Professorships

I encourage the Buffalo State community to nominate deserving colleagues for Chancellor's, President's, and Distinguished Teaching and Service Awards. A schedule for the receipt of nomination packages follows. Guidelines may be obtained from the Academic Affairs Office, Cleveland Hall 519, ext. 5901.

Nominations with supporting materials for recipients of the Distinguished Teaching Professor or Distinguished Service Professor award, or for the Chancellor's Award for Excellence in Teaching, Professional Service, Librarianship, or Scholarship and Creative Activities must be submitted to the provost, Cleveland Hall 519, by the following dates (the third Monday in



November each year):

November 18, 2002 (academic year 2002–2003)  
November 17, 2003 (academic year 2003–2004)  
November 15, 2004 (academic year 2004–2005)

Nominations with supporting materials for recipients of the President's Award for Excellence in Teaching; Research, Scholarship, and Creativity; Librarianship; Academic Advisement; Service to the College; or the Advancement of Equity and Campus Diversity must be submitted to the provost by the following dates (the first Monday in March each year):

March 3, 2003 (academic year 2002–2003)  
March 1, 2004 (academic year 2003–2004)  
March 7, 2005 (academic year 2004–2005)

[back to top](#)

## Course Cancellations

As we start the fall semester, you are no doubt aware that the college has had to engage in painful budget cuts during the summer. In the coming weeks, in information sessions and at Senate meetings, we will review the full impact of a series of cuts totaling 5 percent of the state operating budget, some \$3.3 million in reductions. We will explain the budget process and the ordering of priorities, and answer your specific questions. I would like to take this opportunity to respond to one question that is being frequently asked: Why were courses canceled so close to the start of classes? The answer has to do with priorities, flexibility, and timing.

In managing the \$1.99 million budget cut in Academic Affairs, we chose to remain committed to the priority of hiring new full-time faculty. This meant extending the time of searches. It was a trade-off between long-term health (more full-time faculty) and short-term pain (abrupt course cancellations). We also remained dependent on retirements to augment the adjunct and temporary faculty salary pool. Hard information on retirements did not arrive until August, since affected faculty were deferring decisions. Thus, by June, all budget cuts had been made in Academic Affairs with the exception of the adjunct/temporary pool. The determination of resource availability for that pool did not become clear until about two weeks before the start of classes, when we had firm numbers on faculty hires and retirements. Quickly, 50 courses were canceled between August 19 and August 26, affecting 494 registrants. The abruptness and dislocations are regrettable. Faculty and professional staff advisers, department chairs, deans—all worked hard to accommodate the affected students. We do not yet know the precise number of students who could not identify alternate courses, though we believe the number is low. We do know, however, that the campus budget is now in balance for the fall term, and we can be proud of the recent progress that this campus has been able to make in many areas. I am particularly excited that we have 36 new, vital, full-time faculty at Buffalo State this semester.

Buffalo State is resilient and collegial, perhaps resilient because it is collegial. The academic administration, indeed the entire administration, is committed to working with the college community during these difficult times. Currently, the deans and associate vice presidents are working with department chairs and directors to identify anticipated expenses and cuts

well in advance of the spring semester.

[back to top](#)

## From the Vice President for Finance and Management

### Telecommunication Updates

#### New 585 Area Code

A new area code, 585, was introduced to the region on November 15, 2001. The new code serves the following counties or portions of these counties that were previously part of the 716 area code: Allegany, Genesee, Livingston, Monroe, Ontario, Orleans, Steuben, Wyoming, and Yates. The following counties and reservations have retained the 716 area code: Cattaraugus, Chautauqua, Erie, and Niagara Counties and the Tonawanda and Oil Springs Indian Reservations.

As of August 17, dialing plans for both area codes are as follows:

- Local telephone numbers within the area code (716 to 716 or 585 to 585) continue to consist of seven digits.
- Local telephone numbers across area code boundaries (716 to 585 or 585 to 716) consist of 11 digits: 1 + area code + telephone number.
- Long-distance numbers continue to consist of 11 digits: 1 + area code + telephone number. The new area code does not affect rates. A local call is a local call, regardless of the number of digits dialed.

#### Cellular Phone Law

New York State law prohibits the use of handheld cellular phones while driving. Buffalo State requires its employees to comply with this directive.

[back to top](#)

## From the Senior Adviser to the President for Equity and Campus Diversity

### College Policy on Religious Discrimination

The college does not discriminate against employees, applicants for employment, or students based on religion or national origin.



The following policy statement appears in the college catalog:

### Students Unable to Attend Classes on Certain Days Because of Religious Beliefs

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register for or attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days, shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination or study or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said student such equivalent opportunity.
4. If registration, classes, examinations, or study or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, or study or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, or study or work requirements held on other days.

[back to top](#)

5. In effectuating the provisions of the education law, it is expected that faculty and administrative officials will exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student for availing himself or herself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
7. The term "religious beliefs" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes that is not disqualified for tax exemption under Section 501 of the United States Code.
8. At Buffalo State College, we sharpen the mandate of the state and endorse the policy that the administering of evaluative examinations on Rosh Hashanah, Yom Kippur, and Good Friday will not be permitted.

[back to top](#)

According to the American Jewish Committee, every Jewish holy day begins sunset the previous day. There are three major branches within Judaism—Or Conservative, and Reform—each with its own degree of observance regarding and school on holy days. As a result, the number of days for which a holy day be observed varies from person to person depending on his or her level of religious observance. Students and staff observing the Jewish faith will probably be absent from school or work for the following holy days during 2002–2003:

### Rosh Hashanah Jewish New Year

Friday evening, September 6, 2002  
Saturday, September 7, 2002  
Sunday, September 8, 2002

### Yom Kippur Day of Atonement

Sunday evening, September 15, 2002  
Monday, September 16, 2002

### Passover

### Seder

Wednesday evening, April 16, 2003  
Thursday, April 17, 2003

[back to top](#)

### Project Success: First Friday Dialogs for Disabilities

Project Success, a federally funded project to ensure that students with disabilities receive a quality higher education, will hold a series of information sessions for faculty and staff on the first Friday of each month during the academic year. These sessions will be informal and are designed to assist faculty and staff in meeting the needs of students with disabilities.

The first session, "Understanding Documentation and Accommodation," will be at noon September 6 in Cleveland Hall 418. See the [August 22 issue](#) of the *E* for more details. Call Peggy Bristol, Project Success coordinator, at ext. 3515 Wednesday, September 4 to reserve lunch.

[back to top](#)

### Project Success: Preparing Students with Disabilities for the Transition from College to the Workforce

Faculty and staff have received invitations to the Project Success special one workshop "Preparing Students with Disabilities for the Transition from College to the Workforce," which begins at 8:00 a.m. Friday, October 18 in Rockwell Hall Auditorium. Colleagues from across the state have been invited to attend. The session is filling fast. Faculty and staff should return their registration forms as soon as possible. For more information or registration forms, call Peggy Bristol, Project Success coordinator, at ext. 3515.

[back to top](#)



## From the Chair of the College Senate

### College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the fall 2002 semester:

September 20  
October 18  
November 8  
December 13

[back to top](#)

### Senate Standing Committees

The College Senate always needs faculty and staff representation on its standing committees. Below are the names of committees and brief descriptions of their basic missions. If you wish to serve on a committee for the 2002-2003 academic year, please [print this form](#) and return it to the College Senate Office, Cleveland Hall 211.

#### Academic Plan

Assumes leadership in the intermediate- and long-range planning of the overall academic function of the college. Areas include the mission of the college, master plan, regionalism, enrollment projections, and accreditation.

#### Academic Services

Recommends policies designed to make academic support services more useful and available to academic programs.

#### Budget and Staff Allocation

Gathers, analyzes, and recommends criteria for all data and policies needed to determine budget and staff allocations.

#### Bylaws and Elections

Conducts necessary elections provided for in the bylaws to ensure proper representation on the College Senate. Recommends changes in the bylaws designed to facilitate the democratic governance of the college.

#### Curriculum

Receives, reviews, and recommends approval or nonapproval of all courses and programs offered by the college, consistent with Senate policies and procedures.

[back to top](#)

#### Instruction and Research

Concerns itself with aspects of policy that relate to the improvement of instruction and the development of services and resources necessary to carry out or enhance instruction and research.

#### International Education

Develops the content of overseas academic and faculty exchange programs

and makes recommendations regarding admission of and services to foreign students attending Buffalo State.

#### Professional Welfare

Responsible for matters concerning faculty and staff welfare and well-being.

#### Standards for Students

Reviews and recommends policies dealing with student admission, readmission, retention, and probation, as well as with graduation standards for undergraduate and graduate students.

#### Student Welfare

Examines matters and recommends policy concerning aspects of student life.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

## From the Vice President for Finance and Management

### Appointment Interim Chief of University Police

I am pleased to announce the appointment of Roger A. Williams as the interim chief of University Police. Mr. Williams has been with the Buffalo State Police for over 10 years and has held various positions of increasing responsibility. He is a highly motivated and dedicated individual who has been instrumental in the success of the Buffalo State Police. Mr. Williams will be assuming his duties as the interim chief of University Police on September 1, 2002. He will be reporting to the Vice President for Finance and Management. Mr. Williams is a graduate of the Buffalo State Police Academy and has been a member of the Buffalo State Police for over 10 years. He is a highly motivated and dedicated individual who has been instrumental in the success of the Buffalo State Police. Mr. Williams will be assuming his duties as the interim chief of University Police on September 1, 2002. He will be reporting to the Vice President for Finance and Management.

### CSEA Skills for Success Courses

The New York State and CSEA Partnership for Education and Training offers job-related training to enhance career development. Courses are open to all CSEA member employees (administrative, operational, and institutional) and to non-member employees (educational and institutional).



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[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
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announcements

# Bulletin

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 3  
September 5, 2002

## In this issue:

### From the Vice President for Finance and Management

Appointment: Interim Chief of University Police  
CSEA Skills for Success Courses  
NYS Flex Spending Account Open Enrollment

### From the Vice President for Student Affairs

September 11 Memorial  
2002–2003 Auxiliary Services Grants  
Athletics Hall of Fame Induction Ceremony  
Daniel Walker Cross-Country Memorial Invitational  
Athletic Events

### From the Senior Adviser to the President for Equity and Campus Diversity

College Policy on Sexual Harassment

## From the Vice President for Finance and Management

### Appointment: Interim Chief of University Police

I am pleased to announce the appointment of Roger R. Wisniewski as interim chief of University Police, effective September 1. Wisniewski has been employed with the Buffalo State University Police Department since 1972. He began his career at the college as a public safety officer 2 and, from 1980 to 1998, served as a lieutenant. Wisniewski has been deputy chief of University Police since 1998. His experience and leadership will serve the department and the college well.

[back to top](#)

### CSEA Skills for Success Courses

The New York State and CSEA Partnership for Education and Training offers job-related training to enhance career development. Courses are open to all CSEA-represented employees (administrative, operational, and institutional) and to secretarial employees designated as



management/confidential. The following courses will be offered in early fall. Skills for Success catalogs will be mailed shortly. Courses are generally held from 8:30 a.m. to 4:00 p.m.

- Roswell Park Cancer Institute, Elm and Carlton Streets, Buffalo**
  - Fundamentals of Writing: Mastering the Basics—Tuesdays, September 10, 17, and 24
  - Emergency First Aid/CPR—Monday, October 7
- West Seneca Developmental Center**
  - Working with the Contract: Front-Line Labor/Management Skills—Tuesday, September 24
- Batavia (location to be announced)**
  - Catching Errors: A Proofreader's Guide—Thursday, October 3
  - Intermediate Math: A Skills Builder—Monday and Tuesday, October 7 and 8

Fliers and application forms are available from the following:

- Human Resource Management Office, Cleveland Hall 410, ext. 4821
- Donna Shaffer, CSEA representative, Bishop Hall 210, ext. 6008
- Information Desk, Campbell Student Union, ext. 6511

[back to top](#)

## NYS Flex Spending Account Open Enrollment

Open enrollment for the 2003 New York State Flex Spending Account is September 16–November 15. The account offers two benefits: the Health Care Spending Account (HCSAccount) and the Dependent Care Advantage Account (DCAAccount).

The HCSAccount allows employees to set aside from \$150 to \$3,000 annually in pretax salary to pay for health-related expenses not reimbursed by health insurance. The DCAAccount allows employees to set aside up to \$5,000 annually for child-care, elder-care, or other dependent-care expenses on a pretax basis. Employees may be eligible for contributions of up to \$600 to DCAAccounts from New York State. A brochure describing these programs will be distributed with the September 11 paychecks.

Participants now enrolled in the HCSAccount or DCAAccount must **reenroll** to continue benefits in 2003. Reenrollment instructions will be sent directly from the Fringe Benefits Management Company.

Apply online at [www.flexspend.state.ny.us](http://www.flexspend.state.ny.us) or call the Flex Spending Account hotline at (800) 358-7202. Call the Human Resource Management Office at ext. 4821 with questions.

[back to top](#)

## From the Vice President for Student Affairs

### September 11 Memorial

The campus community is invited to a garden-dedication ceremony in remembrance of those who lost their lives on September 11, 2001. The ceremony, "Lest We Forget: Remembrance and Reflection, a September 11 Observation," will be held at 8:30 a.m. Wednesday, September 11 on the south side of Moot Hall (Rockwell Road).

The campus will observe three moments of silence—at 8:46 a.m., 9:03 a.m., and 9:59 a.m.—before the campus bells toll at 10:29 a.m.

This event is cosponsored by Campus Services, the Coalition Building Team, the Equity and Campus Diversity Office, and Residence Life.

[back to top](#)

### 2002–2003 Auxiliary Services Grants

The Auxiliary Services Grant Allocation Committee is accepting applications for funding of programs for the 2002–2003 academic year. Proposals are due by the close of business Friday, September 20. Proposed programs and events should support the mission of the college and contribute to the following strategic directions:

- To strengthen the academic program and all student support services to promote success in teaching and learning.
- To increase the recruitment, retention, and graduation of a diverse population of students.
- To create a nurturing environment for a diverse campus community.

Programs and events funded must be open to all students, faculty, and staff at Buffalo State and result in a direct educational experience. All Buffalo State students, faculty, and staff are eligible to apply. Application packets are available in the Vice President for Student Affairs Office, Cleveland Hall 513; the United Students Government Office, Campbell Student Union 401; the Student Life Office, Campbell Student Union 400; and the Campbell Student Union Information Desk.

[back to top](#)

### Athletics Hall of Fame Induction Ceremony

The 18th annual Buffalo State Athletics Hall of Fame Induction Ceremony will be held Saturday, September 28. A cash-bar cocktail reception from 4:30 to 5:15 p.m. in the Hall of Fame lobby of the Sports Arena precedes the formal induction of new members at 5:30 p.m.



The cost is \$15 per person. Please make reservations through Gail F. Maloney, senior associate director of athletics, at ext. 6515.

This year's inductees are Dextan Dixon ('90, track, cross-country), Mark Valvo ('93, football), Arlene Eagan ('02, basketball), John Groover ('02, basketball), Tracy Bacon ('97, football), and honorary member Irving Cowle ('42, basketball, soccer, swimming).

[back to top](#)

### Daniel Walker Cross-Country Memorial Invitational

The Daniel Walker Cross-Country Memorial Invitational will be held at 11:00 a.m. Saturday, September 7 in Beaver Island State Park on Grand Island. The race is named for former Buffalo State athlete Daniel Walker, a three-year letterman and captain of the men's cross-country team, who passed away after a one-year struggle with cancer. Perhaps the biggest college cross-country meet in Western New York, the event brings together more than 250 athletes from 12 to 15 colleges across New York, Pennsylvania, Ohio, and Canada. The race spans a course of trails, grass, and woodland along the scenic Niagara River.

[back to top](#)

### Athletic Events

#### Cross-Country

[Daniel Walker Memorial Invitational](#)

Saturday, September 7

11:00 a.m.

Beaver Island State Park, Grand Island

#### Tennis

Buffalo State vs. Fredonia

Tuesday, September 10

3:30 p.m.

Tennis courts

#### Women's Soccer

Wednesday, September 11

Buffalo State vs. R.I.T.

4:00 p.m.

Coyer Field

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

### College Policy on Sexual Harassment

#### I. Rationale

The U.S. Equal Employment Opportunity Commission (EEOC) has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment (29 CFR 1604.11). Sexual harassment is defined in these guidelines as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment is an affront to human dignity and will not be tolerated at Buffalo State College. As an educational institution, it will not condone or tolerate any verbal or physical conduct that would constitute sexual harassment of any member of the college or campus community. Buffalo State is committed to the intellectual, personal, and professional growth of its students, faculty, and staff. The goal of the college is to inspire a lifelong passion for learning and to empower a diverse population of students to succeed as citizens within a challenging world. The college is dedicated to excellence in teaching and scholarship, cultural enrichment, and service in order to enhance the quality of life in Buffalo and the larger community. Actions by members of the college community that harm this atmosphere undermine and hinder the educational mission.

Sexual harassment is particularly serious when it threatens the relationship between faculty and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in the faculty member or supervisor's position. The college will not tolerate behavior that creates an unacceptable working or educational environment between or among members of the college community.

#### II. Policy

It is the policy of Buffalo State to provide an employment and educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication, constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

[back to top](#)

#### III. Implementation

It shall be a violation of college policy for anyone who is in a position of authority to recommend or take personnel actions affecting an employee, or who is otherwise authorized to transact business or perform acts or services on behalf of the college, to

- make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either implicitly or explicitly



recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect the employment or education of any member of the college community;

- recommend, impose, grant, withhold, or refuse to take any personnel or other action consistent with his or her duties and responsibilities because of sexual favors or as a reprisal against an employee or other member of the college community who has rejected or reported sexual advances;
- disregard or fail to investigate allegations of sexual harassment, whether reported by the employee or a member of the college community who is the subject of, or witness to, the alleged harassment, and to fail to take immediate corrective action in the event misconduct has occurred.

It also shall be a violation of this policy for any member of the college community to abuse another through conduct or communication of a sexual nature and constituting sexual harassment as defined in Section II above. Whenever such misconduct exists, prompt and corrective action consistent with the disciplinary provisions of the college policy is required.

Whenever there is an abuse of authority or neglect of responsibility, the supervisor or other responsible individual is required to take prompt and corrective action consistent with the disciplinary provisions of the college policy.

The violation of this policy can result in discipline and discharge for employees, and such penalties, sanctions, and impositions against other individuals or parties as may be available to the college, given the nature of the contractual or business relationship that may be established with such parties or individuals.

[back to top](#)

#### A. Grievance Procedures

Employees or other individuals who feel aggrieved because of sexual harassment have several ways to make their concerns known:

- Aggrieved persons who feel comfortable doing so should directly inform the person engaging in discrimination, conduct, or communication that such conduct or communication is offensive and must stop.
- Aggrieved individuals who do not wish to communicate directly with the offending party, or if direct communication with the offending party has been unavailing, shall contact the offending party's immediate supervisor and/or the officer responsible for affirmative action for counseling and assistance.
- Aggrieved persons alleging either sexual harassment by someone with supervisory authority or failure by a supervisor to take immediate action on the complaint may file a formal grievance in accordance with the provisions of the appropriate grievance procedure.

All formal complaints of sexual harassment will be handled by the Buffalo State College Grievance Procedure for the Review of Allegations of Unlawful Discrimination. The procedure has specific timetables and processes for filing and adjudicating complaints. A copy of the procedure is available through the vice presidents, the deans, and the Equity and Campus Diversity Office.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant, nor will it affect such person's future employment, education, compensation, or work assignments.

[back to top](#)

#### B. Responsibility of Management

All levels of management have a special responsibility for implementation of this policy. If behavior is observed that violates this policy, the person observing such behavior shall bring the matter to the attention of the supervisor responsible for that area and the officer responsible for affirmative action. If an employee or other individual files a complaint, the management representative with whom the complaint is filed shall inform the complainant of his or her right under this policy and attempt corrective action. When a problem is beyond the capability of such representative to effectively correct the action, the matter shall be referred to the officer responsible for affirmative action.

In all cases, and regardless of the individual's remedial measures, the management representative to whom the written complaint has been referred shall provide the officer responsible for affirmative action with a complete written report of each complaint.

#### Written Report

This report must be submitted within 10 days of the date the complaint was first filed with the management representative. Such report shall minimally include:

- Date of receipt of written complaint;
- Identification of complainant;
- Identification of the party or parties and the actions complained of, including all relevant background facts and circumstances;
- A statement detailing the scope of the investigation that had been undertaken and the results thereof;
- A statement of corrective measures pursued, the date such measures were undertaken, and the results achieved.

[back to top](#)

#### Education and Training

Sexual harassment may range from sexual innuendoes made at inappropriate times, perhaps in the guise of humor, to coercion of sexual relations. Harassment at its extreme occurs when a person in control, influence, or position to affect another person's job or career uses his or her authority and power to coerce the other person into sexual relations or to punish such person's refusal. It may include

- verbal harassment or abuse;
- subtle pressure for sexual activity;
- persistent remarks about another person's clothing, body, or sexual activities;
- unnecessary touching, patting, or pinching;
- constant brushing against another person's body;
- demanding sexual favors accompanied by implied or overt threats concerning one's job, letters of recommendation, etc.;



- physical assault.

Because sexual harassment is tied so closely to learned role models, it is necessary for men and women to learn more about this issue and the means for addressing problems as they arise. The college sponsors educational workshops on the subject of sexual harassment. Attendance at one of these programs or an approved substitution is mandatory for all persons in supervisory or executive capacities. Each is also encouraged to hold educational workshops and otherwise seek to sensitize persons within their areas of responsibility about the importance of providing an employment and business environment free of sexual harassment. Although there are various approaches one may take to offset potential problems, several measures are recommended:

- Encourage internal complaints. Express disapproval of harassment and inform employees of their right to file complaints under college policy;
- Assure that all supervisors are aware of their responsibilities, college policy, the law, and potential liabilities when violations occur;
- Regard each claim of sexual harassment as being serious and investigate immediately;
- Sensitize all employees to the issue and the ramifications of sexual harassment.

### C. Special Assistance

It is expected that questions may arise concerning the interpretation of prohibitions against sexual harassment, grievance procedures, methods and procedures to be followed in the investigation of complaints, and appropriateness of specific solutions in disposition of complaints. For assistance in these matters, contact Dolores E. Battle, Equity and Campus Diversity Office, Cleveland Hall 415, ext. 6210.

Other college policies related to equity and campus diversity can be found at [www.buffalostate.edu/offices/equity/contents.html](http://www.buffalostate.edu/offices/equity/contents.html).

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Buffalo State  
State University of New York

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# Bulletin

[Past Issues](#)

[Search the Bulletin](#)

[Bulletin Home](#)

## About the Bulletin

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002-2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [colrel@buffalostate.edu](mailto:colrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)



Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 4  
September 12, 2002

## In this issue:

- From the President
  - College Council Meeting
  - Promotions
  - Distance Education Policy
- From the Provost and Vice President for Academic Affairs
  - 2003 Summer School Schedule
  - Faculty Incentive Grants
- From the Vice President for Finance and Management
  - Retiree Earnings Limitations
  - Fire Evacuation Drills
- From the Vice President for Student Affairs
  - Graduate School Fair
  - Anonymous HIV Testing
- From the Senior Adviser to the President for Equity and Campus Diversity
  - College Policy on Consensual Sexual and Amorous Relations
- From the Chair of the College Senate
  - College Senate Meetings
  - Curricular Item
  - Senate Standing Committees

## From the President

### College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Wednesday, September 25 in Cleveland Hall 517.

### Agenda

1. Call to Order
2. Action Items
  - Approval of Minutes: May 8, 2002
  - Approval of Annual Report
3. Council Chair's Report
4. President's Report
5. Reports by College Council Committees



Facilities Development  
Governmental Relations/Advocacy  
Student Affairs

6. Announcements
7. Adjournment

[back to top](#)

## Promotions

Upon completion of the review procedures at the department, dean, and vice presidential levels, I am pleased to announce the following promotions:

Promotion to *associate professor*, effective September 1, 2002:

Felix L. Armfield, History and Social Studies Education  
Christopher B. Aviles, Social Work  
John T. Favata, Computer Information Systems  
Scott L. Johnson, Criminal Justice  
Michaelene M. Meger, Exceptional Education  
Nanci M. Monaco, Educational Foundations  
Pamela Schuetze-Pizarro, Psychology  
John F. Siskar, Art Education  
Lori L. Till, Hospitality and Tourism

### *Continuing appointment:*

Marion Fox Barnett, Elementary Education and Reading  
Nancy A. Chicola, Elementary Education and Reading

Promotion to *associate librarian*, effective September 1, 2002, with  
*continuing appointment* August 22, 2003:  
Maureen Lindstrom, E. H. Butler Library

## Appeals

Negative decisions on promotions may be appealed. Appeals are probably best suited to instances in which an individual believes that his or her case was misunderstood or inadequately advocated. If an appeal seems warranted, the president should be notified in writing of the intent to appeal by Thursday, September 19.

[back to top](#)

## Distance Education Policy

I accept the recommendation of the College Senate and authorize implementation of the Distance Education Policy as follows:

**Report of the College Senate Instruction and Research Committee  
concerning a Policy Statement for Distance Education at the State  
University College of New York at Buffalo**  
December 4, 2001

### Preamble

It is recognized that the offering of distance education courses/programs has the potential to significantly affect this institution's student population,

curriculum, and modes as well as venue of instruction. While the technologies involved in distance education are constantly changing, for the purpose of this document it is sufficient to recognize that their use takes three broad forms. In one case, distance education technology is utilized for providing course information, but the course otherwise remains fundamentally unchanged from the traditional format. Alternatively, the use of distance education technology can fundamentally alter the course. For instance, this might include online interactivity with the class. Another form would be a course that is entirely offered via the Web. The current recommendations are designed to apply to either form of distance education.

[back to top](#)

## I. Academic Standards

- A. All courses offered through distance education formats must meet the academic quality standards set by the SUNY College at Buffalo. No fundamental distinction exists between the review and approval processes for traditional and distance education courses.
- B. Course enrollments for distance education classes will be determined in the same manner that enrollments in traditional classes are approved.

## II. Rights and Responsibilities of the University and Faculty and Students

- A. Policies in place for issues such as establishing class size, evaluating staff, and making assignments apply to courses taught in a distance education format and do not need to be altered simply based on the technology associated with the instruction. However, until distance education is more widely practiced at Buffalo State, tenure and other reviews of faculty/staff with extensive involvement in distance education will include input from individuals with distance learning expertise to the extent practicable.
- B. Academic and professional employees will be provided with opportunities to learn the technology necessary to conduct distance education courses they are asked to teach.
- C. All offering of distance education courses will be determined in the same manner as on-campus courses.
- D. Course-related materials, including but not limited to computer files, data, disks, electronic mail, and local area network communication, for distance education classes should be as confidential as the medium allows consistent with appropriate student access and SUNY and state policy.
- E. It is understood that faculty members will continue to create traditionally expected course-related materials, such as syllabi, assignments, and tests, for students in their program or department regardless of the method of dissemination, and use of such materials in classroom/instruction will be without the expectation of royalty payments (refer to the section dealing with intellectual property rights).



- F. If a specific technology is needed for a course, students must be informed in the class schedule of hardware requirements, software requirements, and the prerequisite level of computer expertise necessary.
- G. Students can expect to receive adequate, personal, and timely interaction with faculty members and, where appropriate, fellow students in distance education courses.
- H. Students in residence at Buffalo State who are required to take distance education courses are provided with campus-based Internet access. Students taking courses at a distance are expected to have their own Internet access.

(Please note: Section III was approved by the Senate on October 20, 2000; only minor word changes have been made in this revision)

[back to top](#)

### III. Specific Rights and Responsibilities Related to Intellectual Property and Copyright of Distance Learning Course Materials at Buffalo State College

#### A. Overview

All copyrights to any works (including intellectual creations stored on printed page, videotape, CD-ROM, or any other medium) produced by academic or professional employees will be assigned using the definitions of and according to the Policies of the Board of Trustees of the State University of New York.

#### B. Clarifications

1. Except as limited below in paragraphs III B2 and B3, it is understood that intellectual property created by a faculty member or professional employee will remain the property of the faculty member or professional employee for perpetuity or so long as the law allows. Thus,
  - a. Any rebroadcast or redistribution of materials developed by academic or professional employees will require permission from the individuals who created the materials.
  - b. A distance education course, like any other course, is the intellectual property of the faculty member who creates it, and the use of such property is contingent upon gaining the permission of the individual who created the course.
  - c. Permission to revise or use recorded distance education classes and related materials can be granted only by the instructor responsible for its production.
  - d. Where two or more individuals are involved in the planning, design, or composition of a distance education

course, it is recommended that the parties involved assign ownership through contractual agreement.

2. The college is the sole owner of intellectual property when it expressly directs a faculty member or professional employee to create a specified work, or the work is created as a specific requirement of employment, such as might be included in a written job description.
3. The college and the faculty member or professional employee are joint owners of intellectual property when the college has contributed support and/or facilities that go beyond what is traditionally provided. Such arrangements should be clarified through contractual agreement.

[back to top](#)

### IV. Resources

Distance education resources will be adequate to meet external accreditation standards. More specifically, Buffalo State will, within the available budget:

- A. Provide academic and professional employees with appropriate instructional technologies for distance education classes.
- B. Provide instructors with needed supplies as well as clerical, technical, instructional design, computing, multimedia, and library support services.
- C. Implement a series of development activities for academic and professional employees to encourage them to examine educational possibilities in distance learning and to receive training in the use of various technologies. The purpose of the activities is to improve teaching effectiveness and competence and increase employees' comfort level with the pedagogy and technology of distance education.
- D. Provide distance education students with access to appropriate library resources, technological assistance, and student support services.

[back to top](#)

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*From the Provost  
and Vice President  
for Academic Affairs*



## 2003 Summer School Schedule

To accommodate local schoolteacher contract dates, an adjustment must be made to Session B of the 2003 summer schedule. Undergraduate courses and evening graduate courses will be scheduled for four weeks, from June 23 to July 19. Graduate day courses will start one week later and run for three weeks, from June 30 to July 19. When departments submit their courses to STARS, faculty members teaching in the three-week period must ensure that their classes are scheduled for the appropriate number of contact hours (37.5 hrs. = 3 credit course). The complete 2003 summer schedule is as follows:

Registration	April 14 and 15
Session A (four weeks)	May 27–June 21
Session B (four weeks)	June 23–July 19
Graduate day courses (three weeks)	June 30–July 19
Session C (three weeks)	July 21–August 9

For more information about the summer session schedule, contact Richard Podemski, dean of Graduate Studies and Research, or the associate dean in your faculty area.

[back to top](#)

## Faculty Incentive Grants

The associate vice president for undergraduate studies announces faculty incentive grants of up to \$1,000 each to support research, scholarship, and creativity at Buffalo State College. The 2002–2003 Provost Grants for Faculty Research, Scholarship, and Creativity will provide tenured and tenure-track faculty with funding to assist with travel, research, exhibits, and other scholarly activities.

Applications are available at the E. H. Butler Library reference desk. Applications for spring 2003 must be received in the Provost's Office, Cleveland Hall 519, by Friday, November 15.

Funds have been provided by the Continuing Faculty Development Fund through Continuing Education and the Faculty-Staff Development Fund of the Buffalo State College Foundation.

For more information, contact Wanda M. Davis, associate vice president for undergraduate studies, at [daviswm@buffalostate.edu](mailto:daviswm@buffalostate.edu).

[back to top](#)

## From the Vice President for Finance and Management

### Retiree Earnings Limitations

The governor has signed legislation increasing to \$25,000 the amount New York State public retirees may earn at state agencies under Section 212 of the Retirement and Social Security Law. The new law takes effect January 1, 2003. He also signed a companion piece of legislation that reduces from 70 to 65 the age at which a retiree may have unlimited earnings under Section 212. This change is effective immediately. Therefore, a retiree who is 65 or who reaches age 65 in 2002 is not subject to earnings limits this year. For more information, call Eileen Marino, employee benefits administrator, at ext. 4821.

[back to top](#)

### Fire Evacuation Drills

In compliance with New York State Education Law, Section 807, fire evacuation drills will be held in various campus buildings September 23–27. Department heads and faculty chairs are responsible for the complete evacuation of areas under their control.

#### Procedure for occupants:

1. When alarm sounds, proceed by the most direct means, in keeping with equitable distribution of traffic, to the nearest exit and stand at least 25 yards outside the building.
2. Leave lights on.
3. Close all doors.
4. Turn off room fans; leave hood fans on.
5. Turn off all electrical and gas appliances.
6. Close doors to corridors; in the event of actual fire, leave doors in immediate areas unlocked.
7. Reenter building when "all clear" is announced by authorized personnel.

#### Exceptions to evacuation during drills only:

1. Those involved in critical experiments or lab processes that cannot be left unattended may remain in the building.
2. Those using wheelchairs or crutches may remain in the building; however, one able-bodied person who is responsible for said persons also is required to remain should evacuation become necessary.

A minimum amount of extra time is needed during drills to examine all fire-safety equipment for proper operation.

Call David N. Miller, director of environmental health and safety, at ext. 6113, with questions.

[back to top](#)



## *From the Vice President for Student Affairs*

### Graduate School Fair

The Career Development Center is proud to sponsor Buffalo State's 13th annual Graduate School Fair from 11:00 a.m. to 2:00 p.m. Thursday, September 26 in the Campbell Student Union Social Hall.

Representatives from more than 50 local, national, and international graduate and professional school programs will share information about graduate-level educational opportunities. All students are welcome.

For more information and a list of participating schools, call the Career Development Center at ext. 5811 or visit [www.buffalostate.edu/offices/cdc](http://www.buffalostate.edu/offices/cdc).

[back to top](#)

### Anonymous HIV Testing

Staff from the New York State Department of Health will offer free, anonymous HIV testing to students, faculty, and staff on Thursday, October 3 in the Weigel Health Center.

Call ext. 6715 to schedule an appointment. No names or personal identification will be used or recorded.

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

### College Policy on Consensual Sexual and Amorous Relations

Students should be free to develop relationships that supplement formal classroom instruction, and employees should be free to develop friendships and engage in social contact with supervisors and fellow employees. In most cases, social interaction among supervisors and employees, between fellow employees, and among faculty and staff members and students will benefit the entire academic community by promoting the interchange of ideas,

building mutual trust and respect, facilitating communication, and reducing misunderstandings.

However, when a person in a position of power and authority abuses or appears to abuse that position, mutual trust and respect are lost, and the academic environment suffers. Buffalo State faculty, staff members, and supervisors exercise power and authority over Buffalo State students and over employees for whom they have current or potential evaluative, supervisory, instructional, or other professional responsibility. This inherent power imbalance makes consent within any sexual or amorous relationship between a supervisor and employee or between a faculty or staff member and student suspect, and may impede the real or perceived freedom of the student or employee to thereafter terminate or otherwise alter the relationship. The relationship may create real or apparent impropriety, loss of objectivity, and a conflict of interest in any evaluative, supervisory, instructional, or other professional role that the faculty or staff member may have or may develop in relation to the student or employee, and may expose the individual faculty or staff member, as well as the college, to possible legal charges and liability.

[back to top](#)

Therefore, to avoid the breakdown of mutual trust and respect that may result within the academic community from such relationships, it is the policy of Buffalo State College that:

- Commencement, upon either person's initiative, of a sexual or amorous relationship between a Buffalo State College faculty or staff member and a student with respect to whom such faculty or staff member has current professional responsibility shall be prohibited. Any Buffalo State faculty or staff member who, nevertheless, engages in such a relationship shall be required to remove himself or herself from any evaluation of the student and from any activity or decision that may, or may appear to, reward, penalize, or otherwise affect the student or student employee, and to otherwise take appropriate action to minimize any potential preferential or adverse consequences to the student or to other members of the college community. It also shall be the responsibility of the administrative head of the faculty or staff member's academic or administrative unit, if he or she is aware or is made aware of the relationship, to ensure that the foregoing steps are taken.
- In addition, any faculty or staff member who engages in a sexual or amorous relationship with a student or student employee shall be subject to counseling, reprimand, probation, suspension, discharge, or other action consistent with applicable collective bargaining agreements, contracts, and procedures.
- A student shall not be subject to sanction for such a relationship. A student employee may be transferred from his or her position to a similar position, without demotion or other adverse effect on the benefits, terms, or conditions of employment, and alternative arrangements may be made, if feasible, to prevent interference with educational opportunities that give the faculty or staff member current professional responsibility for the student.
- If such a relationship exists or existed before any current professional responsibility arose for the faculty or staff member in relation to the



student, the faculty or staff member shall be prohibited from thereafter undertaking professional responsibility for the student with whom he or she has or has had a sexual or amorous relationship. In no case, however, shall such prohibition result in a demotion or otherwise adversely affect the benefits, terms, or conditions of employment. In the case of the student, reasonable alternative arrangements shall be made, if feasible, to prevent interference with educational opportunities.

[back to top](#)

- Sexual or amorous relationships between faculty or staff members and students to whom the faculty or staff members do not have current professional responsibilities are strongly discouraged.
- Sexual or amorous relationships between supervisors and non-student employees to whom the supervisors have current or reasonable foreseeable professional responsibilities are strongly discouraged. Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor (and his or her supervisor) to remove himself or herself from any evaluation of the employee, and from any activity or decision that may, or may appear to, reward, penalize, or otherwise affect the employee, and to otherwise take appropriate action to minimize any potential preferential or adverse consequences to the employee or to other members of the college community. An employee shall not be subject to sanction for such a relationship, but may be removed or transferred from a position (without demotion or adverse effect on the employee's benefits, terms, or conditions of employment) that gives the supervisor the power to evaluate, reward, penalize, or otherwise affect the employee.
- If a student or employee makes a complaint of sexual harassment against a faculty or staff member or supervisor that arises from a sexual or amorous relationship between the faculty or staff member and the student or employee, the faculty or staff member or supervisor charged with sexual harassment shall have the burden of proving by preponderance of evidence that the relationship was entirely consensual and uninfluenced by the faculty or staff member's or supervisor's professional relationship with the complainant. If a sexual harassment complaint is made by a third person with respect to the sexual or amorous relationship of a faculty member or supervisor to a student or employee, consent to the relationship between the faculty member or supervisor and the student or employee shall not constitute a defense to the third person's complaint, insofar as the allegations concerning the relationship between the faculty member or supervisor and student or employee support the complaint of the third person.

#### Grievance Procedure

- This policy should be enforced consistently but with a high degree of flexibility and discretion, with minimal intrusion upon the personal privacy of the participants and with initial reliance upon confidential counseling with an appropriate professional. Any decision to impose sanctions should be made in light of the policy considerations set forth above as they apply to the particular circumstances being considered.

- Any person may make an inquiry or request for consultation to the Equity and Campus Diversity Office concerning an alleged violation of this policy, and any person may file a complaint alleging a violation of this policy with the Equity and Campus Diversity Office, pursuant to the Buffalo State College Grievance Procedure for Review of Allegations of Discrimination.

Other college policies related to equity and campus diversity can be found at [www.buffalostate.edu/offices/equity/contents.html](http://www.buffalostate.edu/offices/equity/contents.html).

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the fall 2002 semester:

September 20  
October 18  
November 8  
December 13

[back to top](#)

### Curricular Item

The following course proposal has been received by the Senate chair and will be forwarded to the Curriculum Committee for review:

**PLN 401 Comprehensive Planning Principles.** Prerequisites: Introduction to Community Planning (PLN 315) and junior or senior status. Explores the overarching role of comprehensive planning as it influences future patterns of municipal land use in both natural and constructed environments. Students learn techniques for identifying primary issues and reaching consensus on goals and objectives for future physical development patterns within a community. The process of preparing a master plan is detailed, and students recognize basic comprehensive plan content and procedures for adoption.

[back to top](#)

### Senate Standing Committees

The College Senate always needs faculty and staff representation on its



standing committees. Below are the names of committees and brief descriptions of their basic missions. If you wish to serve on a committee for the 2002–2003 academic year, please print this form and return it to the College Senate Office, Cleveland Hall 211.

#### Academic Plan

Assumes leadership in the intermediate- and long-range planning of the overall academic function of the college. Areas include the mission of the college, master plan, regionalism, enrollment projections, and accreditation.

#### Academic Services

Recommends policies designed to make academic support services more useful and available to academic programs.

#### Budget and Staff Allocation

Gathers, analyzes, and recommends criteria for all data and policies needed to determine budget and staff allocations.

#### Bylaws and Elections

Conducts necessary elections provided for in the bylaws to ensure proper representation on the College Senate. Recommends changes in the bylaws designed to facilitate the democratic governance of the college.

#### Curriculum

Receives, reviews, and recommends approval or nonapproval of all courses and programs offered by the college, consistent with Senate policies and procedures.

[back to top](#)

#### Instruction and Research

Concerns itself with aspects of policy that relate to the improvement of instruction and the development of services and resources necessary to carry out or enhance instruction and research.

#### International Education

Develops the content of overseas academic and faculty exchange programs and makes recommendations regarding admission of and services to foreign students attending Buffalo State.

#### Professional Welfare

Responsible for matters concerning faculty and staff welfare and well-being.

#### Standards for Students

Reviews and recommends policies dealing with student admission, readmission, retention, and probation, as well as with graduation standards for undergraduate and graduate students.

#### Student Welfare

Examines matters and recommends policy concerning aspects of student life.

[back to top](#)

Buffalo State  
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announcements

# Bulletin

Past Issues

Search the *Bulletin*

[Bulletin Home](#)

## About the *Bulletin*

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002–2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)



Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 5  
September 19, 2002

## In this issue:

- From the President
  - Strategic Plan
- From the Provost and Vice President for Academic Affairs
  - Middle States Evaluation Team Visit
  - Campus House Grand Opening
- From the Vice President for Finance and Management
  - Policy on the Use of Electronic Resources
  - Political Activities Involving State Employees
  - Alcohol- and Drug-Free Workplace Policy
  - Internal Control Standards
- From the Vice President Institutional Advancement and Development
  - Young Alumnus Achievement Awards
- From the Senior Adviser to the President for Equity and Campus Diversity
  - Videoconference: Diversity Strategies for Today's Complex Environment
  - Equity and Campus Diversity Minigrants
  - Project Success: First Friday Dialogs for Disabilities
  - Policy on Nondiscrimination against Persons with Disabilities

## From the President

### Strategic Plan

A draft of the Buffalo State College Strategic Plan is available in portable document format (PDF, 94 KB) at [www.buffalostate.edu/president/strategy](http://www.buffalostate.edu/president/strategy) in the documents section. Faculty and staff are encouraged to review the draft and send comments to Claire Jones, director of College Relations, at [jonescs@buffalostate.edu](mailto:jonescs@buffalostate.edu) by Wednesday, October 2.

[back to top](#)



## *From the Provost and Vice President for Academic Affairs*

### **Middle States Evaluation Team Visit**

The Middle States Commission on Higher Education Evaluation Team will visit Buffalo State September 29 through October 2. The team will examine ways the college meets accreditation expectations and standards, review the draft strategic plan, and respond to the six self-study topic reports: (1) Programs and Services for First-Year Students, (2) Programs and Services for Commuter Students, (3) Distinctive and Pivotal Undergraduate Educational Experiences, (4) Creating an Intellectually Vital Environment for Graduate Students, (5) Course Scheduling and Availability, and (6) Recognizing Student and Faculty Success in the Teaching and Learning Process.

Frank G. Pogue, president of Edinboro University of Pennsylvania, will chair the Middle States Evaluation Team.

Team members are:

- Ingrid M. Blood, associate vice provost and associate dean for undergraduate studies, the Pennsylvania State University
- Kenneth W. Borland, associate provost, East Stroudsburg University of Pennsylvania
- Richard P. Bradberry, dean, Thurgood Marshall Library, Bowie State University
- Marie E. Cornelia, associate dean for graduate studies, Rutgers, the State University of New Jersey Campus at Camden
- Julia A. Ericksen, professor, Sociology Department, Temple University
- James A. Fitzsimmons, associate vice president for student affairs, Temple University
- Henry A. Mauermeyer, senior vice president for administration/treasurer, New Jersey Institute of Technology
- Michael A. Mogavero, vice president for Planning, Institutional Research, and Continuous Improvement, Edinboro University of Pennsylvania

[back to top](#)

Jennifer Clarke, SUNY associate provost and campus liaison for comprehensive colleges, will represent the State University of New York on campus during the visit.

Members of the Middle States Evaluation Team will request meetings with individuals, groups, and committees after initial team meetings; most sessions will be scheduled during the following times:

Monday, September 30  
10:00 a.m.–noon and 2:00–5:00 p.m.

Tuesday, October 1

8:00–11:00 a.m. and 2:00–4:00 p.m.

Many members of the campus community will be invited to meet with the Middle States Evaluation Team. We appreciate your participation.

[back to top](#)

### **Campus House Grand Opening**

The Hospitality and Tourism Department cordially invites all faculty and staff to the grand opening of Campus House, from 5:00 to 7:00 p.m. Wednesday, September 25. Department faculty, staff, and students will provide tours of the state-of-the-art hospitality lab. Refreshments will be provided at a tent reception on the Campus House lawn. R.S.V.P. to ext. 3300 by Monday, September 23.

[back to top](#)

## *From the Vice President for Finance and Management*

### **Policy on the Use of Electronic Resources**

#### **Introduction**

Buffalo State College electronic resources (servers, computers, printers, e-mail accounts, and Internet service) are made available to employees to facilitate the official work of the college. Electronic resources are provided for employees and others legitimately affiliated with the college for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the college.

Use of campus electronic resources by any college employee or other authorized person must be consistent with this and other applicable policies.

#### **Principles of Acceptable Use**

Users of campus electronic resources are required to:

- Respect the privacy of other users. Users shall not intentionally seek information about, obtain copies of, or modify files or data without explicit permission.
- Respect the legal protection provided to programs and data by copyright laws and license agreements.
- Protect data from unauthorized use or disclosure as required by state and federal laws, and SUNY and college regulations.
- Respect the integrity of computing systems. Users shall not use or develop programs that harass other users, infiltrate a computer or computing system, or damage or alter the software components of a computer or computing system.



- Safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person. Users are expected to report any observations of attempted security violations.

[back to top](#)

#### Unacceptable Use

It is not acceptable to use Buffalo State electronic resources:

- For activities unrelated to the college mission.
- For activities unrelated to official assignments or job responsibilities.
- For any illegal purpose.
- To transmit threatening, obscene, or harassing material or correspondence.
- For unauthorized distribution of New York State data or information.
- To interfere with or disrupt network users, services, or equipment.
- For private purposes such as marketing or business transactions.
- For solicitation of religious or political causes.
- For unauthorized not-for-profit business activities.
- For private advertising of products or services.
- For any activity meant to foster personal gain.

[back to top](#)

#### E-mail Privacy and Access

E-mail messages are neither personal nor private. Although system administrators will not routinely monitor individual staff members' e-mail accounts and will take reasonable precautions to protect users' privacy, program managers and technical staff may access employees' e-mail accounts:

- For legitimate business purposes (e.g., the need to access information if an employee is absent for an extended period of time).
- To diagnose and resolve technical problems involving system hardware, software, or communications.
- To investigate possible misuse of e-mail when a reasonable suspicion of abuse exists, or in conjunction with an approved investigation.

Employees are prohibited from accessing other users' e-mail accounts without their permission.

E-mail messages sent or received in conjunction with college business may:

- Be releasable to the public under the Freedom of Information Act.
- Require special measures to comply with the Personal Privacy Protection Law.

All e-mail messages, including personal communication, may be subject to discovery proceedings in legal actions.

[back to top](#)

#### Management and Retention of E-mail Communications

Applicable to all e-mail messages and attachments:

E-mail is a communication system, not a filing system. Messages that must be retained for an extended period should be transferred from the e-mail system to an electronic (e.g., computer hard drive) or paper filing system. Messages should be deleted after copies have been filed in an outside system.

Applicable to records communicated via e-mail:

E-mail messages created in the normal course of official business and retained as evidence of official policies, actions, decisions, or transactions are considered records and are subject to records-management requirements under the New York State Consolidated Laws Arts and Cultural Affairs Law (Article 57-A) and specific program requirements.

The college has developed electronic letterhead to be used for the electronic distribution of official college documents (records). The letterhead, available on the Web at [www.buffalostate.edu/offices/collegerelations/eletterhead](http://www.buffalostate.edu/offices/collegerelations/eletterhead), should be used only with Word or e-mail documents that are to be distributed in electronic format. Questions regarding electronic letterhead usage should be directed to the College Relations Office.

[back to top](#)

Examples of e-mail messages that are typically considered records include:

- Policies and directives.
- Correspondence or memoranda related to official business.
- Work schedules and assignments.
- Agendas and minutes of meetings.
- Drafts of documents that are circulated for comment or approval.
- Documents that initiate, authorize, or complete business transactions.
- Final reports or recommendations.

Examples of messages that typically do not constitute records include:

- Personal messages and announcements.
- Copies or extracts of documents distributed for convenience or reference.
- Phone message slips.
- Announcements of social events.

[back to top](#)

#### Records Retention

E-mail records must be identified, managed, protected, and retained as long as necessary to meet operational, legal, audit, research, or other requirements. Records needed to support program functions should be retained, managed, and accessed in a filing system outside the e-mail system in accordance with each program unit's standard practices.

Users should:

- Delete e-mail records after copies have been filed in an outside system.



- Delete records of transitory or little value that are not normally retained in record-keeping systems as evidence of college activity.

[back to top](#)

#### Agency Rights

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that the Buffalo State College system provides no facilities for sending or receiving private or confidential electronic communication.

The college reserves the right to log network use and monitor users' file-server space. The college assumes no responsibility or liability for files lost because of server-space overload.

The college reserves the right to remove a user account or device from the network.

The college assumes no responsibility or liability for damages that result from the use of campus electronic resources, including data loss resulting from delays, nondeliveries, or service interruptions caused by negligence, errors, or omissions. Use of obtained information is at the user's risk.

[back to top](#)

#### Enforcement and Violations

This policy outlines in general terms acceptable and unacceptable uses of electronic resources and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this policy statement, and reports of specific unacceptable uses, should be directed to the associate vice president for computing and technology services. Other questions about appropriate use should be directed to office or department supervisors.

The college will review alleged violations of the Policy on the Use of Electronic Resources on a case-by-case basis. Clear violations of the policy that are not promptly remedied may result in termination of network access for the person(s) at fault and referral for disciplinary actions as appropriate.

Policy date: September 2002

[back to top](#)

#### Political Activities Involving State Employees

Federal Election Law and New York State Law regarding political activities provides:

- No employee is to conduct political activities on paid state time.
- A state employee may participate in an election as a candidate and, if elected, serve in the office, provided such service will not interfere with state duties or create a conflict of interest.
- A state employee may engage in political activities in support of, or in opposition to, a candidate for elected office or a political issue,

provided such activities do not interfere with state duties and provided the employee does not associate political activities with his or her official position or state affiliation.

- State equipment, vehicles, and office space are to be used only for official state business.
- State employees may not use their official positions to procure either campaign contributions or volunteer assistance.
- No appointments, promotions, demotions, or salary increases are to be made on the basis of political affiliation.

The above provisions also pertain to individuals employed by the state whose salary is financed in whole or part by any federal loan or grant.

Questions on the above may be referred to Dorcas Colvin, associate vice president for Human Resource Management, at ext. 3042.

[back to top](#)

#### Alcohol- and Drug-Free Workplace Policy

In compliance with the federal Drug-Free Workplace Act of 1988 and the New York State Policy on Alcohol and Controlled Substances in the Workplace, Buffalo State College employees are subject to criminal, civil, and disciplinary penalties for any violation of the policy below:

The unlawful use, possession, manufacture, dispensation, or distribution of a controlled substance (as defined in Schedules I through V of Section 202 of the Controlled Substance Act—21USC812) in all Buffalo State College work locations is **prohibited**.

Employees must notify the Human Resource Management Office of any criminal conviction for a drug-statute violation occurring in the workplace or at a work site no later than five working days after such conviction. An employee so convicted shall be required to satisfactorily participate in a state-approved drug abuse assistance or rehabilitation program as a condition of continuing employment.

Employees also are prohibited from alcohol use and are subject to penalties for alcohol-related impairment on the job.

[back to top](#)

Such illegal acts, even if engaged in while off duty, may result in disciplinary action. In those locations where it is permitted, an employee may possess and use a controlled substance that is legally prescribed for the employee by a physician. If a supervisor has a reasonable suspicion that an employee is unable to perform job duties because of a disability that may be caused by use of a controlled substance or alcohol, the employee may be required to undergo medical testing. If the cause of the disability is found to be drug or alcohol related, the personnel or employee relations officer, in conjunction with the employee's supervisor, may refer the employee to voluntary and confidential participation in the Employee Assistance Program (EAP). Other available options include pursuing disability leave procedures or disciplinary measures.



EAP is a free and confidential information and referral service available to all employees on campus. In addition to alcohol- and substance-abuse problems, EAP provides information and assistance with a variety of other concerns, such as child and elder care, financial matters, and nutrition and health. Call one of the following EAP coordinators for more information:

David Cummings ext. 5233  
Robert Delprino ext. 6669

Questions regarding the Alcohol- and Drug-Free Workplace Policy should be referred to Emmanuel J. Hillery, employee relations manager, at ext. 4822.

[back to top](#)

## Internal Control Standards

The Internal Control Act of the State of New York requires Buffalo State College to communicate the following information on agency responsibilities and standards:

The internal control standards define the minimum level of quality acceptable for internal control systems in operation and constitute the criteria against which systems are to be evaluated. These internal control standards apply to all operations and administrative functions (both manual and automated), but are not intended to limit or interfere with duly granted authority related to development of legislation, rule making, or other discretionary policy making in an agency.

### General Standards

1. **Reasonable Assurance.** Internal control systems are to provide reasonable assurance that the objectives of the systems will be accomplished.
2. **Supportive Attitude.** Managers and employees are to maintain and demonstrate a positive and supportive attitude toward internal controls at all times.
3. **Competent Personnel.** Managers and employees are to have personal and professional integrity and are to maintain a level of competence that allows them to accomplish their assigned duties, as well as understand the importance of developing and implementing good internal controls.
4. **Control Objectives.** Internal control objectives are to be identified or developed for each agency activity and are to be logical, applicable, and reasonably complete.
5. **Control Technique.** Internal control techniques are to be effective and efficient in accomplishing their internal control objectives.
6. **Continuous Monitoring.** Agency heads are to establish and maintain a program of internal review designed to identify internal control weaknesses and implement changes needed to correct the weaknesses.

[back to top](#)

### Specific Standards

1. **Documentation.** Internal control systems and all transactions and

other significant events are to be clearly documented, and the documentation is to be readily available for examination.

2. **Recording of Transactions and Events.** Transactions and other significant events are to be promptly recorded and properly classified.
3. **Execution of Transactions and Events.** Transactions and other significant events are to be authorized and executed only by persons acting within the scope of their authority.
4. **Separation of Duties.** Key duties and responsibilities in authorizing, processing, recording, and reviewing transactions should be separated among individuals.
5. **Supervision.** Qualified and continuous supervision is to be provided to ensure that internal control objectives are achieved.
6. **Access to and Accountability for Resources.** Access to resources and records is to be limited to authorized individuals, and accountability for the custody and use of resources is to be assigned and maintained. Periodic comparison shall be made of the resources to the recorded accountability to determine whether the two agree. The frequency of the comparison shall be a function of the vulnerability of the asset.

### Audit Resolution Standard

**Prompt Resolution of Audit Findings.** Managers are to (1) promptly evaluate findings and recommendations reported by auditors, (2) determine proper actions in response to audit findings and recommendations, and (3) complete, within reasonable time frames, all actions that correct or otherwise resolve matters brought to management's attention.

Contact Gary Phillips, associate vice president and comptroller, at ext. 4312 with questions about the Internal Control Act.

[back to top](#)

## *From the Vice President for Institutional Advancement and Development*

### Young Alumnus Achievement Awards

The Buffalo State College Alumni Association is pleased to announce its inaugural Young Alumnus Achievement Award reception, to be held during Homecoming Weekend festivities, at 7:00 p.m. Friday, September 27 in the Campbell Student Union Fireside Lounge. The following alumni will be honored for their professional advancement, dedication to the community, and commitment to the college and its mission:

Byron Brown, '83  
New York State Senator  
57th District

Francisco Guzmán, '90



Supervisor of Building Construction  
City of Buffalo  
Department of Public Works

Mylous Hairston, '86  
News Anchor and Reporter  
WIVB-TV, Channel 4  
(Master of Ceremonies)

[back to top](#)

Gregory Hoffman, '86  
Vice President, Metro Banking Group  
Fleet Bank

Kirsten Moysich, '92  
Cancer Epidemiologist  
Roswell Park Cancer Institute

Light hors d'oeuvres and desserts will be served, followed by a champagne toast to recognize the achievements of the recipients. The cost for this event, catered by Golden Parachute, is \$10 per person. Join us as we celebrate "Cheer Factor: Homecoming 2002" and offer our "cheers" for these deserving alumni.

For reservations or more information, contact the Alumni Affairs Office at ext. 6001 or [alumni@buffalostate.edu](mailto:alumni@buffalostate.edu).

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

### **Videoconference: "Diversity Strategies for Today's Complex Environment"**

The President's Council on Equity and Campus Diversity invites all faculty and staff to a nationally broadcast satellite videoconference, "Diversity Strategies for Today's Complex Environment," from 1:00 to 3:00 p.m. Wednesday, September 25 in E. H. Butler Library 210.

With unprecedented demographic changes, severe budget woes, and landmark affirmative action cases making their way to the Supreme Court, colleges and universities are facing daunting challenges. This videoconference promises a solution-oriented strategy session. Refreshments will be served; R.S.V.P. to Debra Daly at ext. 6210 or [dalydf@buffalostate.edu](mailto:dalydf@buffalostate.edu). This event is sponsored by the Washington Regional Task Force against Campus Prejudice.

[back to top](#)

### **Equity and Campus Diversity Minigrants**

Applications for the 2002-2003 Equity and Campus Diversity Minigrants are available in Cleveland Hall 415 or online at [www.buffalostate.edu/offices/equity/minigrant.doc](http://www.buffalostate.edu/offices/equity/minigrant.doc).

Minigrants are intended to provide financial assistance for projects, workshops, and other activities related to the college mission, goals, and strategic directions. Awards should average \$800, with awards of up to \$1,500 for projects of exceptional merit.

Applications will be reviewed by the President's Council on Equity and Campus Diversity and submitted to the president for final approval. Proposed projects must:

- Have a sound conceptual framework that can strengthen the campus commitment to diversity.
- Be related to issues of equity and campus diversity, including all groups that have been historically underrepresented in higher education, such as women, people of color, people with disabilities, people of minority religious beliefs and practices, and people with alternative sexual orientation or transgendered lifestyles.
- Have clearly defined goals and measurable and/or observable outcomes.
- Have the potential for a direct impact on a significant portion of the campus community. All projects must include a statement that addresses how the impact will be evaluated.
- Have a reasonable budget and be completed with available resources. Because funds must be used according to SUNY accounting policies, no food or beverages can be purchased with minigrant funds.

Projects must be completed by June 1, 2003. Applications must be received by October 4, 2002, for fall or early spring semester programs. Depending on available funds, applications for late spring programs may be accepted until February 1, 2003.

For more information, contact Michelle Douglas, assistant director of Equity and Campus Diversity, Cleveland Hall 415, ext. 6235, or [douglamb@buffalostate.edu](mailto:douglamb@buffalostate.edu).

[back to top](#)

### **Project Success: First Friday Dialogs for Disabilities**

#### **Learning about Learning Disabilities**

The October session of First Friday Dialogs for Disabilities, focusing on learning disabilities, will be held from noon to 2:00 p.m. October 4 in E. H. Butler Library 210.

Of the nearly 15,000 students with disabilities in SUNY institutions, almost



half have some form of learning disability. As a hidden disability, it is among the most perplexing disabilities for college faculty and staff. The dialog will include an overview of learning disabilities and ways faculty and staff can assist learning-disabled students in curricular and extracurricular activities. Lunch will be served; R.S.V.P. to Peggy Bristol, Project Success coordinator, at ext. 3515 or [bristopa@buffalostate.edu](mailto:bristopa@buffalostate.edu).

[back to top](#)

## Policy on Nondiscrimination against Persons with Disabilities

It is the policy of Buffalo State College that no otherwise qualified person with a disability shall, solely by reason of the disability, be excluded from participation in employment or access to programs of the college. The following statement appears in the Directory of Policy Statements:

- The State University College at Buffalo will not discriminate against any employee, applicant for employment, or student because of a physical or mental handicap with regard to any position or program for which that person is qualified. This commitment is applicable in all employment practices, including, but not limited to, employment upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training. (Policy VI:01:03 1985)
- Although the statement pre-dates the Americans with Disabilities Act of 1990, it does express the college policy with regard to persons with handicapping conditions, which can be related to persons with disabilities as in the more recent federal legislation. In carrying out this policy, the college shall make a good-faith effort to reasonably accommodate the physical and/or mental limitations of an employee, applicant for employment, or student unless such accommodations would impose undue hardship on the operation of the college.
- The college will not deny an employment opportunity to an individual because the individual has a relationship or association with an individual who has a disability.
- The college will not knowingly participate in a contractual or other arrangement that subjects an applicant for employment, employee, or student with a disability to unlawful discrimination.
- The college will not discriminate or retaliate against any individual, whether or not the individual has a disability, as a result of an individual opposing a discriminatory practice, filing a discrimination complaint, or participating in any way in enforcing the Americans with Disabilities Act.

Students who need special services and/or academic adjustments related to disabilities should contact Marianne Savino, coordinator of special services, South Wing 130, ext. 4500. Faculty and staff needs should be addressed to the Human Resource Management Office, Cleveland Hall 403, ext. 3042.

## Complaints and Grievances Related to Allegations of Discrimination Based on Disabilities

The college will follow the Buffalo State College Grievance Procedures for the Review of Allegations of Discrimination to resolve complaints of unlawful discrimination based on disabilities.

Complaints are filed in the Equity and Campus Diversity Office, Cleveland Hall 415, 1300 Elmwood Avenue, Buffalo, NY 14222.

Complaints should be addressed to Dolores E. Battle, Ph.D., senior adviser to the president for equity and campus diversity, who has been designated by the college president to coordinate ADA compliance efforts.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)





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# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)

## About the Bulletin

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[back to top](#)

### 2002–2003 publication schedule:

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[back to top](#)



A publication  
for official campus  
announcements

# Bulletin

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 6  
September 26, 2002

## In this issue:

- From the President
  - Campus Safety Forum
  - President's Council on Equity and Campus Diversity
- From the Provost and Vice President for Academic Affairs
  - Bachelor of Science in Business Administration
- From the Vice President for Finance and Management
  - Amendment to New York State's "Megan's Law"
  - Faculty-Staff Directory
  - Holiday Observance for College Employees
  - Winter Pause 2002–2003: Saving Energy for Tomorrow
- From the Vice President for Student Affairs
  - Hispanic Heritage Month Celebrations
  - Palabras: Hispanic Literature and Video Donation Reception
  - Exhibition: *Reflejos/Reflections*
  - Athletic Events
- From the Chair of the College Senate
  - College Senate Meetings
  - Curricular Items

## From the President

### Campus Safety Forum

The Campus Safety Forum consists of faculty, staff, and students charged with reviewing current campus policies and procedures, making recommendations for their improvement, educating the campus community about personal safety and crime, and responding to campus safety-related inquiries and concerns.

Members of the forum for 2002–2003 are faculty and staff members Catherine Ansuini, Health and Wellness; Proves Banks, Technology; Paul DeWald, Communication; Anthony Hotchkiss, Technology; Kris Kaufman, Residence Life; Elaine Polvinen, Technology; Alice Sullivan, Weigel Health Center; and Sandra Weatherbee, Adult and Evening Student Programs; and students Clairissa Breen, John Frias, Joseph Gould, Steve Jarosz, Trish Kibler, and John Tomazin.



Dolores Battle serves as chair; Charles Kenyon serves as administrative liaison. Members of the campus community who have concerns about issues related to personal safety may present them to any committee member.

[back to top](#)

### President's Council on Equity and Campus Diversity

I am pleased to announce that the following individuals representing faculty, staff, and students will serve on the President's Council on Equity and Campus Diversity:

Dolores Battle, senior adviser to the president for equity and campus diversity; Gail Maloney, senior associate athletics director, Intercollegiate Athletics, chair; Lucy Andrus, professor, Art Education; Lily Bink, interim associate director, Educational Opportunity Program; Stephen Chris, senior counselor, Counseling Center; Yves Gachette, director of institutional research, Facilities Planning and Institutional Studies; Timothy Gallineau, associate professor, Educational Foundations, and coordinator, student personnel administration; Hector Gil, assistant director, Student Life; Virginia Grabiner, chair and associate professor, Sociology; Patricia Hayes, police officer 1, University Police; Amitra Hodge, assistant professor, Sociology; Scott Johnson, associate professor, Criminal Justice; Martin Kelly, assistant professor, Biology; Ellen Kennedy, associate professor, Social Work; Karl Shallowhorn, coordinator, Transfer Student Services; Aimable Twagilimana, associate professor, English; Ottilie Woodruff, assistant director, Educational Opportunity Program; and students Tomicka Green, Rene Klauder, and Sundar Parthasarthy.

The President's Council on Equity and Campus Diversity is charged with addressing discrimination, harassment, and campus-climate issues as they relate to the recruitment and retention of faculty, staff, and students; curriculum development; and student life on campus.

[back to top](#)

## From the Provost and Vice President for Academic Affairs

### Bachelor of Science in Business Administration

The governor has approved a master plan amendment authorizing Buffalo State to offer the bachelor of science (B.S.) in business administration. Our proposal for the degree had been approved earlier by the Board of Regents, the State Department of Education, and the State University of New York. This process has taken many years, and

we congratulate our Business Department, now accredited by the International Assembly for Collegiate Business Education (IACBE), for achieving this signal milestone in its development.

[back to top](#)

## From the Vice President for Finance and Management

### Amendment to New York State's "Megan's Law"

Effective July 1, 2002, an amendment to New York State's Sex Offender Registration Act (SORA), commonly known as "Megan's Law," directs the Division of Criminal Justice Services (DCJS) to notify a State University of New York Police Department if a registered sex offender enrolls at or is employed by its SUNY campus.

Under this law, one of three risk levels is assigned based on the offender's risk of reoffending: Level 1 (low), Level 2 (moderate) or Level 3 (high). Generally, the sentencing court will determine the offender's risk level at the time of sentencing (in cases of probation) or release from custody (in cases of incarceration). All sex offenders must register annually for at least 10 years. Offenders who are classified as high risk (Level 3) must register for life, unless judicially relieved of that obligation, and also must personally verify their addresses with local law enforcement every 90 days.

If Buffalo State receives any such notification from the DCJS, the campus community will be notified of the sexual offender's presence on campus and the level of risk assigned to the offender by the courts. The information will be disseminated to the campus via the following:

- Announcements in the college *Bulletin* and *Record*.
- E-mail notices to all students, faculty, and staff.
- A notice on the University Police Web site at [www.buffalostate.edu/offices/police/safety/default.asp?sub=megans](http://www.buffalostate.edu/offices/police/safety/default.asp?sub=megans).

Information on any DCJS notice received by the college will be available in the University Police Department Office in Chase Hall. No notice has been received from the DCJS to date.

[back to top](#)

### Faculty-Staff Directory

To ensure that information contained in the Buffalo State College faculty-staff directory is correct, please review your listing in the online internal directory at [www.buffalostate.edu/directories](http://www.buffalostate.edu/directories). If changes are



required, complete and submit the Directory Add/Update Form available at [www.buffalostate.edu/offices/hr/dira.html](http://www.buffalostate.edu/offices/hr/dira.html) or the MS Word version at [www.buffalostate.edu/offices/hr/directoryaddform.doc](http://www.buffalostate.edu/offices/hr/directoryaddform.doc), or send e-mail to [fortunkm@buffalostate.edu](mailto:fortunkm@buffalostate.edu).

The emeriti directory is being rebuilt, and we have contacted department chairs for assistance. Although current information for many retired faculty and staff is on file with Human Resource Management (HR), academic departments and offices often have more frequent contact with their retirees, and therefore have access to information unavailable in the personnel data system.

If your office keeps contact information for faculty and staff who have retired from your department, please share this information with HR, who will contact retirees to determine if they wish to be included in the new emeriti directory. Specifically, we are looking for name, rank at retirement, current address, and current telephone number. Please submit this information to [earshesj@buffalostate.edu](mailto:earshesj@buffalostate.edu).

The printed directory will be distributed in November.

[back to top](#)

### Holiday Observance for College Employees

All eligible employees may observe the following holidays in academic year 2002-2003 without charge to accruals:

Labor Day	Monday, September 2, 2002
Columbus Day	Monday, October 14, 2002
*Election Day	Tuesday, November 5, 2002
Veterans Day	Monday, November 11, 2002
Thanksgiving Day	Thursday, November 28, 2002
Christmas Day	Wednesday, December 25, 2002
New Year's Day	Wednesday, January 1, 2003
Martin Luther King Jr. Day	Monday, January 20, 2003
*Lincoln's Birthday	Wednesday, February 12, 2003
Washington's Birthday	Monday, February 17, 2003
Memorial Day	Monday, May 26, 2003
Independence Day	Friday, July 4, 2003

\*Election Day and Lincoln's Birthday are "floating holidays" for all employees except those represented by Council 82, who observe these days as fixed holidays; UUP-represented employees observe Election Day on the day after Thanksgiving, Friday, November 29. All other employees may arrange with their supervisors to take these days off, or, if required to work (classes are in session), accrue compensatory time that must be charged before the holiday recurs.

[back to top](#)

### Winter Pause 2002-2003: Saving Energy for Tomorrow

Buffalo State College will limit campus operations from the close of business Friday, December 20, 2002, through the beginning of business Thursday, January 2, 2003. The college administration thanks all campus employees, as well as others who may be inconvenienced by limited operations and services, for their cooperation in helping us to conserve energy and save resources.

Employees who choose to work during Winter Pause must complete and return the [Winter Pause Work Request Form](#). Department heads must complete the [Department Staffing Plan Summary](#) and submit the form to their dean, associate vice president, or vice president (next level in the chain of command) for approval.

#### What Will Happen?

Campus buildings will be open accordingly for employees who will work during Winter Pause. Temperatures will be reduced in these buildings, and employees who plan to work should dress comfortably and wear or bring sweaters. Temperatures will be reduced to 55 degrees in unoccupied buildings, and electricity will be turned off where feasible.

Employees and students are asked to secure their offices and residence-hall rooms; take home plants, aquariums, and other temperature-sensitive items; and make certain that equipment and appliances, such as refrigerators, are cleaned out and unplugged. Plan ahead and take home all books and research materials that might be needed during this period of limited operations. Turn off or disconnect fax machines so messages do not accumulate. Turn off personal computers and printers. Please notify Campus Services, ext. 6111, of experiments in progress that may not be disturbed or moved during Winter Pause.

Snow removal will be limited to providing access for emergency vehicles and access to open buildings. Parking lots generally will not be plowed, and staff who opt to work are asked to park on Rockwell Road or in Lot S-1 (Science Building/Upton Hall) only.

[back to top](#)

#### Facilities

The following facilities will be **open with limited access** December 22 through January 1 (inclusive):

**Rockwell Hall**, to honor contractual commitments and to protect art exhibits.

**Science Building**, to maintain the animal facilities and honor scheduled planetarium shows.

**Houston Gym**, for intercollegiate athletic team practices only.

**Ice Arena**, for scheduled events (Sports Arena will be closed).

**Moore Complex and Moore Complex apartments.**

**North Wing and Tower 1**, as necessary, to accommodate resident students and Residence Life staff on a space-available basis.

#### Services



- The **Payroll Office** will be closed during Winter Pause. Employee payday Wednesday, January 1, 2003, has been changed to Tuesday, December 31, 2002. Employees who wish to have their paychecks or direct deposit stubs for December 18 and/or December 31 mailed to their homes must make written requests to the Payroll Office, Cleveland Hall 408 or [galoneac@buffalostate.edu](mailto:galoneac@buffalostate.edu), by 3:00 p.m. Friday, December 13.

Employees may, at any time, sign up for direct deposit, which automatically deposits salary into designated checking and/or savings accounts at virtually any bank or credit union in the United States. Deposits may be directed to up to eight different accounts, and money is available the morning of payday.

Work-study and student-assistant paychecks scheduled for distribution on Wednesday, December 25 will be mailed to students at the addresses shown on their pay stubs. Students who wish to have their paychecks mailed to an alternate address must supply the Payroll Office with a self-addressed envelope by Wednesday, December 18. Supervisors should notify students that paychecks cannot be picked up during Winter Pause.

- **Campus Dining Services** will be **closed**. No food service will be available on campus during Winter Pause.
- The **Barnes & Noble at Buffalo State Bookstore** will be **closed**.
- The **Buffalo State Child Care Center** will be **closed**.
- The **mail room** and **Central Receiving**: Vendors will be notified of the shutdown, and no deliveries will be accepted. Mail will be received and sorted in the mail room, but no on-campus deliveries will be made. Mail may be picked up only by prior arrangement with the mail room.
- **University Police** will remain **open**, and **officers** will be **on duty**.

[back to top](#)

#### Registrar

The deadline to submit the registrar's copy of grade rosters to the Registrar's Office (as listed in the 2002-2003 academic calendar) is 4:00 p.m. Monday, December 16.

#### Employee Options

Participation in Winter Pause is voluntary, and employees who wish to work may do so. Employees who choose to work must complete and return the Winter Pause Work Request Form. Employees in areas that must provide continued services during Winter Pause may be asked to work.

Campus Services employees should report to the Maintenance Service Center for assignments on scheduled work dates. Campus Services employees who wish to take time off during Winter Pause must submit vacation requests to their immediate supervisors.

Professional employees should review work plans with appropriate line officers in advance of Winter Pause.

For safety and security reasons, employees who work during Winter Pause may be asked to sign in and out with a University Police aide at entrances to buildings. In order to ensure that only authorized people are provided access to campus buildings, employees may be asked to show campus identification cards. Employees who wish to work and do not have current identification cards should obtain them from the SUNYCard Office in E. H. Butler Library before Winter Pause.

Employees not working during Winter Pause must charge appropriate leave accruals or request leave without pay. Approved compensatory time also may be used to cover absences during this period.

Please contact the Human Resource Management Office at ext. 4822 with questions regarding Winter Pause.

[back to top](#)

## From the Vice President for Student Affairs

### Hispanic Heritage Month Celebrations

#### Palabras: Hispanic Literature and Video Collection

Project FLIGHT and the Minority Student Services Office will present a collection of Hispanic literature and videos to the Cecilia Bard Multicultural Library for Peace at 12:15 p.m. Thursday, October 3 in E. H. Butler Library 210, to promote the continued understanding and preservation of Hispanic heritage and culture. A reception will follow.

This event is free and open to the public and is cosponsored by Adelante Estudiantes Latino (AEL).

#### Exhibition: *Reflejos/Reflections*

The campus community is also invited to *Reflejos/Reflections*, an exhibition of work by Puerto Rican artist Yolanda Daliz, at 3:00 p.m. Friday, October 4 in the E. H. Butler Library lobby. Daliz, now a resident of Rochester, uses primitive figure, color, and texture to portray the "identity crisis" created by the duality of Latina and American cultures. Her psychological and emotional representation of symbolic female forms is conveyed through the interplay of multiple images, carved textures, inner/outer shapes, and rich color.

This event is sponsored in part by the Vice President for Student Affairs Office and AEL. Funding for all Hispanic Heritage Month programs at Buffalo State is provided by the Auxiliary Services Grant Allocation Committee.

For more information, call Daniel C. Velez, coordinator of Latino/Caribbean student services, Minority Student Services Office, ext. 4631.



[back to top](#)

### Athletic Events

Homecoming Football Game  
Saturday, September 28  
Buffalo State vs. Cortland  
1:00 p.m.  
Coyer Field

Women's Soccer  
Saturday, September 28  
Buffalo State vs. SUNY Institute of Technology  
1:00 p.m.  
North Field (by Towers)

Sunday, September 29  
Buffalo State vs. Cazenovia  
Noon  
Coyer Field

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

College Senate meetings for fall 2002 will be held at 3:00 p.m. in E. H. Butler Library 210 on October 18, November 8, and December 13.

[back to top](#)

### Curricular Items

The following course proposals have been received in the College Senate Office and will be forwarded to the Senate Curriculum Committee for review and approval:

#### Course Revisions:

**HIS 204 Global History of the Twentieth Century.** The study of the history of the twentieth century emphasizing the interrelationship of events and the interaction of movements and ideas within a global context.

**HIS 230 World Civilizations to 1600.** A survey of the origins, cultural achievements, and interrelationships of the various civilizations of the

world before 1600. Topics include the birth of human civilization; the emergence of major religious and philosophical traditions; state and society in the ancient world; the consolidation and interaction of world civilizations; the civilizations of Africa and the Americas; East Asian culture and civilization; the great Islamic civilizations; and the origins and development of European civilizations.

**HIS 307 History of India.** A comprehensive survey of the history of India from ancient times to the present. Topics include the early Indus civilizations; religion and society in the Aryan age; the birth of Buddhism; Ashoka and the Mauryan Empire; the era of British colonialism; the emergence of modern nationalism; and recent developments in India, Pakistan, and Bangladesh.

[back to top](#)

**HIS 310 History of East Asia: The Traditional Era.** The History of China, Japan, and Korea before the era of Western imperialism in the mid-nineteenth century. Topics include the origins of East Asian civilizations; the emergence and influence of classical Chinese culture; the major religious and philosophical traditions of East Asia; the birth and evolution of the social and political institutions of China, Japan, and Korea; the cultural achievements of East Asia; and initial encounters with the West in the late traditional era.

**HIS 320 Modern History of Japan and Korea.** History of Japan and Korea from the mid-nineteenth century to the present. Topics include late Tokugawa Japan; the Meiji Restoration; the rise of Japanese imperialism; Japan and World War II; economic and political developments in postwar Japan; late Yi dynasty Korea; the era of Japanese colonialism in Korea; the emergence of modern Korean nationalism; the Korean War; and postwar developments in North and South Korea.

**HIS 338 Modern History of China.** A survey of the history of China from the rise of the last imperial dynasty (Qing) in the mid-seventeenth century to the present. Topics include the fall of the Ming dynasty and the Manchu conquest of China; the Chinese state and society under the Qing dynasty; the development of relations between China and the West; the decline of the Zing imperial order; the emergence of modern nationalism and the rise of the Chinese Communist Party; Japanese imperialism and World War II; and the establishment of the People's Republic of China.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)



Buffalo State  
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[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 7  
October 3, 2002

## In this issue:

From the Provost and Vice President for Academic Affairs  
Conference: Understanding, Cooperation, and Peace  
From the Vice President for Finance and Management  
Campus Directory of Notaries Public  
Retirement Incentive Program  
Computer Training and SkillSoft E-Learning  
From the Vice President for Institutional Advancement and Development  
Golf and Tennis Scholarship Classic  
From the Chair of the College Senate  
College Senate Meetings  
Curricular Items

## From the Provost and Vice President for Academic Affairs

### Conference: Understanding, Cooperation, and Peace

Buffalo State will convene the conference "Understanding, Cooperation, and Peace" from 9:00 a.m. to noon in Rockwell Hall Auditorium on Thursday, October 24, United Nations Day. Sponsored jointly by the Academic Affairs and Student Affairs Offices, the conference will bring together the following internationally recognized peace advocates and Buffalo State students, who will share their experiences and insights concerning conflict and resolution.

#### W. Deen Mohammed

Imam W. Deen Mohammed, leader of the Muslim American Society, is the son of the Honorable Elijah Muhammed, successor to the founder of the Nation of Islam.

Mohammed represented Muslim Americans in Oxford, England, at the World Parliament of Religious Leaders for the Survival of the Earth, and



at the signing of the Williamsburg Charter with former U.S. presidents in Williamsburg, Virginia, in 1988. His strong interest in interfaith dialogue led him to address the Muslim-Jewish Conference in 1995 with leaders of Islam and Reform Judaism in Glencoe, Illinois.

Mohammed has served on the U.S. State Department's Advisory Committee on Religious Freedom Abroad, formed by former Secretary of State Madeline Albright. He was invited by Pope John Paul II, along with various other world religious leaders, to address an interfaith assembly of more than 100,000 during an interfaith conference in St. Peter's Basilica in 1999.

Mohammed was voted one the world's most influential people by *Ebony* magazine in May 2000. He has lectured at college and university campuses throughout the United States, including Emory University, Fordham University, Georgetown University, Washington University, and Yale University Divinity School.

[back to top](#)

#### **Ramu Damodaran**

Ramu Damodaran, a native of India, is currently editor in chief of the *UN Chronicle*. He was a freelance journalist and radio/television producer for All India Radio and *Hindustan Times Evening News* from 1972 to 1986. He also served as second secretary for the Indian Embassy in Moscow from 1980 to 1982, and as first secretary for the permanent mission to the United Nations with specific responsibilities for the Fourth Committee of the General Assembly, Special Committee on Decolonization, from 1986 to 1989.

Damodaran became political affairs officer at the Department of Special Political Questions with responsibilities relating to Namibia and Western Sahara in 1989, and secretary of the United Nations Iraq-Kuwait Observation Mission with the Executive Office of the Secretary-General in 1991.

More recently, Damodaran has served as senior focal point and liaison officer with the United Nations Department of Peacekeeping Operations, as senior officer in the Executive Office of the United Nations Secretary-General, and as private secretary/executive assistant to the prime minister of India.

[back to top](#)

#### **Eugene Schmiel**

Eugene Schmiel, former foreign-service officer with the U.S. Department of State, is currently director of academic programs at the Institute for Experiential Learning (IEL) in Washington, D.C., where he teaches courses in experiential learning and international relations. He is the creator of IEL's "Embassy and Diplomatic Scholars" program, a unique internship program that places students in international organizations, such as foreign embassies, providing them with exposure to careers in international relations—from foreign service to international business.

Schmiel served as the American chargé d'affaires in Iceland, Djibouti, and Guinea-Bissau; consul general in Mombasa, Kenya; and deputy office director for Central African and Korean Affairs during his career

with the U.S. Department of State.

Schmiel and his wife, Kathryn, published *Welcome Home: Who Are You? Tales of a Foreign Service Family*, which examines the human side of diplomacy and the life of a diplomat's family.

#### **Buffalo State Student Panel**

A panel of Buffalo State students from English 101 and 102 classes, selected on the basis of their essays on conflict and peace, will present and discuss their perspectives.

For more information about the conference, contact Jean Gounard, director of International Student Affairs, at ext. 5331 or [gounarjf@buffalostate.edu](mailto:gounarjf@buffalostate.edu).

[back to top](#)

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## *From the Vice President for Finance and Management*

### **Campus Directory of Notaries Public**

The Professional Staff Caucus is compiling a list of Buffalo State employees who are licensed notaries public to assist faculty, staff, and students with legal documents requiring notarization.

If you are a notary public and wish to be included in the directory, please send your name and campus department, address, and telephone number by Thursday, October 10 to:

Wendy Mistretta  
Cleveland Hall 416  
ext. 4620  
[mistrews@buffalostate.edu](mailto:mistrews@buffalostate.edu)

or

Ottillie Woodruff  
South Wing 630  
ext. 4426  
[woodruom@buffalostate.edu](mailto:woodruom@buffalostate.edu)

The list should be posted at [www.buffalostate.edu/orgs/psc](http://www.buffalostate.edu/orgs/psc) and [www.buffalostate.edu/depts/studentlife/studentorgs.html](http://www.buffalostate.edu/depts/studentlife/studentorgs.html) by October 23.

The directory is made possible through a Faculty-Student Association Founders Fund Grant, which was awarded to the PSC to coordinate notary public training for 10 campus employees and to compile a directory of on-campus notaries.



[back to top](#)

### Retirement Incentive Program

Buffalo State College will **not** participate in the 2002-03 SUNY Retirement Incentive Program, which provides additional benefits to employees age 50 and over with 10 years of service who are members of the New York State Employees' or Teachers' Retirement System or who participate in the SUNY Optional Retirement Program (TIAA-CREF).

Although SUNY and the Office of the State Comptroller recently negotiated an agreement to provide SUNY with additional flexibility in replacing employees under the 2002-03 Retirement Incentive Program, program participation still would not be in the overall best interest of the college.

[back to top](#)

### Computer Training and SkillSoft E-Learning

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Paul Reynolds at ext. 3361 or [reynolap@buffalostate.edu](mailto:reynolap@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)  
Password: your password  
Domain: bsclogon

#### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)  
Password: your password

#### SkillSoft E-Learning

Human Resource Management is pleased to announce that employees may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken Friday, October 4 from

9:00 a.m. to noon and Tuesday, October 22 from 1:00 to 4:00 p.m. in CyberQuad. A proctor will be available to assist and to answer questions.

[back to top](#)

## *From the Vice President for Institutional Advancement and Development*

### Golf and Tennis Scholarship Classic

The Buffalo State College Foundation appreciates the increased interest and support from the corporate and campus communities for its Golf and Tennis Scholarship Classic on September 9 at Brookfield Country Club.

This year's event was the most successful ever, raising \$50,000 in scholarship funds for deserving Buffalo State students.

Next year's classic will be held Monday, September 8 at the Brookfield Country Club. Mark your calendars and watch for information on the many different ways to participate.

[back to top](#)

## *From the Chair of the College Senate*

### College Senate Meetings

College Senate meetings for fall 2002 will be held at 3:00 p.m. in E. H. Butler Library 210 on October 18, November 8, and December 13.

[back to top](#)

### Curricular Items

The following new courses and course revisions have been approved by the Senate Curriculum Committee and will be forwarded to the president for final review and approval:



*New Courses:*

FLE 520 Teaching Second Language at Elementary Level  
 GEG 120 Cavern Studies  
 GEG 384 Atmospheric Science  
 GEG 386 Applied Climatology  
 GEG 406 Geography of Retailing  
 GEG 421 Watershed Analysis  
 GEG 480 Air Pollution Modeling  
 HTR 400 Catering Management  
 MAT 325 Probability and Statistics  
 PLN 420 Health Planning  
 PLN 422 Strategic Planning for Public-Sector Organizations

*Course Revisions:*

EDU 120 College Reading and Study Strategies I  
 EDU 150 College Reading and Study Strategies II  
 FAR 322 Intermediate Photography II  
 FAR 323 Advanced Photography  
 FAR 420 Senior Studio in Photography  
 GEG 303 World Climatology  
 GEG 382 (previously GES 445) Weather Forecasting  
 MAT 325 Probability and Statistics

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

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# Bulletin

[Past Issues](#)

[Search the Bulletin](#)

[Bulletin Home](#)

## About the Bulletin

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

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November 7, 14, 21	April 3, 10, 17, 24	
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[back to top](#)



Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 8  
October 10, 2002

## In this issue:

### From the President

Curricular Approval  
Middle States  
Homecoming

### From the Provost and Vice President for Academic Affairs

Physics "Alt-Cert" Program  
Federal Grant Opportunities  
Degree Navigator  
Nominations for Chancellor's and President's Awards and  
Distinguished Professorships

### From the Vice President for Finance and Management

Computer Training and SkillSoft E-Learning

### From the Vice President for Student Affairs

Appointments  
Director of Upward Bound Program  
Coordinator of Native American Student Services  
New-Student Orientation Make-Up Session  
Comedy Club with Marc Theobald  
Athletic Events

### From the Chair of the College Senate

College Senate Meetings  
Curricular Items

## From the President

### Curricular Approval

I have approved the following minor program revision, which has been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

#### Minor Program Revision:

**Religious Studies Minor (1017)**



[back to top](#)

## Middle States

Many thanks to everyone who worked on the self-study for the college's evaluation by the Middle States Commission, and to those who worked with the evaluation team during its visit to Buffalo State last week. The team's preliminary response to our self-study and to our efforts to fulfill our mission, articulated by team chair Frank Pogue, president of Edinboro University of Pennsylvania. The oral report validated our own study and presented us with some new perspectives. The self-study is available at [www.buffalostate.edu/academics/middlestates](http://www.buffalostate.edu/academics/middlestates).

The draft report should arrive on campus within the next two weeks. We will then have 10 days to make corrections or suggest revisions. The Middle States Commission will vote on acceptance of the final report in February 2003, and the college will be notified of the final accreditation decision sometime in March. Thanks, again, to everyone who worked on this important process.

[back to top](#)

## Homecoming

This year's combined Homecoming and Parents' Weekend was a great success. These events took Buffalo State to a higher level of programming for some of our most important constituencies, including incoming freshmen, their parents, and alumni. I thank everyone among our faculty, staff, and students who worked on these events.

[back to top](#)

## *From the Provost and Vice President for Academic Affairs*

### Physics "Alt-Cert" Program

The State University of New York and the New York State Education Department (SED) have approved the college's proposal for an alternative teacher-certification program in physics education, 7-12. The SED said the program is "the first registered in the Buffalo area."

Congratulations to Dewayne Beery, chair and associate professor of Physics; the Physics Department; Lawrence Flood, dean of the Faculty of Natural and Social Sciences; Dan King, dean of the Faculty of Applied Science and Education; and Diane Truscott, director of the

Center for Excellence in Urban and Rural Education, for their vision and drive in achieving this first.

[back to top](#)

## Federal Grant Opportunities

Key administrators from the U.S. Department of Health and Human Services (HHS) and the Department of Education (DOE) will be on campus October 15 and 16 to discuss federal research and grant opportunities. The briefing team from HHS/DOE is chaired by Edward Sontag, HHS assistant secretary for administration and management and Buffalo State alumnus. The colloquium on Wednesday morning will focus on the role that higher education can play in addressing federal health and human service priorities. Faculty members will have an opportunity to discuss research interests in greater detail with team members during breakout sessions, listed below. For more information about breakout sessions, contact respective faculty moderators.

### AGENDA

#### U.S. Department of Education

Tuesday, October 15  
2:30 p.m.  
Cleveland Hall 418

Stephanie Lee, director, Office of Special Education Programs, Office of Special Education and Rehabilitative Services (OSERS), U.S. Department of Education  
Moderator: Gary Jones, chair and associate professor, Speech-Language Pathology

#### U.S. Department of Health and Human Services

Wednesday, October 16  
9:00 a.m.  
E. H. Butler Library 210

Colloquium (General HHS issues; priorities and role of higher education)  
Edward Sontag, assistant secretary for administration and management, and members of the team  
Moderator: Richard S. Podemski, dean, Graduate Studies and Research

[back to top](#)

#### Breakout Sessions

(Relative to area of expertise with faculty and community representatives)  
10:30 a.m.



Charles Curie, administrator, Substance Abuse and Mental Health Services Administration (SAMHSA)  
Moderator: William Wiczorek, director, Center for Health and Social Research  
Cleveland Hall 418

Joan Ohi, Commissioner of the Administration on Children, Youth, and Families (ACYF), Administration for Children and Families  
Moderators: Diane Truscott, director, Center for Excellence in Urban and Rural Education; and Pixita Del Prado Hill, lecturer, Educational Foundations  
Margaret Grant Lounge, Caudell Hall

Lisa Freund, Office of Developmental Psychobiology and Cognitive Neuroscience, National Institute of Child Health and Human Development (NICHD)  
Moderator: Jurgis Karuza, chair and professor, Psychology  
Classroom Building, 4th-floor lounge

[back to top](#)

## Degree Navigator

Degree Navigator, the new Web-based degree audit system, is projected to go live the week of November 18, after spring 2003 advising and advance registration periods have concluded. More details will be forthcoming as the date draws closer.

Training for faculty and staff continues, with openings on the following dates:

Thursday, October 17	11:00 a.m.–noon
Friday, October 25	10:00–11:00 a.m.
Tuesday, October 29	1:00–2:00 p.m.
Thursday, October 31	10:00–11:00 a.m.

To register, contact Elaine Gerace at ext. 4812 or [geraceem@buffalostate.edu](mailto:geraceem@buffalostate.edu). Include your name, department, and date and time of the session you wish to attend.

[back to top](#)

## Nominations for Chancellor's and President's Awards and Distinguished Professorships

I encourage the Buffalo State community to nominate deserving colleagues for Chancellor's, President's, and Distinguished Teaching and Service Awards. A schedule for the receipt of nomination packages follows. Guidelines may be obtained from the Academic Affairs Office, Cleveland Hall 519, ext. 5901.

Nominations with supporting materials for recipients of the Distinguished Teaching Professor or Distinguished Service Professor

award, or for the Chancellor's Award for Excellence in Teaching, Professional Service, Librarianship, or Scholarship and Creative Activities must be submitted to the provost, Cleveland Hall 519, by the following dates (the third Monday in November each year):

November 18, 2002 (academic year 2002–2003)  
November 17, 2003 (academic year 2003–2004)  
November 15, 2004 (academic year 2004–2005)

Nominations with supporting materials for recipients of the President's Award for Excellence in Teaching; Research, Scholarship, and Creativity; Librarianship; Academic Advisement; Service to the College; or the Advancement of Equity and Campus Diversity must be submitted to the provost by the following dates (the first Monday in March each year):

March 3, 2003 (academic year 2002–2003)  
March 1, 2004 (academic year 2003–2004)  
March 7, 2005 (academic year 2004–2005)

[back to top](#)

## From the Vice President for Finance and Management

### Computer Training and SkillSoft E-Learning

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Paul Reynolds at ext. 3361 or [reynolap@buffalostate.edu](mailto:reynolap@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)  
Password: your password  
Domain: bsclgon

#### Netscape

User Name: bsclgon\your user name (e.g., bsclgon\publicjq)  
Password: your password

#### SkillSoft E-Learning

Human Resource Management is pleased to announce that employees may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to



demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

The remaining SkillSoft CyberQuad session for this month is from 1:00 to 4:00 p.m. Tuesday, October 22. A proctor will be available to assist and to answer questions.

[back to top](#)

## *From the Vice President for Student Affairs*

### Appointments

#### Director of Upward Bound Program

I am pleased to announce the appointment of Donald Patterson as director of the Upward Bound program at Buffalo State, effective October 1. Selected in a national search, Patterson will manage the college's Upward Bound grant, a competitive federal grant that was recently renewed for September 1999–August 2003. Patterson also will oversee completion of the program's next grant application, due December 13.

Upward Bound provides academic support services to at-risk high school students to prepare them for admission to and success in college. The Buffalo State program serves 85 students from Buffalo Traditional, Grover Cleveland, Hutchinson Central Technical, Lafayette, and McKinley Vocational High Schools.

Patterson has extensive experience with both state- and federally funded programs designed to increase college enrollment and completion rates among first-generation-college students from low-income families and students with disabilities. Patterson served four years as a counselor with the Talent Search Program at Canisius College, three years with the Liberty Partnerships Program at the University at Buffalo, and six years at Gateway-Longview youth and family services.

[back to top](#)

#### Coordinator of Native American Student Services

I am pleased to announce the appointment of Leiloni Montour as coordinator of Native American Student Services (NASS) at Buffalo State, effective October 21. Selected in a national search, Montour will oversee a range of student support services, including orientation to the community and the academic environment, academic planning and advisement, financial-aid advisement, and referrals to on- and off-campus services.

NASS is part of Minority Student Services, a component of the Student Life Office. Montour will be an active participant in the development and establishment of an effective recruitment plan for Native American students and act as a resource and referral for students, faculty, staff, and the community.

Montour is currently a clinical services worker at the Six Nations of the Grand River Child and Family Services in Ohsweken, Ontario. She has a bachelor of arts and a master of social work from Wilfrid Laurier University in Waterloo, Ontario. She served for three years as academic/social counselor, admissions officer, and assistant registrar at Six Nations Polytechnic and two years as coordinator/counselor at the First Nations Centre at Fanshawe College in London, Ontario.

[back to top](#)

### New-Student Orientation Make-Up Session

An orientation make-up session is scheduled from 12:15 to 1:30 p.m. Tuesday, October 15 in Bulger Communication Center South for all new freshmen and transfer students who were unable to attend sessions held during the summer. Call Eileen Merberg, director of college orientation, at ext. 6822 for more information.

### Comedy Club with Marc Theobald

Funny man Marc Theobald, inspired by comedians Chris Rock and Richard Pryor, will perform his sketches and routines at 9:00 p.m. Saturday, October 12 in the Campbell Student Union Cookery. This event is sponsored by the Residence Life Office and the Student Union Board.

[back to top](#)

### Athletic Events

Women's Soccer  
Buffalo State vs. Potsdam  
Friday, October 11  
1:00 p.m.  
Coyer Field

Buffalo State vs. Plattsburgh  
Saturday, October 12  
1:00 p.m.  
North Field

Buffalo State vs. D'Youville  
Tuesday, October 15  
4:00 p.m.  
Coyer Field

Football  
Buffalo State vs. Rowan



Saturday, October 12  
1:00 p.m.  
Coyer Field

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

College Senate meetings for fall 2002 will be held at 3:00 p.m. in E. H. Butler Library 210 on October 18, November 8, and December 13.

[back to top](#)

### Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

#### New Courses:

**NFS 200 Applied Food Chemistry.** *Prerequisites: NFS 100 Introduction to Food Preparation, two semesters Inorganic Chemistry. Transfer credit will be given subject to department approval.*

A study of the structure, properties, and analysis techniques of food components: carbohydrates, fats, proteins, color, flavor, toxins, and additives. Evaluation of commercial food products and their role in the diet.

**NFS 300 Food Processing I.** *Prerequisite: NFS 200 Applied Food Chemistry. Transfer credit will be given subject to department approval.*  
A study of commercial food preservation and packaging techniques, food storage, food safety, food laws, and genetic engineering.

**NFS 430 Introduction to Nutrition Research.** *Prerequisites: Statistics, NFS 402 Medical Nutrition Therapy II.*  
Students explore various research designs and characteristics of quantitative nutrition studies. Emphasis on the process of critiquing and interpreting randomized clinical trials.

[back to top](#)

#### Course Revisions:

(Non-Western civilization and social science)

**ANT 101 Understanding Culture.** Course explores the concept of culture by which human groups satisfy needs, regulate size and social power, and manage natural resources to provide diachronic and comparative overview of global trends shaping the modern world.

(Non-Western civilization)

**ANT 327 Introduction to Medical Anthropology.** Concepts of and practices concerning health, illness, and healing from a variety of cultural perspectives. Includes folk medicine, traditional medicine, religion and healing, homeopathy, and anthropological approaches to the study of American health institutions.

**ANT 329 World Prehistory.** Overview of major developments in human culture as inferred from the archaeological record. Past cultures of hunter-gatherers, the first farmers, and early civilizations and their legacy for the modern world.

[back to top](#)

**NFS 100 Introduction to Food Preparation.** A study of the composition of food and the scientific principles of food preparation and cookery. Imparts food selection, preparation, and storage skills.

**NFS 302 Advanced Nutrition.** *Prerequisites: NFS 102 Introduction to Nutrition, CHE 111 and CHE 112 Inorganic Chemistry, BIO 100 Principles of Biology or BIO 211 Cell Biology.*

This course lays the foundation for Medical Nutrition Therapy courses and includes in-depth study of macronutrient intermediary metabolism with applications to practice; the study of macronutrients involved in bone metabolism, red blood cell information, antioxidant functions, and water and electrolyte balance; and evaluation of functional foods and their role in health.

**NFS 315 Life Cycle and Community Nutrition I.** *Prerequisite: NFS 102 Introduction to Nutrition.*

A study of the physiological changes during pregnancy, lactation and growth and development during infancy, preschool, school age, and adolescence; food and nutritional needs; specific nutritional concerns; and community nutrition services and programs.

**NFS 316 Life Cycle and Community Nutrition II.** *Prerequisites: NFS 102 Introduction to Nutrition, NFS 315 Life Cycle and Community Nutrition I.*

A study of nutritional issues and chronic-disease prevention in adult life; physiological changes in the older adult; nutritional needs and specific nutritional concerns of the older adult; community nutrition services and programs for the adult and older adult.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)



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for official campus  
announcements

# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)

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[back to top](#)

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[back to top](#)

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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
[Buffalo State Home](#)

Vol. XLVIII, No. 9  
October 17, 2002

## In this issue:

[From the President](#)

[Curricular Approvals](#)

[From the Provost and Vice President for Academic Affairs](#)

[CDHS Sabbaticals](#)

[From the Vice President for Finance and Management](#)

[Tree Rededication Ceremony](#)

[From the Vice President for Student Affairs](#)

[Appointment](#)

[Professional SPA Conference](#)

[Government Jobs Week](#)

[Women's Volleyball Team Wins Championship](#)

[Athletic Events](#)

[From the Senior Adviser to the President for Equity and Campus Diversity](#)

[Project Success: First Friday Dialogs for Disabilities](#)

[From the Chair of the College Senate](#)

[College Senate Meetings](#)

[Curricular Item](#)

## From the President

### Curricular Approvals

I have approved the following new courses and course revisions, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

#### New Courses:

**FLE 520 Teaching a Second Language at the Elementary Level**

**GEG 120 Cavern Studies**

**GEG 384 Atmospheric Science**

**GEG 386 Applied Climatology**

**GEG 406 Geography of Retailing**

**GEG 421 Watershed Analysis**

**GEG 480 Air Pollution Modeling**

**HTR 400 Catering Management**

**MAT 325 Probability and Statistics**

**PLN 420 Health Planning**



## PLN 422 Strategic Planning for Public-Sector Organizations

### Course Revisions:

EDU 120 College Reading and Study Strategies I  
EDU 150 College Reading and Study Strategies II  
FAR 322 Intermediate Photography II  
FAR 323 Advanced Photography  
FAR 420 Senior Studio in Photography  
GEG 303 World Climatology  
GEG 382 Weather Forecasting

[back to top](#)

## From the Provost and Vice President for Academic Affairs

### CDHS Sabbaticals

I am pleased to announce the continuation of the Center for Development of Human Services (CDHS) sabbaticals, one for each of the three faculties. This opportunity allows faculty to engage in research or other scholarly activity that links personal areas of interest with key CDHS research or development priorities.

CDHS is a nationally recognized training organization at Buffalo State, with a comprehensive menu of training programs that address important issues such as child abuse, foster care and adoption, HIV/AIDS, management and leadership, independent living, managed health care/Medicaid, parenting skills, the impact of substance abuse on families, and welfare reform. For more information, visit <http://www.bsc-cdhs.org>.

Each sabbatical recipient will be paired with a CDHS staff partner who will ensure that the sabbatical project meets the research and development needs of CDHS. The recipient will have access to CHDS staff, training, and other resources in support of the project, including the option for a graduate assistant from the human services administration option in the M.S. in multidisciplinary studies program at Buffalo State.

[back to top](#)

Current CDHS research and development needs include:

- Research in support of CDHS training in child welfare, management and leadership, medical assistance, and children with AIDS.
- Research on the impact of welfare-to-work initiatives in New York State, as well as successful program models of welfare-reform and welfare-to-work initiatives in local districts in other states. Specific examination of client programs that focus on family support systems that have proved to enhance self-sufficiency, as well as collaborative models between local districts, community agencies, colleges/universities, and businesses. Following the assessment, recommendations

could be made to the New York State Office of Children and Family Services on the effectiveness and cost-benefit ratio of these programs in reducing welfare rolls and their impact on former welfare recipients.

- Research on the impact of the competency-based training (CBT) system at the Erie County Department of Social Services on CDHS training delivery. (The introduction of CBT has significantly changed the way CDHS plans for, budgets, and delivers training.)

[back to top](#)

- Investigation and development of Web-based, long-distance, multimedia, and technology-based training and education alternatives for CDHS-sponsored training and academic courses at the college.
- Review of current CDHS training, examining the possibility of awarding graduate credit for training completion.
- Research on the human-resource needs of public-welfare agencies in New York State. Following the assessment, recommendations could be made to better serve the needs of public-welfare employees.
- Development of training materials on human service administration, strategic planning, program evaluation, budgeting, and leadership in the human-service sector. Materials and texts would be used to enhance CDHS human resource management training.
- Research on long-term care and elder care alternatives and their effect on quality-of-life issues and access to health care.
- Research on Medicaid transportation and health care access for clients.

[back to top](#)

- Development of curricula, instructional guides, and desk aids to assist health care programs such as New York State's Child Health Plus in enrolling uninsured children and addressing managed-care issues related to low-income families and individuals.
- Research on the relationship between public- and voluntary-sector human services and colleges and universities. Research would include the scope of activities, assessment of the impact, and the nature and character of the relationships between human service agencies and the academic community.
- Research on alternatives to third-party training such as the "corporate university" model. Recommendations for improving the integration of training into public welfare agency administration, including successful alternatives to stand-up training, especially coaching models and training/coaching for supervisors.

Faculty members must complete a sabbatical leave proposal following regular Buffalo State guidelines, timelines, and procedures. In addition to the usual approvals, CDHS sabbatical proposals must be approved by Robert Spaner, chief administrative officer for CDHS, before advancing to the dean and provost.

For more information, contact Angelo Conorozzo at 885-4309 or [angeloc@bsc-cdhs.org](mailto:angeloc@bsc-cdhs.org).

[back to top](#)



## From the Vice President for Finance and Management

### Tree Rededication Ceremony

The campus community is invited to a tree-planting and rededication ceremony at 3:00 p.m. Friday, October 25 to celebrate and reaffirm Buffalo State's relationship with the Western New York State Nursery and Landscape Association and the ongoing support of its members. This year, the college also celebrates the 40th anniversary of the Maud Gordon Holmes Arboretum on campus.

A Gray Dogwood (*Cornus racemosa*) will be planted just north of Campus House, near parking lot Y, the original site of a Gray Dogwood planted on October 25, 1967—exactly 35 years earlier. The first tree died in 1997.

In case of inclement weather, the ceremony will be held inside Campus House. For more information, contact Lisa Krieger at ext. 6651 or [kriegelh@buffalostate.edu](mailto:kriegelh@buffalostate.edu).

[back to top](#)

## From the Vice President for Student Affairs

### Appointment

Jerome Moss has been appointed women's basketball coach, the fifth head coach since the varsity program's inception in 1965. Moss inherits the program following the resignation of Fred Batchelor, who left to take the head coaching position at Division II Elizabeth City State University in North Carolina. The Bengals won their ninth SUNYAC championship last season, and made their 11th appearance in the NCAA playoffs while posting a 25-4 record.

Moss, a native of Elmira, comes to Buffalo State with 18 years of basketball coaching experience, most recently as the first assistant coach with SUNYAC-rival Fredonia State for the past two seasons, where his duties included assisting with the planning and running of practices, recruiting, and game-day coaching. In his first season with the team, he helped lead the Blue Devils to the conference semifinals for the first time in the program's history and a 16-10 record, one win shy of a school best.

From 1995 through 2000, Moss served as the head coach for the Forestville Central High School boys' varsity team and was named the Chautauqua County Division III Coach of the Year in his first season. He also has served as an assistant with Fredonia State's and Elmira College's men's teams, and has worked as a basketball referee and instructor for several summer camps.

Moss holds a bachelor's degree in sociology and a master's degree in special studies from Fredonia State. He also will serve as the academic coordinator for Buffalo State's Intercollegiate Athletics Department. He assumes his duties immediately.

[back to top](#)

### Professional SPA Conference

The sixth annual Professional SPA Conference will be held from 7:30 a.m. to 5:30 p.m. Saturday, November 9 in the Campbell Student Union. The conference is designed for anyone interested in the field of student affairs, including graduate and undergraduate students, faculty, and new and practiced professionals. This powerful one-day symposium will stimulate professional interests and provide opportunities for dialogue and exchange of ideas.

This year's theme, "The Developing Professional: Networking, Partnerships, and Collaboration," will highlight an array of exciting and innovative ideas taking place in the student affairs field. William J. Young, director of Off-Campus Student Services at the Ohio State University, will deliver the keynote address. Young is noted for his contributions to the profession, his commitment to developing professionals, and his inspiring nature.

For registration information, contact Rene Kauder at ext. 4631 or [kauderra@buffalostate.edu](mailto:kauderra@buffalostate.edu).

[back to top](#)

### Government Jobs Week

Government Jobs Week, featuring the Criminal Justice/Law/Government Career Fair, will be held the week of October 21. Students from all majors are welcome to attend the events to learn about opportunities in federal, state, and municipal government.

### Everything You Need to Know about Government Jobs and Civil Service Tests

Mike Golebiewski, Erie Community College  
Monday, October 21  
5:00–8:00 p.m.  
Campbell Student Union Assembly Hall

### Pre-Law Forum

Tuesday, October 22  
12:15–1:30 p.m. (Bengal Pause)  
Classroom Building A109

[back to top](#)

### Government/Law/Criminal Justice Career Fair

Thursday, October 24  
11:00 a.m.–1:30 p.m.  
Campbell Student Union Social Hall

### Introduction to Civil Service in New York State

Archie Amos and Barbara Schwind, New York State Civil Service Outreach  
Thursday, October 24  
3:00–4:30 p.m.



Campbell Student Union Assembly Hall

For more information, contact the Career Development Center at ext. 5811, Cleveland Hall 306, or [www.buffalostate.edu/offices/cdc](http://www.buffalostate.edu/offices/cdc).

This event was organized by the Career Development Center, the Criminal Justice and Political Science Departments, the Criminal Justice Student Club, and the Pre-Law Committee. Funding was provided by the Auxiliary Services Grant Allocation Committee.

[back to top](#)

## Women's Volleyball Team Wins Championship

Buffalo State's women's volleyball team claimed the Hiram Invitational championship for the second straight year last weekend, with wins over Medaille, Pitt-Bradford, and Hiram College. Monica Polka was named Most Valuable Player of the Tournament, and Vicky Manos was selected for the All-Tournament Team.

[back to top](#)

## Athletic Events

### Men's Soccer

Buffalo State vs. Oswego  
Friday, October 18  
3:00 p.m.  
Coyer Field

Buffalo State vs. Cortland  
Saturday, October 19  
1:00 p.m.  
Coyer Field

Buffalo State vs. Fredonia  
Wednesday, October 23  
3:00 p.m.  
Coyer Field

[back to top](#)

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## *From the Senior Adviser to the President for Equity and Campus Diversity*

### Project Success: First Friday Dialogs for Disabilities

Uncovering Hidden Disabilities  
Friday, November 1  
E. H. Butler Library 210  
Noon-2:00 p.m.

The number of college students with attention deficit hyperactivity disorder, psychiatric disabilities, and other hidden disabilities is second only to that of those with learning disabilities. The needs of college students with hidden disabilities are often misunderstood by faculty and staff members. This First Friday Dialog will include a brief presentation by Joan McCool, director of the Buffalo State Counseling Center, and Stephen Chris, senior counselor. A discussion of the implications of students with hidden disabilities on a college campus will follow the presentation. Lunch will be served; R.S.V.P. to Peggy Bristol, Project Success coordinator, at ext. 3515 or [bristopa@buffalostate.edu](mailto:bristopa@buffalostate.edu) by Wednesday, October 30.

[back to top](#)

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## *From the Chair of the College Senate*

### College Senate Meetings

College Senate meetings for fall 2002 will be held at 3:00 p.m. in E. H. Butler Library 210 on October 18, November 8, and December 13.

[back to top](#)

### Curricular Item

The following course has been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

#### *New Course:*

**HUM 311 Cinema and Culture.** Course focuses on international film and three dimensions of culture: literature, art, and music. Students study film adaptations from literature; view and discuss films representing an artistic style or depicting an artist; listen to and analyze film scores; and view and analyze films about composers or musicians.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)



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# Bulletin

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 10  
October 24, 2002

## In this issue:

[From the Provost and Vice President for Academic Affairs](#)

[Open House](#)

[From the Vice President for Finance and Management](#)

[Individual Development Awards](#)

[Employee Assistance Program](#)

[EAP Coordinator Vacancy](#)

[From the Vice President for Student Affairs](#)

[Manners Matter: The Ins and Outs of Professional Etiquette](#)

[Athletic Events](#)

[From the Senior Adviser to the President for Equity and Campus Diversity](#)

[2002-2003 Guide to Effective Faculty, Administration, and Staff](#)

[Searches](#)

[From the Chair of the College Senate](#)

[College Senate Meetings](#)

[Curricular Items](#)

[Standing Committee Rosters](#)

## From the Provost and Vice President for Academic Affairs

### Fall Open House

On Saturday, October 26 from 9:00 a.m. to noon, prospective students and their families will have an opportunity to tour the campus, meet with faculty, learn more about our academic and support services, and discuss financial aid options.

Open House begins in Rockwell Hall, and interested students are encouraged to contact the Admissions Office at ext. 4017 to make reservations. Let's extend our hospitality to prospective students and their parents.

[back to top](#)



## *From the Vice President for Finance and Management*

### Individual Development Awards

The State of New York/United University Professions Joint Labor-Management Committees have announced the allocation of funds for Individual Development Awards for September 1, 2002–August 31, 2003. This program is intended to assist employees in the UUP bargaining unit in developing their full professional potential and in preparing for advancement by funding professional development activities. The maximum award is \$1,000 (\$5,000 when salary for a replacement is required). Applications from those who have not been funded previously are encouraged.

The total amount to be distributed at Buffalo State is \$27,043.

The Individual Development Award Committee will review applications, taking into consideration whether proposed activities will enable applicants to meet one or more of the criteria (a–e) specified in Article XII, Title A, B, or C, of the Policies of the Board of Trustees concerning employees' evaluation and promotion.

An employee may submit only one application.

[back to top](#)

### Award Period

The award period covers professional development activities commenced on or after September 1, 2002, and completed on or before August 31, 2003.

### Eligibility Requirements

Full-time employees must be in the UUP bargaining unit at the time of the award and during the dates of the proposed project. Full-time employees who accrue annual leave will not be required to charge credits for any activities funded by Individual Development Awards.

Part-time employees who meet the eligibility requirements for 26-week coverage for health benefits will have the same eligibility for Individual Development Awards. Part-time employees who are eligible for health benefits during the summer also are eligible for funding for activities that occur during the summer, whether or not they are on the payroll. The Individual Development Award Committee will give preference to part-time employees for a minimum of 15 percent of the available funds if sufficient applications are received. Part-time employees who accrue annual leave will not be required to charge credits for any activities funded by Individual Development Awards.

### Types of Projects or Activities

Projects or activities must fall within the following categories:

- Basic, applied, or historical research.
- Curricular or instructional material development.
- Workshop, seminar, internship, or coursework not covered by Contract Article 46 or SUNY tuition waiver.
- Conference participation or attendance.
- Preparation of material for publication.
- Grant-proposal development.

- Professional reading or independent study.
- Other work-related professional development projects or activities.

[back to top](#)

### Types of Support

- Registration fee(s) for conferences or workshops.
- Consumable supplies (paper, pens, postage, etc.).
- Nonconsumable supplies, e.g., books, software, etc. (Any nonconsumable supplies purchased with Individual Development Award funds become the property of the State of New York/State University of New York.)
- Travel and related expenses (includes lodging and meals).
- Research support (e.g., computer time, network access or support, clerical support).
- Equipment lease or purchase. (Any equipment purchased with Individual Development Award funds becomes the property of the State of New York/State University of New York.)
- Tuition and course-related supplies. The maximum allowance for tuition is the SUNY rate at the time of application (currently \$137 per undergraduate credit or \$213 per graduate credit).
- Salary for a replacement (up to \$4,000, not to exceed the recipient's salary).

All funding requests must conform to the State Comptroller's Rules and Regulations and limitations contained therein. Specific questions about travel and other reimbursement information should be addressed to the Accounting Office, Cleveland Hall 414. Additional justification for specific items may be requested.

[back to top](#)

### Funding Priorities

- Faculty or staff presenting research papers, posters, or juried exhibitions.
- Faculty in fields with rapidly changing technology attending workshops/conferences to keep skills current.
- Job-related skill enhancement workshops or training institutes.
- Continuing education related to job responsibilities.
- Proportional distribution between faculty, professionals, and librarians.

### Application Procedure

Applications must be received by the Individual Development Award Committee, in care of the Equity and Campus Diversity Office, Cleveland Hall 415, by 5:00 p.m. Friday, January 3, 2003. The committee encourages the submission of applications prior to Winter Pause. Applications and guidelines are available at [www.buffalostate.edu/offices/hr/ida.htm](http://www.buffalostate.edu/offices/hr/ida.htm) or in the Equity and Campus Diversity Office.

Along with the completed application, applicants must submit the following:

- A current curriculum vitae.
- A list of any other grant support for the project or activity, including the amount of such support.
- A brochure, announcement, or other relevant material describing the program and costs. (If material is not yet available, send as soon as possible.)
- If presenting, a notification of acceptance or invitation. (If notification is not yet available, send as soon as possible. Funding is contingent upon notification of acceptance.)
- Any other supporting documentation.



[back to top](#)**Notification of Awards**

Applicants will be notified of award decisions by Friday, February 7, 2003.

**Reimbursement Procedure**

Reimbursement of actual expenditures will be handled through the Accounting Office, Cleveland Hall 414, and must comply with the State Comptroller's Rules and Regulations and limitations contained therein. Questions regarding rates of reimbursement should be directed to the Accounting Office. Award recipients must submit New York State vouchers and original receipts within 30 days of the completion of the project or activity, or within 30 days of award notification if the funded project or activity has already been completed. Award recipients who are unable to complete a project as planned must notify the Individual Development Award Committee as soon as possible. Failure to notify the committee may result in the applicant's ineligibility for future awards. Vouchers and receipts not submitted in a timely manner will result in forfeiture of entitlement to reimbursement. All funds must be spent by August 30, 2003.

**Individual Development Award Committee**

Individual Development Award Committee members are Mary Delmont, Deborah Jones, and Alex Ratkowski representing UUP, and Dolores Battle, Marie Mance, and Emile Netzhammer representing management.

[back to top](#)**Employee Assistance Program**

The Buffalo State College Employee Assistance Program (EAP) is an information, assessment, and referral service that provides confidential help to employees with personal problems that negatively affect their lives and job performance.

The program's trained on-site coordinators provide confidential information and referrals to any employee or supervisor seeking help with a personal or job-related problem. Coordinators are trained to refer employees to the most appropriate community service providers for problems such as emotional stress, depression, financial or legal difficulties, alcoholism, drug abuse, or marital or domestic discord. Coordinators also provide information on local resources for issues such as child care, elder care, and legal and financial services.

EAP services are available to state employees, their family members, and state retirees. If you need help with a personal or family problem, please contact one of our campus coordinators. All calls and discussions are strictly confidential.

David Cummings	ext. 5122
Robert Delprino*	ext. 6669
Ann Ellement*	ext. 4811
Confidential voice mail	ext. 6699

EAP Web site: [www.buffalostate.edu/offices/hr/eap.htm](http://www.buffalostate.edu/offices/hr/eap.htm)

\*Robert Delprino is acting as interim coordinator until November 11, when Ann Ellement returns from a brief leave of absence.

[back to top](#)**EAP Coordinator Vacancy**

The Buffalo State Employee Assistance Program (EAP), a free, confidential information and referral service available to all New York State employees, their family members, and retirees, seeks a volunteer to fill the role of EAP coordinator. EAP coordinators are specially trained to assist Buffalo State employees and their family members in finding professionals in the community best suited to help solve problems or address concerns.

EAP provides assistance with many kinds of problems, including family, marital, medical, financial, legal, grief and loss, elder care, and substance abuse. EAP does not provide direct therapy but serves as a link between Buffalo State employees and skilled professionals in the community. EAP is a neutral office, not associated with any disciplinary procedures, whose services are designed to improve the quality of working families' lives.

The EAP coordinator must have a strong commitment to the goals of NYS EAP, excellent interpersonal skills, a history of productive relationships with co-workers, the ability to communicate with individuals and groups, interest in the community and its services and resources, flexibility and willingness to learn, the initiative and ability to work independently, and a strong respect for confidentiality. The coordinator must attend training sessions, including monthly regional trainings, as well as the five-day New Coordinator Institute and local EAP committee meetings. Candidates must also have supervisory support and approval to assume this role.

The coordinator reports to and works with the local EAP Committee to increase awareness of EAP on site, expand referral services, and help coordinate activities on campus.

Any member of the campus community who meets the above criteria may apply; faculty members are especially needed. Interested individuals may send a letter of interest and résumé to:

Linda J. O'Donnell, EAP Committee Chair  
Health and Wellness Department  
Houston Gym 219

[back to top](#)***From the Vice President  
for Student Affairs*****Manners Matter: The Ins and Outs  
of Professional Etiquette**

Manners Matter: The Ins and Outs of Professional Etiquette, a student workshop on proper social etiquette for business professionals, will be held from 5:00 to 8:00 p.m. Thursday, November 7 in the Campbell Student Union.

Professional etiquette is essential for students to succeed in the world of work. This workshop will provide students with expert advice on appropriate behavior in professional social situations, such as proper introductions, mingling techniques, and dining skills.

A "mocktail" party in the Student Union Fireside Lounge will show students



how to associate with employers and will emphasize the importance of positive first impressions. A seven-course gourmet dinner—guaranteed to provide plenty of eating challenges—will immediately follow in the Student Union Assembly Hall. Instruction will be provided throughout the event, and prominent community and campus leaders will offer advice on a variety of etiquette-related topics during dinner.

Tickets are \$10 per person, nonrefundable, and must be purchased in advance from Campus Dining Services, Campbell Student Union 223, by Friday, November 1. Meal cards may be used. Space is limited. For more information, contact the Career Development Center in Cleveland Hall 306 or at ext. 5811. Faculty are asked to encourage student attendance.

[back to top](#)

## Athletic Events

### Swimming and Diving

Buffalo State vs. Geneseo  
Friday, October 25  
6:00 p.m.  
Kissinger Pool

### Football

Buffalo State vs. Montclair State  
Saturday, October 26  
1:00 p.m.  
Coyer Field

### Women's Hockey

Buffalo State vs. Cortland  
Saturday, October 26  
4:00 p.m.  
Ice Arena

Buffalo State vs. Cortland  
Sunday, October 27  
4:00 p.m.  
Ice Arena

[back to top](#)

## From the Senior Adviser to the President for Equity and Campus Diversity

### 2002–2003 Guide to Effective Faculty, Administration, and Staff Searches

The 2002–2003 edition of the "Guide to Effective Faculty, Administration, and Staff Searches" is available at [www.buffalostate.edu/offices/equity/guide.pdf](http://www.buffalostate.edu/offices/equity/guide.pdf). A paper version of the guide will not be produced.

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

Remaining College Senate meetings for fall 2002 will be held at 3:00 p.m. in E. H. Butler Library 210 on Friday, November 8 and Friday, December 13.

[back to top](#)

### Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

#### Course Revisions:

**DES 102 Introduction to Design 2DII.** Focus on conceptual solutions to two-dimensional design problems, with emphasis on the use of real photographic and stylistic reference for solutions that target individual creative expression. Students are encouraged to experiment with a variety of media. Color is introduced as a persuasive tool.

**DES 104 Introduction to Design 3DII.** Advanced exploration of the fundamentals of three-dimensional design, with emphasis on the development of skills related to spatial manipulation. Covers the development of process in various media and its application to form and structure.

#### Program Revision:

**Educational Leadership and Facilitation (9201)**

[back to top](#)

### Standing Committee Rosters

The following Senate Standing Committee membership rosters have been approved by the College Senate for the 2002–2003 academic year:

**Academic Plan:** Cherry Searle, chair; Roslyn Berkovitz; Lisa Brooks; John DeNisco; Mark Fulk; Simon Peter Gomez; Karen Johnson; Roswell Park; William Raffel; Sharon Raimondi; Janet Ramsey; Allen Shelton; Thomas White; Gary Marotta, administrative liaison.

**Budget and Staff Allocations:** Ronald Rabin, chair; Dolores Battle; Roslyn Berkovitz; Paul Bink; David Cummings; Frederick Floss; James Gillham; William Grieshaber; James Grunebaum; Alex Ratkowski; Ted Schmidt; Mukhbir Singh; Craig Werner; Marcy Zulawski; Rebecca Schenk, administrative liaison; Ritch Burgmaster, student representative.

**Bylaws and Elections:** Sharon Cramer, chair; Bruce Bryski; David Cummings; John DeNisco; Victor Kasper; William Mitchell; Terry Postero; Carol Richards; Stephanie Russell; John Thompson; Margaret Shaw-Burnett, administrative liaison; Elizabeth Blume, student representative.

**Curriculum Committee:** Wendy Paterson, chair; Nancy Chicola; Mary



Delmont; Lydia Fish; Tom Giambrone; Linda Gleckel; Scott Johnson; Ellen Kennedy; Andrew Nicholls; Roswell Park; Gregory Reish; Karen Sands-O'Connor; Gary Solar; Richard Whitaker; Donn Youngstrom; Rita Zientek; Wanda Davis, administrative liaison; Stacy McGirr, student representative.

[back to top](#)

**Instruction and Research:** Susan Leist, chair; Cheryl Albers; Gloria Eastman; Richard Engelhardt; Nancy Frazier; Warren Gleckel; Ilya Grinberg; Melaine Kenyon; Michael MacLean; Terence McDonald; Susan McMillen; Kenneth Mernitz; Andrew Nicholls; Stephen Thorne; Richard Podemski, administrative liaison; Patrick McGough and Eric Scotch, student representatives.

**International Education:** Anthony Hotchkiss, chair; R. Bruce Baum; Slade Gellin; Jean Gounard; Lee Ann Grace; Deborah Insalaco; Jill Norvilitis; Gregory Reish; Evelyn Rosario; Lucy Schwartz; Wanda Slawinska; Zhang Jie; Lawrence Flood, administrative liaison; Joseph Czaja and Toby Ivey, student representatives.

**Professional Welfare:** Anthony Hotchkiss, chair; R. Bruce Baum; David Carson; Simeon Chilungu; Susan Davis; Marian Deutschman; Colleen Frey; Shannon Haick; Lisa Krieger; Michael MacLean; Thomas McCray; Dennis Mike; Marianne Muha; Marcy Zulawski; Yves Gachette, administrative liaison.

**Standards for Students:** Lee Ann Grace, chair; Solochidi Ahiahar; Marion Barnett; Marie Ferraro; J. Michael Fox; Nancy Frazier; Lin Xia Jiang; Martin Kelly; A. J. Olson; Pamela Rost; Elizabeth Stevens; Stephen Vermette; Mark Warford; Maryruth Glogowski, administrative liaison; Louis D'Angelo, student representative.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

Buffalo State  
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announcements

# Bulletin

About the *Bulletin*

Past Issues

Search the *Bulletin*

Buffalo State Home

Vol. XLVIII, No. 11

October 31, 2002

## In this issue:

From the President

President's Council on Equity and Campus Diversity

From the Provost and Vice President for Academic Affairs

Woods-Beals Endowed Chair in Urban and Rural Education

Faculty and Staff Scholarship and Creativity Celebration

From the Vice President for Finance and Management

Employee Benefit Deadlines

Employee Assistance Program

EAP Coordinator Vacancy

From the Vice President for Student Affairs

Student Leadership Conference

Cross-Country Honors

SUNYAC Volleyball Playoffs

Athletic Events

From the Chair of the College Senate

College Senate Meetings

Curricular Item

## From the President

### President's Council on Equity and Campus Diversity

I am pleased to announce that the following students will serve on the President's Council on Equity and Campus Diversity:

Susanne Conrad

Yuko Kagawa

Rene Kauder

The council is charged with addressing discrimination, harassment, and campus-climate issues as they relate to the recruitment and retention of faculty, staff, and students; curriculum development; and student life on campus.

[back to top](#)



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## *From the Provost and Vice President for Academic Affairs*

### **Woods-Beals Endowed Chair in Urban and Rural Education**

I am pleased to announce the inauguration of the search for the Woods-Beals Endowed Chair in Urban and Rural Education, Buffalo State's first endowed chair. The search will be funded wholly through the endowment established by alumna Eleanor Woods Beals and her husband, Vaughn Beals ([www.buffalostate.edu/news/index.asp?sub=pressrelease&prid=105](http://www.buffalostate.edu/news/index.asp?sub=pressrelease&prid=105)).

The endowed chair will be a scholar of national or international stature, working with the Center for Excellence in Urban and Rural Education (CEURE) as a visiting professor affiliated with an academic department on campus. Applicants must have a long-standing interest in urban and/or rural education, but need not be from an education discipline.

The posting appears in this week's *Chronicle of Higher Education*: <http://jobs.chronicle.com/id.php?id=240723&pg=s>. For more information, visit [www.buffalostate.edu/chairs/woodsbeals](http://www.buffalostate.edu/chairs/woodsbeals) or speak with a member of the search committee: Sharon Cramer, chair; Susan Leist, vice chair; Wendy Paterson; E. O. Smith; Diane Truscott; Kathy Wood; or Dan King, administrative liaison. Questions also may be directed via e-mail to [endchair@mail.buffalostate.edu](mailto:endchair@mail.buffalostate.edu).

Identifying interested candidates who meet the qualifications will be a challenge. I encourage the campus community to aid in the search for a person of the proper caliber and experience to benefit CEURE, the college, and the community.

Please join us for an exchange of ideas and information about the search from noon to 1:00 p.m. Friday, November 15 in E. H. Butler Library 210. Light refreshments will be served.

[back to top](#)

### **Faculty and Staff Scholarship and Creativity Celebration**

Buffalo State has built a brilliant reputation for the quality and vibrancy of its teaching. That reputation is enhanced by the power of its research.

Last year's Scholarship and Creativity Celebration featured the work of an unprecedented number of faculty and staff. The quality of the work

was high, the exchanges and discussions stimulating. It was exciting and enlightening to discover the work of our colleagues. One felt the pride!

I hope that you will participate in the celebration scheduled for February 4 and 6, 2003. All faculty and staff will soon receive an e-mail from me with details about how to submit proposals. I hope you will decide to share your scholarship with the Buffalo State community.

Thank you for building an exciting intellectual climate for Buffalo State College.

[back to top](#)

---

## *From the Vice President for Finance and Management*

### **Employee Benefit Deadlines**

#### **Friday, November 15**

- Health Care Spending Account (HCSAccount)
- Dependent Care Advantage Account (DCAAccount)

Call 1-800-358-7202 or visit [www.flexspend.state.ny.us](http://www.flexspend.state.ny.us) to enroll.

#### **Saturday, November 30**

- Cancel health insurance
- Change from family to individual coverage
- Change pre-tax status for insurance deductions

Note: Without a qualifying event, the 10-week waiting period still applies to first-time health insurance enrollees and to those who wish to add previously eligible dependents to their plans.

The annual health insurance option transfer period, in which employees may change health insurance plans, will be held later this year. "Choices," a booklet that summarizes health insurance plans for 2003, will soon be available in the Human Resource Management Office. Option transfer information, insurance premium rates, and deadline dates will be mailed directly to employees' homes.

Please call the Human Resource Management Office at ext. 4821 with questions or to request a copy of "Choices."

[back to top](#)



15th with a time of 27:04.

[back to top](#)

## SUNYAC Volleyball Playoffs

The Buffalo State volleyball team posted a pair of 3-2 wins on Saturday, October 26 at SUNY Geneseo in the second round of SUNYAC Pool Play, defeating Fredonia and Oswego to secure the West Division's final playoff spot.

Buffalo State had 25 kills, 18 digs and six blocks from Monica Polka, and 61 assists and 18 digs from Krista Wierzbicki, to lead the Bengals to a comeback win over Fredonia in five games. Junior Vicky Manos added 17 kills and 15 digs.

Polka collected 32 kills and six blocks to lead Buffalo State past Oswego in the day's second match. Senior Lisa Herrscher contributed 10 kills and 14 digs, and Wierzbicki had 44 assists.

The Bengals will compete in the SUNYAC Playoffs for the second straight season. The championship tournament will be held in Brockport November 8 and 9.

[back to top](#)

## Athletic Events

**Men's Ice Hockey**  
Buffalo State vs. Utica  
Friday, November 1  
7:30 p.m.  
Ice Arena

Buffalo State vs. Hobart  
Saturday, November 2  
7:30 p.m.  
Ice Arena

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

Remaining College Senate meetings for fall 2002 will be held at 3:00

p.m. in E. H. Butler Library 210 on Friday, November 8 and Friday, December 13.

[back to top](#)

## Curricular Item

The following has been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

**Program Revision:**  
(changes in admission requirements)  
**M.S. in Adult Education (6850)**

[back to top](#)

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home



# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)

## About the *Bulletin*

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002–2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)

# Bulletin

[About the \*Bulletin\*](#)  
[Past Issues](#)  
[Search the \*Bulletin\*](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 12  
November 7, 2002

## In this issue:

[From the Provost and Vice President for Academic Affairs](#)  
[Reassignment](#)  
[From the Vice President for Finance and Management](#)  
[Spring 2003 Blackboard Courses](#)  
[Empire Plan Deductibles and Co-insurance for 2003](#)  
[Holiday Observance for College Employees](#)  
[Winter Pause 2002–2003: Saving Energy for Tomorrow](#)  
[Computer Training and SkillSoft E-Learning](#)  
[Employee Assistance Program](#)  
[EAP Coordinator Vacancy](#)  
[From the Vice President for Student Affairs](#)  
[2002–2003 Auxiliary Services Grants](#)  
[Athletic Events](#)  
[From the Chair of the College Senate](#)  
[College Senate Meetings](#)  
[Curricular Items](#)

---

## *From the Provost and Vice President for Academic Affairs*

### Reassignment

The coordinator of Transfer Student Services has been reassigned from Enrollment Support and Retention Programs to Enrollment Management.

[back to top](#)



residence-hall rooms; take home plants, aquariums, and other temperature-sensitive items; and make certain that equipment and appliances, such as refrigerators, are cleaned out and unplugged. Plan ahead and take home all books and research materials that might be needed during this period of limited operations. Turn off or disconnect fax machines so messages do not accumulate. Turn off personal computers and printers. Please notify Campus Services, ext. 6111, of experiments in progress that may not be disturbed or moved during Winter Pause.

Snow removal will be limited to providing access for emergency vehicles and access to open buildings. Parking lots generally will not be plowed, and staff who opt to work are asked to park on Rockwell Road or in Lot S-1 (Science Building/Upton Hall) only.

[back to top](#)

### Facilities

The following facilities will be **open with limited access** December 22 through January 1 (inclusive):

**Rockwell Hall**, to honor contractual commitments and to protect art exhibits.

**Science Building**, to maintain the animal facilities and honor scheduled planetarium shows.

**Houston Gym**, for intercollegiate athletic team practices only.

**Ice Arena**, for scheduled events (Sports Arena will be closed).

**Moore Complex** and **Moore Complex apartments**.

**North Wing** and **Tower 1**, as necessary, to accommodate resident students and Residence Life staff on a space-available basis.

### Services

- The **Payroll Office** will be closed during Winter Pause. Employee payday Wednesday, January 1, 2003, has been changed to Tuesday, December 31, 2002. Employees who wish to have their paychecks or direct deposit stubs for December 18 and/or December 31 mailed to their homes must make written requests to the Payroll Office, Cleveland Hall 408 or [galoneac@buffalostate.edu](mailto:galoneac@buffalostate.edu), by 3:00 p.m. Friday, December 13.

Employees may, at any time, sign up for direct deposit, which automatically deposits salary into designated checking and/or savings accounts at virtually any bank or credit union in the United States. Deposits may be directed to up to eight different accounts, and money is available the morning of payday.

Work-study and student-assistant paychecks scheduled for distribution on Wednesday, December 25 will be mailed to students at the addresses shown on their pay stubs. Students who wish to have their paychecks mailed to an alternate address must supply the Payroll Office with a self-addressed envelope by Wednesday, December 18. Supervisors should notify students that paychecks cannot be picked up during Winter Pause.

- Campus Dining Services** will be **closed**. No food service will be available on campus during Winter Pause.
- The **Barnes & Noble at Buffalo State Bookstore** will be **closed**.
- The **Buffalo State Child Care Center** will be **closed**.
- The **mail room** and **Central Receiving**: Vendors will be notified of the shutdown, and no deliveries will be accepted. Mail will be

received and sorted in the mail room, but no on-campus deliveries will be made. Mail may be picked up only by prior arrangement with the mail room.

- University Police** will remain **open**, and **officers** will be **on duty**.

[back to top](#)

### Registrar

The deadline to submit the registrar's copy of grade rosters to the Registrar's Office (as listed in the 2002-2003 academic calendar) is 4:00 p.m. Monday, December 16.

### Employee Options

Participation in Winter Pause is voluntary, and employees who wish to work may do so. Employees who choose to work must complete and return the Winter Pause Work Request Form. Employees in areas that must provide continued services during Winter Pause may be asked to work.

Campus Services employees should report to the Maintenance Service Center for assignments on scheduled work dates. Campus Services employees who wish to take time off during Winter Pause must submit vacation requests to their immediate supervisors.

Professional employees should review work plans with appropriate line officers in advance of Winter Pause.

For safety and security reasons, employees who work during Winter Pause may be asked to sign in and out with a University Police aide at entrances to buildings. In order to ensure that only authorized people are provided access to campus buildings, employees may be asked to show campus identification cards. Employees who wish to work and do not have current identification cards should obtain them from the SUNYCard Office in E. H. Butler Library before Winter Pause.

Employees not working during Winter Pause must charge appropriate leave accruals or request leave without pay. Approved compensatory time also may be used to cover absences during this period.

Please contact the Human Resource Management Office at ext. 4822 with questions regarding Winter Pause.

[back to top](#)

### Computer Training and SkillSoft E-Learning

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debra Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

### Explorer

User Name: your user name (e.g., publicjq)  
Password: your password



Domain: bsclogon

### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)  
Password: your password

### SkillSoft E-Learning

Human Resource Management is pleased to announce that employees may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, on Monday, Wednesday, and Friday from 9:00 a.m. to 4:30 p.m. and Tuesday and Thursday from 12:30 to 4:30 p.m. A proctor will be available to assist and to answer questions. Please sign in at E. H. Butler Library 315 before starting.

[back to top](#)

## Employee Assistance Program

The Buffalo State College Employee Assistance Program (EAP) is an information, assessment, and referral service that provides confidential help to employees with personal problems that negatively affect their lives and job performance.

The program's trained on-site coordinators provide confidential information and referrals to any employee or supervisor seeking help with a personal or job-related problem. Coordinators are trained to refer employees to the most appropriate community service providers for problems such as emotional stress, depression, financial or legal difficulties, alcoholism, drug abuse, or marital or domestic discord. Coordinators also provide information on local resources for issues such as child care, elder care, and legal and financial services.

EAP services are available to state employees, their family members, and state retirees. If you need help with a personal or family problem, please contact one of our campus coordinators. All calls and discussions are strictly confidential.

David Cummings	ext. 5122
Robert Delprino*	ext. 6669
Ann Ellement*	ext. 4811
Confidential voice mail	ext. 6699

EAP Web site: [www.buffalostate.edu/offices/hr/eap.htm](http://www.buffalostate.edu/offices/hr/eap.htm)

\*Robert Delprino is acting as interim coordinator until November 11, when Ann Ellement returns from a brief leave of absence.

[back to top](#)

## EAP Coordinator Vacancy

The Buffalo State Employee Assistance Program (EAP), a free, confidential information and referral service available to all New York State employees, their family members, and retirees, seeks a volunteer to fill the role of EAP coordinator. EAP coordinators are specially trained to assist Buffalo State employees and their family members in finding professionals in the community best suited to help solve problems or address concerns.

EAP provides assistance with many kinds of problems, including family, marital, medical, financial, legal, grief and loss, elder care, and substance abuse. EAP does not provide direct therapy but serves as a link between Buffalo State employees and skilled professionals in the community. EAP is a neutral office, not associated with any disciplinary procedures, whose services are designed to improve the quality of working families' lives.

The EAP coordinator must have a strong commitment to the goals of NYS EAP, excellent interpersonal skills, a history of productive relationships with co-workers, the ability to communicate with individuals and groups, interest in the community and its services and resources, flexibility and willingness to learn, the initiative and ability to work independently, and a strong respect for confidentiality. The coordinator must attend training sessions, including monthly regional trainings, as well as the five-day New Coordinator Institute and local EAP Committee meetings. Candidates also must have supervisory support and approval to assume this role.

The coordinator reports to and works with the local EAP Committee to increase awareness of EAP on site, expand referral services, and help coordinate activities on campus.

Any member of the campus community who meets the above criteria may apply; faculty members are especially needed. Interested individuals may send a letter of interest and résumé to:

Linda J. O'Donnell, EAP Committee Chair  
Health and Wellness Department  
Houston Gym 219

[back to top](#)

## From the Vice President for Student Affairs

### 2002–2003 Auxiliary Services Grants

The Auxiliary Services Grant Allocation Committee is accepting applications for funding of programs for the 2002–2003 academic year. Proposals are due by the close of business Friday, December 6. Proposed programs and events should support the mission of the college and contribute to the following strategic directions:

- To strengthen the academic program and all student support services to promote success in teaching and learning.
- To increase the recruitment, retention, and graduation of a diverse population of students.
- To create a nurturing environment for a diverse campus



community.

Programs and events funded must be open to all students, faculty, and staff at Buffalo State and result in a direct educational experience. All Buffalo State students, faculty, and staff are eligible to apply. Application packets are available in the Vice President for Student Affairs Office, Cleveland Hall 513; the United Students Government Office, Campbell Student Union 401; the Student Life Office, Campbell Student Union 400; and the Campbell Student Union Information Desk.

[back to top](#)

## Athletic Events

### Men's Ice Hockey

Buffalo State vs. Cortland  
Friday, November 8  
7:00 p.m.  
Ice Arena

Buffalo State vs. Oswego  
Saturday, November 9  
7:00 p.m.  
Ice Arena

### Women's Ice Hockey

Buffalo State vs. Chatham  
Saturday, November 9  
4:00 p.m.  
Ice Arena

Buffalo State vs. Chatham  
Sunday, November 10  
1:00 p.m.  
Ice Arena

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

Remaining College Senate meetings for fall 2002 will be held at 3:00 p.m. in E. H. Butler Library 210 on Friday, November 8 and Friday, December 13.

[back to top](#)

### Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

*Course Revisions:*

**DES 316 Design in the Nineteenth Century.** Theoretical foundations and historical developments of design from the end of the eighteenth century to the First World War. Focus on the effects of the Industrial Revolution on communication design, industrial design, interiors, costume, and crafts.

**DES 317 Design in the Twentieth Century.** Historical and theoretical foundations of design from the early twentieth century to the present. Focus on developments in communication, industrial, and craft design from the 1890s to the present, emphasizing the unique conditions of the twentieth century with respect to new technology and new media.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

General Education Assessment Approved  
United Way Campaign Report Set  
Woodruff Endowed Chair Information and Sharing  
International Education Week  
Human Progress at Buffalo State  
New Vice President for Student Affairs  
Employee Health Benefits Plan  
Spring 2003 Blackboard Courses  
Employee Assistance Program  
SAP Coordinator Training  
New Vice President for Student Affairs  
Reorganizing Student Activities  
Annual Events  
New Senior Advisor to the President for Equity and Diversity  
Equity and Campus Diversity Movement Approved  
Annual Status Report on Minority in Higher Education 2000-2001  
New Chair of the College Senate  
College Senate Meeting  
Curriculum Items

## From the Provost and Vice President for Academic Affairs

### General Education Assessment Approved

The SUNY General Education Assessment Review Group (GEAR) has approved our revised assessment plan. Donald Stevens, associate provost, congratulated the Buffalo State faculty on its "excellent" plan.

Thank, Rosalyn Lander, whose advice for information and ideas for sharing close to our faculty and administration was the primary for making



Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 13  
November 14, 2002

## In this issue:

- From the Provost and Vice President for Academic Affairs
  - General Education Assessment Approved
  - SEFA/United Way Campaign Record Set
  - Woods-Beals Endowed Chair Informational Meeting
  - International Education Week
  - Sr. Helen Prejean at Rockwell Hall
- From the Vice President for Finance and Management
  - NYS Employees Health Benefits Fair
  - Spring 2003 Blackboard Courses
  - Employee Assistance Program
  - EAP Coordinator Vacancy
- From the Vice President for Student Affairs
  - Recognizing Student-Athletes
  - Athletic Events
- From the Senior Adviser to the President for Equity and Campus Diversity
  - Equity and Campus Diversity Minigrants Approved
  - Annual Status Report on Minorities in Higher Education 2001-2002
- From the Chair of the College Senate
  - College Senate Meeting
  - Curricular Items

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## *From the Provost and Vice President for Academic Affairs*

### General Education Assessment Approved

The SUNY General Education Assessment Review Group (GEAR) has approved our revised assessment plan. Donald Steven, associate provost, congratulates the Buffalo State faculty on its "excellent plan."

I thank Rosalyn Lindner, senior adviser for information and assessment, for staying close to our faculty and chairs throughout this process, for insisting



that one size does not fit all, and for shaping a program tailored to Buffalo State goals.

[back to top](#)

### SEFA/United Way Campaign Record Set

The Buffalo State SEFA/United Way Campaign has achieved unprecedented success: The college exceeded its goal by more than 20 percent, realizing more than \$160,000 for the people of Buffalo, Erie County, and Western New York.

We thank faculty, staff, administration, and emeriti for their remarkable participation and generosity. Buffalo State has raised more money than any other SUNY college and more than any SEFA campaign in the history of the college.

[back to top](#)

### Woods-Beals Endowed Chair Informational Meeting

The Woods-Beals Endowed Chair Search Committee invites faculty and staff to an informational meeting from noon to 1:00 p.m. Friday, November 15 in E. H. Butler Library 210. Hear plans for the search and share ideas about people, Web sites, electronic mailing lists, and publications that might be used to recruit outstanding candidates for the campus's first endowed chair. Light refreshments will be served.

[back to top](#)

### International Education Week

In observance of national International Education Week, November 18–22, the International Education Office announces the following:

#### Information Session on the U.S. Student Fulbright Program

Thursday, November 21  
12:15 p.m.

Bacon Hall 115

Buffalo State students will learn about the U.S. Student Fulbright Program, which provides funding for students to study at the graduate level or to teach English overseas for one year. This session is particularly appropriate for students with junior status, U.S. citizenship, and a strong academic record. Previous experience abroad is not required.

#### You, Too, Could Lead an Overseas Program

Friday, November 22  
3:00 p.m.

Margaret Grant Lounge (Caudell Hall)

Gloria Eastman, Stephen Saracino, and Stephen Vermette will share their recent experiences leading student groups to Great Britain, Italy, and the Canadian Arctic. Lee Ann Grace, director of international education, will

provide guidelines for other faculty members to develop new programs or become involved in existing ones. Join us for hors d'oeuvres and exciting conversation.

### Study-Abroad Alumni Association Exhibit

Throughout November

E. H. Butler Library lobby

Photographs and artifacts from several Buffalo State study-abroad programs

[back to top](#)

### Sr. Helen Prejean at Rockwell Hall

Sr. Helen Prejean, outspoken death penalty opponent and author of *Dead Man Walking: An Eyewitness Account of the Death Penalty in the United States*, will speak at 7:00 p.m. Tuesday, November 19 in the Performing Arts Center at Rockwell Hall.

Her talk is titled "Dead Man Walking: The Journey Continues." Prejean was a 1998 Nobel Peace Prize nominee and has received numerous awards for her counseling of death row inmates. The lecture is free, but tickets are required; call the Performing Arts Center Box Office at ext. 3005. Faculty members who wish to require their students' attendance may request blocks of tickets.

Prejean also will meet with students at 2:00 p.m. Faculty members who wish to involve their students in the afternoon discussion should contact Kelly Boos in the Natural and Social Sciences Dean's Office at ext. 6434.

Please encourage student attendance at this important event.

[back to top](#)

## From the Vice President for Finance and Management

### NYS Employees Health Benefits Fair

Representatives from Community Blue, Univera, Independent Health, and the Empire Plan will answer questions about health insurance plans and changes in coverage for 2003 from 11:00 a.m. to 2:00 p.m. Thursday, November 21 in the Campbell Student Union Assembly Hall.

Human Resource Management staff members also will be present to answer questions and to assist employees in making changes to their health insurance coverage. "Choices," a summary of health insurance plans, will be available.

The annual health insurance transfer period, in which employees may



change health insurance plans, will be held before the year's end.

[back to top](#)

## Spring 2003 Blackboard Courses

Requests for Blackboard course sites for the spring 2003 semester are being accepted until Friday, November 22. Requests must be made in writing; complete all sections of the form at <http://bscintra.buffalostate.edu/bbrequest>. Complete a separate form for each Blackboard course. Sites will be functional Wednesday, November 27.

Late requests will be accepted until Friday, January 24, 2003; however, sites requested after November 22 will not be ready until Friday, February 7, 2003, and students will have to be added manually. Exceptions will be made for newly hired faculty and newly assigned courses. New faculty members or faculty members who are assigned spring-semester courses after November 22 should submit a completed course request form along with documentation from the department chair verifying new faculty status or late assignment. Sites will be created as soon as possible after documentation is received.

Campus policy requires that all Blackboard users attend training. The next training session will be held from 9:00 a.m. to noon Friday, December 6. Contact the Distance Education Office at ext. 6910 to register. Blackboard course sites will not be created for faculty members who have not attended training.

Call Margaret Banak, manager, Student Computing Services, at ext. 4611 with questions.

[back to top](#)

## Employee Assistance Program

The Buffalo State College Employee Assistance Program (EAP) is an information, assessment, and referral service that provides confidential help to employees with personal problems that negatively affect their lives and job performance.

The program's trained on-site coordinators provide confidential information and referrals to any employee or supervisor seeking help with a personal or job-related problem. Coordinators are trained to refer employees to the most appropriate community service providers for problems such as emotional stress, depression, financial or legal difficulties, alcoholism, drug abuse, or marital or domestic discord. Coordinators also provide information on local resources for issues such as child care, elder care, and legal and financial services.

EAP services are available to state employees, their family members, and state retirees. If you need help with a personal or family problem, please contact one of our campus coordinators. All calls and discussions are strictly confidential.

David Cummings	ext. 5122
Ann Ellement	ext. 4811
Confidential voice mail	ext. 6699

EAP Web site: [www.buffalostate.edu/offices/hr/eap.htm](http://www.buffalostate.edu/offices/hr/eap.htm)

[back to top](#)

## EAP Coordinator Vacancy

The Buffalo State Employee Assistance Program (EAP), a free, confidential information and referral service available to all New York State employees, their family members, and retirees, seeks a volunteer to fill the role of EAP coordinator. EAP coordinators are specially trained to assist Buffalo State employees and their family members in finding professionals in the community best suited to help solve problems or address concerns.

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The coordinator reports to and works with the local EAP Committee to increase awareness of EAP on site, expand referral services, and help coordinate activities on campus.

Any member of the campus community who meets the above criteria may apply; faculty members are especially needed. Interested individuals may send a letter of interest and résumé to:

Linda J. O'Donnell, EAP Committee Chair  
Health and Wellness Department  
Houston Gym 219

[back to top](#)

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*From the Vice President  
for Student Affairs*



## Recognizing Student-Athletes

### Soccer

The State University of New York Athletic Conference announced that the following three Buffalo State soccer players were selected for the 2002 All-Conference honorable mention list: Dave Aselin (Rochester/Gates Chili) and Stu Hanson (Lincoln, England/North Kesteven) from the men's team, and Gina Monaco (Niagara Falls/Niagara Falls) from the women's team.

### Volleyball

Two Buffalo State players earned SUNYAC honors: Monica Polka was selected for the second straight season as the SUNYAC West Player of the Year, finishing the season with 588 kills, 140 blocks, and 57 aces. Krista Wierzbicki was named to the honorable mention team after becoming the second Bengal ever to surpass the 1,000 assist mark at 1,110. Wierzbicki had 70 aces and 306 digs.

[back to top](#)

## Athletic Events

### Football (Season Finale)

Buffalo State vs. Washington & Jefferson  
Saturday, November 16  
1:00 p.m.  
Coyer Field

### Men's Basketball

Buffalo State vs. Sheridan (Ontario)  
Tuesday, November 26  
7:30 p.m.  
Sports Arena

### Women's Ice Hockey

Buffalo State vs. Utica  
Saturday, November 16  
4:00 p.m.  
Ice Arena

Buffalo State vs. Utica  
Sunday, November 17  
1:00 p.m.  
Ice Arena

[back to top](#)

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*From the Senior Adviser  
to the President  
for Equity and Campus Diversity*

## Equity and Campus Diversity Minigrants Approved

The following Equity and Campus Diversity Minigrants have been approved for 2002-2003:

### *Losing Ground: An Examination of Intolerance from Slavery to the Present Day*

Terence McDonald, executive director, program for the application of drama to education and technology  
Five performances, February 11-13, 2003  
Rockwell Hall  
Funded amount: \$1,500

A collection of scenes addressing issues of slavery, racism, anti-Semitism, and intolerance, followed by postperformance discussions, mediated by members of the Campus Coalition Building Team.

### *The Forgotten Ones Remembered: Selections from the Milton Rogovin Collection*

Donald Metz, associate director, Burchfield-Penney Art Center  
December 7, 2002-March 2, 2003  
Burchfield-Penney Art Center  
Funded amount: \$1,000

Photographic portraits of subjects from the many ethnic communities of Western New York, including the Lower West Side and the Lackawanna/Southtowns area. The collection will be studied by students in art education, design, fine arts, and other programs, and special discussions and lectures will take place throughout the installation.

The Council on Equity and Campus Diversity will accept minigrant applications until Friday, January 31, 2003. Application forms and more information are available at [www.buffalostate.edu/offices/equity/contents.html](http://www.buffalostate.edu/offices/equity/contents.html).

[back to top](#)

## Annual Status Report on Minorities in Higher Education 2001-2002

The 19th annual Status Report on Minorities in Higher Education from the American Council on Education is available for review in the Equity and Campus Diversity Office, Cleveland Hall 415.

The report analyzes data on high school completion, college participation, educational attainment, college enrollment, degrees conferred, and trends in higher education employment by race and ethnicity. Copies of the executive summary are available upon request.

[back to top](#)



## From the Chair of the College Senate

### College Senate Meeting

The final College Senate meeting for fall 2002 will be held at 3:00 p.m.  
Friday, December 13 in E. H. Butler Library 210.

[back to top](#)

### Curricular Items

The following have been approved by the College Senate Curriculum Committee and will be forwarded to the president for final review and approval:

*General Education Trustees Designation:*

**HIS 307 History of India**

**HIS 310 History of East Asia: The Traditional Era**

**HIS 320 Modern History of Japan and Korea**

**HIS 338 Modern History of China**

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

Women's Ice Hockey  
Buffalo State vs. UMass  
Saturday, November 16  
4:00 p.m.  
Ice Arena

Buffalo State vs. UMass  
Sunday, November 17  
1:00 p.m.  
Ice Arena

[back to top](#)

From the Senior Adviser  
to the President  
for Equity and Campus Diversity

Buffalo State  
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# Bulletin

[Past Issues](#)

[Search the Bulletin](#)

[Bulletin Home](#)

## About the Bulletin

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002-2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)



**Buffalo State**  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 14  
November 21, 2002

## In this issue:

- From the President
  - Response to the Senate Endorsement of the Strategic Plan
  - Strategic Plan Distribution
- From the Provost and Vice President for Academic Affairs
  - Changes in Summer Session Faculty Compensation
- From the Vice President for Finance and Management
  - Health Insurance Transfer Period
  - Spring 2003 Blackboard Courses
- From the Vice President for Student Affairs
  - Dining Services Holiday/Winter Break Schedule
  - Athletics Update
  - Athletic Events
- From the Senior Adviser to the President for Equity and Campus Diversity
  - 2001-2002 Affirmative Action Plan
- From the Chair of the College Senate
  - College Senate Meeting
  - Curricular Items

## From the President

### Response to the Senate Endorsement of the Strategic Plan

The College Senate discussed and endorsed the Buffalo State College Strategic Plan at its October 18 meeting. It should be noted that the Senate voted to endorse the "general thrust or direction" of the plan, not every specific aspect of it. Further, the Senate supported the Academic Plan Committee's suggestions and observation that Strategic Direction No. 5 be strengthened, the sense of community on campus be given additional emphasis, and that the plan appears to be heavily administrative. Finally, the endorsement was made with two understandings: First, the Senate endorsement is contingent upon future priorities within the plan clearly highlighting the primacy of teaching and learning at Buffalo State. Particular concern was raised about the need to enhance the significance of Action Steps 1.2.4 and



1.2.5 in the plan. Second, the endorsement was given with the understanding that the administration will periodically report to the Senate as priorities in the plan are specified.

We accept the Senate's endorsement of the Buffalo State College Strategic Plan for 2003–2008, and I thank the Senate for its thorough and thoughtful review. The suggestions outlined above will be included in the plan implementation process as appropriate.

[back to top](#)

### Strategic Plan Distribution

Copies of the Buffalo State College Strategic Plan 2003–2008 were distributed to all faculty, staff, and United Students Government officers on November 15. If you have not received a copy, please contact Bonita Durand in the President's Office at ext. 4102 or [durandbr@buffalostate.edu](mailto:durandbr@buffalostate.edu). Copies also are available in the following locations:

- E. H. Butler Library Circulation/Reserve Desk
- All Vice Presidents' Offices
- All Academic Deans' Offices
- The Graduate Studies and Research Office, Cleveland Hall 511
- The College Senate Office, Cleveland Hall 211
- The United Students Government Office, Campbell Student Union 416
- United University Professions Office, Classroom Building A104

A password-protected electronic version of the Strategic Plan is available at [www.buffalostate.edu/president/strategy](http://www.buffalostate.edu/president/strategy). Other college documents available in the above locations include:

- The Middle States Commission on Higher Education Report to the Faculty, Administration, College Council, and Students of Buffalo State College
- The Memorandum of Understanding: Buffalo State College and the State University of New York

Current versions of all operational plans will be made available at various campus locations in January to assist individuals and departments at all levels of the institution with planning. These plans and reports will guide the growth and development of the college over the next five years. I encourage all members of the Buffalo State community to become familiar with the contents of these documents.

[back to top](#)

## From the Provost and Vice President for Academic Affairs

### Changes in Summer Session Faculty Compensation

Several factors, including new teacher certification requirements, increased demand for general education courses, and the college's inability to offer a full range of courses in the spring and fall semesters, suggest a strong demand for summer courses.

Richard Podemski, dean of Graduate Studies and Research and director of Summer Session, and I are pleased to announce several changes in the Summer Session compensation arrangements for faculty. The following changes will be effective for Summer Session 2003 and pertain to summer employment only:

- Adjunct faculty salary will increase to \$2,000 per 3-credit course.
- Full-time and emeriti faculty salary will increase to \$2,800 per 3-credit course.
- Minimum class size for full salary is 12 students for undergraduate courses and 10 students for graduate courses. Faculty may elect to teach courses with fewer students at a rate of one-twelfth the full salary per student for undergraduate courses and one-tenth the full salary per student for graduate courses.
- Faculty will be compensated for up to six sections of any combination of independent study or project, course by contract, or master's project or thesis. These sections enroll one student and will be compensated at one-twelfth the full salary for each undergraduate section and one-tenth the full salary for each graduate section.

Recognizing that the campus has more latitude with the summer budget and that summer classes are more intensive, President Howard has approved this arrangement as a pilot for summer 2003. We encourage department chairs to continue to develop a robust summer schedule that addresses demand factors. Staffing may require the use of more adjuncts than in past years.

[back to top](#)

## From the Vice President for Finance and Management

### Health Insurance Transfer Period

Each year, employees enrolled in the New York State Health Insurance Program may change health insurance carriers, choosing from the Empire Plan or one of three health maintenance organizations: Community Blue, Independent Health, or Univera. Employees enrolled in Univera also have



this annual window to change how they and/or their dependents receive care: either from a medical center or from the physician network.

Employees have 30 days from the date the 2003 rates are published to change health insurance carriers. Change forms are available in the Human Resource Management Office, Cleveland Hall 410, ext. 4821.

The New York State Division of Employee Benefits will mail information, including new rates and deadline dates, to enrolled employees' home addresses. "Choices," a booklet comparing insurance plans, is available in the Human Resource Management Office. You may wish to review both before deciding whether to change insurance carriers for 2003.

[back to top](#)

## Spring 2003 Blackboard Courses

Requests for Blackboard course sites for the spring 2003 semester are being accepted until Friday, November 22. Requests must be made in writing; complete all sections of the form at <http://bscintra.buffalostate.edu/bbrequest>. Complete a separate form for each Blackboard course. Sites will be functional Wednesday, November 27.

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Campus policy requires that all Blackboard users attend training. The next training session will be held from 9:00 a.m. to noon Friday, December 6. Contact the Distance Education Office at ext. 6910 to register. Blackboard course sites will not be created for faculty members who have not attended training.

Call Margaret Banak, manager, Student Computing Services, at ext. 4611 with questions.

[back to top](#)

## From the Vice President for Student Affairs

### Dining Services Holiday/Winter Break Schedule



Venues not listed are closed.

### Thanksgiving Recess

Wednesday, November 27

Plaza Café: 8:00 a.m.–2:00 p.m.

Thursday, November 28–Saturday, November 30

All venues: Closed

Sunday, December 1

Social Hall: 5:00–8:00 p.m.

Monday, December 2

All venues: Regular hours

[back to top](#)

### End of Semester and Winter Recess

Friday, December 13

Plaza Café: 8:00 a.m.–2:00 p.m.

Saturday, December 14 and Sunday, December 15

Plaza Café: Closed

Monday, December 16–Friday, December 20

Plaza Café: 8:00 a.m.–2:00 p.m.

Saturday, December 21–Wednesday, January 1

All venues: Closed

[back to top](#)

Thursday, January 2–Thursday, January 16

Plaza Café: 8:00 a.m.–2:00 p.m.; closed weekends

Friday, January 17

Plaza Café: 8:00 a.m.–6:00 p.m.

Saturday, January 18 and Sunday, January 19

Plaza Café: 11:00 a.m.–7:00 p.m.

Monday, January 20

Plaza Café: 11:00 a.m.–7:00 p.m.

Social Hall: 5:00–8:00 p.m.

Tuesday, January 21

All venues: Regular hours

[back to top](#)

### Athletics Update Cross-Country

A. J. Walsh was the top Buffalo State runner, finishing 42nd during the NCAA Atlantic Regional Men and Women Cross-Country Championships in New Jersey. Walsh finished with a time of 27:27. Michael Herron was 75th at 28:10, and Matt Kubiak 89th at 28:29. Nichole Van Hoesen led the women with a time of 26:02, good for 74th. Tammy Putt was 78th at 26:08, and Tiffany Knarr was 80th at 26:09.

### Football

The Bengals closed the season at home with a 7-3 loss to Washington & Jefferson. Kicker Eric Buchanan provided the only points for the Bengals with a 36-yard field goal with 3:33 remaining in the third quarter. The Presidents' winning touchdown came on a 9-yard scramble by quarterback Brian Dawson in the first quarter. The Presidents closed their regular season at 8-2 and received a bid to the NCAA Division III playoffs. Buffalo State closed its season at 1-9.

### Men's Ice Hockey

The Bengals are 2-5-1 overall and 1-3 in the SUNYAC after posting a victory and a loss last week. The Bengals defeated host Brockport 7-2 behind Joe Urbanik's four goals and one assist. Mark Yoder added four assists for the Bengals. Saturday, the club lost 5-3 at Geneseo. Scoring for the Bengals were Ricardo Hernandez and Dave Cadarette. Each had one goal and one assist.

### Women's Ice Hockey

The Bengals tied visiting Utica College 3-3 on Sunday after dropping a 2-0 decision to Utica on Saturday. Mary Keddie made 40 saves for Buffalo State in the 2-0 loss. The Bengals were outshot 42-22 in the game. Sunday, the Bengals fell behind 2-0, only to rally on a hat trick by Janelle Schmitt to earn the tie. The Bengals are 3-7-1 overall after last weekend's games and 2-3-1 in the ECAC West.

### Swimming and Diving

The Buffalo State women's team defeated host Penn State-Behrend as sophomore Marie Ryer won three events. Ryer anchored the 400-yard medley relay (4:45.11) and the 400 free relay (4:10.04). Ryer also had a personal best in winning the 50 free in 26.87. Divers Sarah Krawczyk and Susanna Lehmann placed first and second, respectively, in both the 1- and 3-meter diving events. The men were led by diver Michael Klein in their loss to Penn State-Behrend. Klein took first in the 3-meter diving, setting a Penn State-Behrend pool record with 236.40 points.

[back to top](#)

### Athletic Events

#### Women's Ice Hockey

Buffalo State vs. RIT

Thursday, November 21

7:00 p.m.

Ice Arena

Buffalo State vs. Neumann

Saturday, November 23

7:00 p.m.

Ice Arena



Buffalo State vs. Neumann  
Sunday, November 24  
1:00 p.m.  
Ice Arena

#### Men's Basketball

Cole's Classic  
Buffalo State vs. Elmira  
Friday, November 22  
8:00 p.m.  
Sports Arena

Cole's Classic  
Buffalo State vs. Cazenovia or Marietta  
Saturday, November 23  
1:00 or 3:00 p.m.  
Sports Arena

#### Women's Basketball

Betty Abgott Invitational  
Buffalo State vs. Lake Erie College  
Saturday, November 23  
8:00 p.m.  
Sports Arena

Betty Abgott Invitational  
Buffalo State vs. Rutgers-Camden or Alvernia  
Sunday, November 24  
1:00 or 3:00 p.m.  
Sports Arena

[back to top](#)

## From the Senior Adviser to the President for Equity and Campus Diversity

### 2001-2002 Affirmative Action Plan

The 2001-2002 Affirmative Action Plan is available for review at the E. H. Butler Library Circulation/Reserve Desk; each academic dean's office; and the Equity and Campus Diversity Office, Cleveland Hall 415.

[back to top](#)

## From the Chair of the College Senate

### College Senate Meeting

The final College Senate meeting for fall 2002 will be held at 3:00 p.m. Friday, December 13 in E. H. Butler Library 210.

[back to top](#)

### Curricular Items

The following have been approved by the College Senate Curriculum Committee and will be forwarded to the president for final review and approval:

#### New Course:

**PLN 401 Comprehensive Planning Principles**

#### Course Revisions:

**DES 320 Ceramics II**  
**DES 321 Ceramics Junior Studio**  
**DES 421 Ceramics Senior Studio**

[back to top](#)

#### About the *Bulletin*

[Past Issues](#)

[Search the \*Bulletin\*](#)

[Buffalo State Home](#)



Buffalo State  
State University of New York

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# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)

## About the *Bulletin*

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002–2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)

Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 15  
December 5, 2002

## In this issue:

- From the President
  - College Council Meeting
- From the Provost and Vice President for Academic Affairs
  - E. H. Butler Library and Instructional Technology Merge
  - Extended Library Hours
  - Policy on Students with Three or More Exams in One Day during CEP
  - SUNY Gen Ed Requirements for Transfer Students
- From the Vice President for Finance and Management
  - Health Insurance Rates and Transfer Period
  - Health Insurance Cancellation
  - Sick-Leave Exchange Program
  - Health Option Program Discontinued for 2003
  - New Empire Plan Telephone Number
  - Individual Development Awards
  - Computer Training and SkillSoft E-Learning
- From the Vice President for Student Affairs
  - Porter Hall Elevator Replacement
  - Call for Nominations: Undergraduate Student Awards
  - Recognizing and Dealing with Students in Emotional Distress
- From the Chair of the College Senate
  - College Senate Meeting
  - Course Proposals
  - Curricular Items

## From the President

### College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Wednesday, December 11 in the Bengal Club Room, Sports Arena 226.

### Agenda



1. Call to Order
2. Action Items
  - Approval of Minutes: September 25, 2002
3. Council Chair's Report
4. President's Report
5. Reports by College Council Committees
  - Facilities Development
  - Governmental Relations/Advocacy
  - Student Affairs
6. Announcements
7. Adjournment

[back to top](#)

## *From the Provost and Vice President for Academic Affairs*

### **E. H. Butler Library and Instructional Technology Merge**

E. H. Butler Library and Instructional Technology (Instructional Resources and Distance Education), after an interim period of collaboration under the leadership of Maryruth Glogowski, are now formally consolidated, providing direct instructional and scholarly support services to the students and faculty of Buffalo State.

Glogowski has served the college for 27 years and is a member of the Provost's Academic Council. She is also a member of the SUNY Learning Network Advisory Board and a member of the Western New York Library Resources Council Board of Trustees. Glogowski now reports to Dennis Ponton, associate vice president for budget and planning.

[back to top](#)

### **Extended Library Hours**

E. H. Butler Library has extended its hours Monday, December 2 through Wednesday, December 11. The library will remain open Sunday through Thursday until 2:00 a.m. and Friday and Saturday evenings until 11:00 p.m. In addition, the library will open at 7:00 a.m. through Friday, December 13. Spring 2003 regular hours will provide extended study from 11:00 p.m. until 2:00 a.m. Sunday through Thursday. For details, see [www.buffalostate.edu/library/extended.html](http://www.buffalostate.edu/library/extended.html) or call ext. 6302.

[back to top](#)

### **Policy on Students with Three or More Exams in One Day during CEP**

Critique and Evaluation Period (CEP) is the culminating week of an academic semester (spring or fall) when classes meet for an extended period (one hour and 50 minutes). CEP also includes sessions for block exams and conflicts. See [www.buffalostate.edu/offices/registrar/cep.htm](http://www.buffalostate.edu/offices/registrar/cep.htm) for the fall 2002 CEP schedule.

An exam conflict is defined as two or more block exams scheduled at the same time. Students with conflicts must negotiate with one instructor to reschedule his or her exam to a conflict session.

Students may opt to take no more than two exams in one day. Students with three or more exams scheduled on one day during CEP may request to move excessive exam(s) to a conflict session on a different day during CEP but must follow the formal procedure, described below.

Students with three or more exams on one day should complete the CEP Conflict Notification and Resolution Form and negotiate with the course instructor the rescheduling of the exam(s) to a conflict session. The student must distribute copies of the completed form to the course instructor, department chair, and Academic Affairs Office. The instructor will forward a copy of the examination to the Academic Affairs Office one day in advance of the conflict session. Academic Affairs will arrange for exam proctors and will return the exam to the instructor's office immediately after the conflict session.

CEP conflict forms were distributed to all academic departments. Copies are available from the Academic Affairs Office, Cleveland Hall 519. Call ext. 5901 with questions.

[back to top](#)

### **SUNY Gen Ed Requirements for Transfer Students**

As you know, the State University of New York (SUNY) Board of Trustees in 1998 adopted a resolution that established a general education requirement for all baccalaureate degree candidates at the university's state-operated campuses. The requirement was instituted with students who entered the SUNY system as first-time freshmen in fall 2000. Community colleges have been working closely with their transfer students to ensure that these students complete most, if not all, of the general education requirements at the community college.

Students transferring to Buffalo State with an A.A. or A.S. degree must complete the remaining hours of the general education requirements at Buffalo State but are not obligated to take additional Buffalo State general education courses beyond those mandated by SUNY.

This continues the policy established in fall 1996 that waives the



Buffalo State general education requirements for students who enter with an A.A. or A.S. degree.

[back to top](#)

## *From the Vice President for Finance and Management*

### Health Insurance Rates and Transfer Period

Health insurance rates for 2003 have been established and are listed below. Overall, rates have increased significantly. In accordance with 1999-2003 collective bargaining agreements, CSEA, NYSCOPBA, and Council 82 employees will be responsible for contributing the employee portion of prescription drug premiums. New York State will pay the majority of health insurance and prescription drug premiums: 90 percent of the cost for individual coverage and 75 percent of the cost for family coverage.

UUP- and PEF-represented employees and M/C employees have been paying the employee portion of prescription drug premiums for some time. Therefore, rates listed below reflect the 2003 biweekly health insurance premiums for all employees:

Health Plan	Individual Coverage	Family Coverage
Community Blue	\$12.67	\$74.11
Empire Plan	\$15.57	\$64.68
Independent Health	\$10.37	\$56.84
Univera	\$11.06	\$60.04

Employees who wish to change their health insurance plans for the coming year have until Tuesday, December 31; however, because Winter Pause will limit campus operations December 23 through January 1, we encourage employees to complete and submit option transfer forms to the Human Resource Management Office, Cleveland Hall 410, as soon as possible. This will avoid retroactive premium adjustments and should allow members to receive new health insurance identification cards closer to the effective coverage date (Thursday, January 2, 2003). Forms are available in the Human Resource Management Office or at [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr).

[back to top](#)

### Health Insurance Cancellation

The deadline for voluntary cancellation of health insurance coverage for employees and their dependents has been extended to Tuesday, December 31. Forms are available in the Human Resource

Management Office, Cleveland Hall 410, or at [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr).

Note: Without a qualifying event, the 10-week waiting period remains in effect for first-time health insurance enrollees and those who wish to add previously eligible dependents to their plans.

Call Human Resource Management at ext. 4821 with questions.

[back to top](#)

### Sick-Leave Exchange Program

Eligible M/C and UUP-represented employees may exchange three days of annual sick-leave accruals for a credit of up to \$300 toward New York State health insurance premiums in 2003. Part-time employees may exchange one and one-half days of sick leave for a \$150 credit. Employees who participated in SLEP during 2002 must re-enroll to participate in 2003.

Details and election forms have been mailed to all eligible employees. Details and forms also are available online at [www.buffalostate.edu/offices/hr/slep.asp](http://www.buffalostate.edu/offices/hr/slep.asp). Completed forms must be submitted to the Human Resource Management Office, Cleveland Hall 410, by Friday, December 13. Call Human Resource Management at ext. 4821 with questions.

[back to top](#)

### Health Option Program Discontinued for 2003

The state declined to renew for 2003 the Health Option Program for eligible classified M/C, CSEA-, and PEF-represented employees. This program allowed these employees to reduce their sick-leave accrual rates in exchange for a credit toward their state health insurance premiums. Paychecks issued on December 18 will be the last to reflect reduced premiums for current participants. Call Human Resource Management at ext. 4821 with questions.

[back to top](#)

### New Empire Plan Telephone Number

Employees enrolled in the Empire Plan can now reach Empire Blue Cross and Blue Shield, United HealthCare, ValueOptions, Express Scripts, and Empire Plan NurseLine through one toll-free number: (877) 7NYSHIP [(877) 769-7447].

[back to top](#)



## Individual Development Awards

Reminder: Deadline is 5:00 p.m. Friday, January 3, 2003.

The State of New York/United University Professions Joint Labor-Management Committees have announced the allocation of funds for Individual Development Awards for September 1, 2002–August 31, 2003. This program is intended to assist employees in the UUP bargaining unit in developing their full professional potential and in preparing for advancement by funding professional development activities. The maximum award is \$1,000 (\$5,000 when salary for a replacement is required). Applications from those who have not been funded previously are encouraged.

The total amount to be distributed at Buffalo State is \$27,043.

The Individual Development Award Committee will review applications, taking into consideration whether proposed activities will enable applicants to meet one or more of the criteria (a–e) specified in Article XII, Title A, B, or C, of the Policies of the Board of Trustees concerning employees' evaluation and promotion.

An employee may submit only one application.

[back to top](#)

### Award Period

The award period covers professional development activities commenced on or after September 1, 2002, and completed on or before August 31, 2003.

### Eligibility Requirements

Full-time employees must be in the UUP bargaining unit at the time of the award and during the dates of the proposed project. Full-time employees who accrue annual leave will not be required to charge credits for any activities funded by Individual Development Awards.

Part-time employees who meet the eligibility requirements for 26-week coverage for health benefits will have the same eligibility for Individual Development Awards. Part-time employees who are eligible for health benefits during the summer also are eligible for funding for activities that occur during the summer, whether or not they are on the payroll. The Individual Development Award Committee will give preference to part-time employees for a minimum of 15 percent of the available funds if sufficient applications are received. Part-time employees who accrue annual leave will not be required to charge credits for any activities funded by Individual Development Awards.

### Types of Projects or Activities

Projects or activities must fall within the following categories:

- Basic, applied, or historical research.
- Curricular or instructional material development.
- Workshop, seminar, internship, or coursework not covered by Contract Article 46 or SUNY tuition waiver.
- Conference participation or attendance.

- Preparation of material for publication.
- Grant-proposal development.
- Professional reading or independent study.
- Other work-related professional development projects or activities.

[back to top](#)

### Types of Support

- Registration fee(s) for conferences or workshops.
- Consumable supplies (paper, pens, postage, etc.).
- Nonconsumable supplies, e.g., books, software, etc. (Any nonconsumable supplies purchased with Individual Development Award funds become the property of the State of New York/State University of New York.)
- Travel and related expenses (includes lodging and meals).
- Research support (e.g., computer time, network access or support, clerical support).
- Equipment lease or purchase. (Any equipment purchased with Individual Development Award funds becomes the property of the State of New York/State University of New York.)
- Tuition and course-related supplies. The maximum allowance for tuition is the SUNY rate at the time of application (currently \$137 per undergraduate credit or \$213 per graduate credit).
- Salary for a replacement (up to \$4,000, not to exceed the recipient's salary).

All funding requests must conform to the State Comptroller's Rules and Regulations and limitations contained therein. Specific questions about travel and other reimbursement information should be addressed to the Accounting Office, Cleveland Hall 414. Additional justification for specific items may be requested.

[back to top](#)

### Funding Priorities

- Faculty or staff presenting research papers, posters, or juried exhibitions.
- Faculty in fields with rapidly changing technology attending workshops/conferences to keep skills current.
- Job-related skill enhancement workshops or training institutes.
- Continuing education related to job responsibilities.
- Proportional distribution between faculty, professionals, and librarians.

### Application Procedure

Applications must be received by the Individual Development Award Committee, in care of the Equity and Campus Diversity Office, Cleveland Hall 415, by 5:00 p.m. Friday, January 3, 2003. The committee encourages the submission of applications by Friday, December 20, prior to Winter Pause. Applications and guidelines are available at [www.buffalostate.edu/offices/hr/ida.htm](http://www.buffalostate.edu/offices/hr/ida.htm) or in the Equity and Campus Diversity Office.



Along with the completed application, applicants must submit the following:

- A current curriculum vitae.
- A list of any other grant support for the project or activity, including the amount of such support.
- A brochure, announcement, or other relevant material describing the program and costs. (If material is not yet available, send as soon as possible.)
- If presenting, a notification of acceptance or invitation. (If notification is not yet available, send as soon as possible. Funding is contingent upon notification of acceptance.)
- Any other supporting documentation.

[back to top](#)

#### Notification of Awards

Applicants will be notified of award decisions by Friday, February 7, 2003.

#### Reimbursement Procedure

Reimbursement of actual expenditures will be handled through the Accounting Office, Cleveland Hall 414, and must comply with the State Comptroller's Rules and Regulations and limitations contained therein. Questions regarding rates of reimbursement should be directed to the Accounting Office. Award recipients must submit New York State vouchers and original receipts within 30 days of the completion of the project or activity, or within 30 days of award notification if the funded project or activity has already been completed. Award recipients who are unable to complete a project as planned must notify the Individual Development Award Committee as soon as possible. Failure to notify the committee may result in the applicant's ineligibility for future awards. Vouchers and receipts not submitted in a timely manner will result in forfeiture of entitlement to reimbursement. All funds must be spent by August 30, 2003.

#### Individual Development Award Committee

Individual Development Award Committee members are Mary Delmont, Deborah Jones, and Alex Ratkowski representing UUP, and Dolores Battle, Marie Mance, and Emile Netzhhammer representing management.

[back to top](#)

#### Computer Training and SkillSoft E-Learning

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is

necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)

Password: your password

Domain: bsclogon

#### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)

Password: your password

#### SkillSoft E-Learning

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, on Mondays, Wednesdays, and Fridays from 9:00 a.m. to 4:30 p.m. and on Tuesdays and Thursdays from 12:30 to 4:30 p.m. A proctor will be available to assist and answer questions. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

## *From the Vice President for Student Affairs*

#### Porter Hall Elevator Replacement

The Residence Life Office is pleased to announce the replacement of the Porter Hall elevators. The three elevators, which serve Porter Hall's some 400 residents, will be modernized during the next five months with new cars, doors, control panels, and mechanical equipment.

The Dormitory Authority has hired DCB Elevator Company Inc. to conduct the project, designed by Robson Woese Inc. Both firms are locally operated. The \$379,000 project is funded through the Residence Life Office annual capital repair plan. Completion is scheduled for April 30, 2003.

Construction will be carried out in two phases: The two passenger elevators will be replaced first while the freight elevator remains operational for student use. The freight elevator will be overhauled when work on the passenger cars is completed.



Call Kris Kaufman, director of Residence Life, at ext. 3000 with questions about the elevator replacement project.

[back to top](#)

## Call for Nominations: Undergraduate Student Awards

### President's Medal for Outstanding Undergraduate Student

An outstanding senior will be honored with the President's Medal at this year's commencement ceremony on Saturday, May 10, 2003. This award recognizes an outstanding member of the senior class who has demonstrated excellence in the areas of achievement, citizenship, leadership, and community service. This year's recipient also will deliver the student address.

### SUNY Chancellor's Award for Student Excellence

This award, sponsored by Chancellor Robert L. King, recognizes students who have excelled at integrating academic excellence with areas such as athletics, community service, creative and performing arts, entrepreneurship, leadership, and career achievement. This award is the highest honor bestowed upon a student. Award recipients will be recognized at a ceremony in Albany as well as at commencement ceremonies in May.

Nominations are being sought for both awards. Students must be nominated by a faculty or staff member. Candidates must be graduating seniors who have best demonstrated the qualities recognized by each award. Only undergraduates graduating during the 2002-2003 academic year will be considered.

Selection criteria are the same for each award. A student may be nominated for either or both awards.

[back to top](#)

### Selection Criteria

1. Academic achievement - measured by grade point average, rank in class, research, and other scholarly projects.
2. Citizenship - College and community service measured by the quality of extracurricular involvement.
3. Leadership/Creativity - Potential for future achievement measured by the student's record, recommendations, and a personal interview.

Nomination forms are available from the Associate Vice President for Student Affairs and Dean of Students Office, Campbell Student Union 306. Nominations and supporting documentation must be forwarded to Phillip Santa Maria, associate vice president for student affairs and dean of students, Campbell Student Union 306, by Monday, February 3, 2003.

President's Medal and Chancellor's Award for Student Excellence recipients at the graduate level are selected in a separate process,

administered by the Graduate Studies and Research Office.

[back to top](#)

## Recognizing and Dealing with Students in Emotional Distress

At this time of the semester, college students typically encounter a great deal of stress. While most cope successfully, for some the pressures can become overwhelming and unmanageable. A trustworthy and caring faculty or staff member may be a potential resource for our students. We offer the following guidelines for dealing with students in distress. Please call the Counseling Center at ext. 4436 for additional information. The Counseling Center is now located on the second floor of the Weigel Health Center.

At one time or another, everyone feels depressed or upset. We can identify three general levels of distress that, when present over time, suggest that a person is having trouble successfully managing stress.

### Level 1

- Serious grade problems or a change from consistently good grades to poor performance
- Excessive absences, especially if the student has had previously demonstrated good, consistent class attendance
- Unusual or markedly changed pattern of interaction, e.g., totally avoiding participation, becoming excessively anxious when called upon, dominating discussions, etc.
- Other characteristics, including a depressed, lethargic mood; being excessively active and talkative (very rapid speech); swollen, red eyes; marked change in personal dress or hygiene; sweating (when room is not hot); and falling asleep inappropriately

[back to top](#)

### Level 2

- Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional disclosing the circumstances prompting the request
- New or regularly occurring behavior that pushes the limits of decorum and interferes with effective management of the immediate environment
- Unusual or exaggerated emotional response that is obviously inappropriate to the situation

### Level 3

- Highly disruptive (hostile, aggressive, violent, etc.)
- Inability to communicate clearly (garbled, slurred speech; unconnected or disjointed thoughts)



- Loss of contact with reality (seeing/hearing things that "aren't there," exhibiting behavior or expressing beliefs that are greatly at odds with reality or probability)
- Homicidal threats
- Overtly suicidal thoughts (referring to suicide as a current option)

[back to top](#)

Some of the behavioral signs of suicide risk include:

- Feelings of hopelessness, intense sadness, apathy
- Sudden mood swings, outbursts of anger
- Self-deprecation, feelings of worthlessness
- Inappropriate behavior, aggressive acts, disobedience, rebelliousness
- Expressions of suicidal thoughts, death themes
- Giving away valued possessions, seeming "in control" of life, making final plans
- Changes in sleeping or eating patterns
- Withdrawal from family, friends, activities once enjoyed
- Disinterest in appearance/health
- Self-destructive behavior
- Substance abuse, criminal activity
- Inability to concentrate
- Lack of energy, passiveness, allowing others to take advantage of him/her
- Excessive feelings of guilt
- Rapid weight gain or loss

### What Can You Do?

Level-3 problems require immediate intervention. You must remain calm and know whom to call for help. Telephone numbers for assistance and emergency referrals are listed below:

[back to top](#)

**Counseling Center**  
**878-4436**

Fall 2002 hours:

- Monday, Tuesday, Wednesday: 8:30 a.m.–5:00 p.m.
- Thursday: 8:30 a.m.–6:00 p.m.
- Friday: 8:30 a.m.–4:30 p.m.

Please visit the Web site at [www.buffalostate.edu/depts/counsel](http://www.buffalostate.edu/depts/counsel) to learn more about Counseling Center resources and self-help Web sites.

**Weigel Health Center**  
**878-6711**

Fall 2002 hours:

- Monday–Thursday: 8:30 a.m.–8:00 p.m.
- Friday: 8:30 a.m.–4:30 p.m.

**University Police**  
**878-6333**

Hours: 24 hours a day, every day

[back to top](#)

## From the Chair of the College Senate

### College Senate Meeting

The final College Senate meeting for fall 2002 will be held at 3:00 p.m. Friday, December 13 in E. H. Butler Library 210.

[back to top](#)

### Course Proposals

The College Senate Curriculum Committee has accepted course proposals in the old format if they were in process before the approval of the new format. By now, the committee should have processed most courses submitted in the old format. The Curriculum Committee will not consider course proposals or revisions in the old format after Thursday, December 12 (the last committee meeting of the fall semester). All course and program proposals submitted in spring 2003 should follow the format for proposals to the Curriculum Committee described in the 2002 Curriculum Handbook. Associate deans and departmental curriculum designees can assist course authors with the new format, appropriate forms, and electronic submission process.

[back to top](#)

### Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Senate Curriculum Committee for review and approval:

#### Program Revisions:

- B.S. in Forensic Chemistry (0773)**
- B.S. in Mathematics Adolescence Education 7–12 (0721)**
- B.A. in Political Science (0722)**
- Graduate Certificate in Adult Education (6851)**



*New Courses:*

**NFS 230 Introduction to the Dietetics Profession.** Overview of the dietetics profession: career options, professional development, professional organization, code of ethics, standards of practice, professional values, creativity, American Dietetic Association position papers, introduction to the legislative process, professional issues and trends, and professional references and resources.

**NFS 420 Dietetic Field Experiences.** Formalized observation and experience in a variety of health care settings such as clinical, community, food service, regulatory agencies, etc.

*New Course/Trustees' Designation:*

**GEG 359 Arctic Geography.** Study of the physical (climate, landscape, sea ice, flora, and fauna), political, economic, and cultural environments of Arctic regions from the Inuit's perspective. Students develop an appreciation for the beauty, harshness, and fragile nature of the Arctic environment. Focus on interactions between the Arctic environment and its peoples before and after Euro-American contact, as well as the colonial impact of government, church, and resource industries on the Inuit. Explores life in the Arctic today and threats to the environment and to Inuit culture attributed to global-change issues.

[back to top](#)

*Course Revisions:*

**ANT 320 Human Growth in Anthropological Perspective.** The examination of the human growth pattern from both a biological and cultural perspective using a global approach. Topics include growth studies, nutritional studies, anthropometric techniques, social and environmental factors that influence growth, the short- and long-term impact of the "cycle of poverty," and variation in growth among different populations.

**ANT 325 Forensic Anthropology.** Introduction to the forensic application of the recovery and identification of human skeletal remains. Determination of age, sex, and ancestry; taphonomy; differentiating human from animal remains; analysis and significance of traumas; and search and recovery techniques.

**NFS 102 Introductory Nutrition.** Basic human nutrition with emphasis on requirements, functions, dietary sources, digestion, absorption, transportation, utilization, and excretion of essential nutrients and other substances in foods. Key contemporary nutrition issues including dietary standards for diet adequacy and healthy eating for prevention of chronic diseases.

**NFS 405 Principles of Nutrition Education (from NFS 410 Nutrition Education).** Theories and methods of learning, communication, and counseling as they apply to nutrition education and counseling settings. Students develop, implement, and assess an instructional unit using multimedia tools.

**NFS 449 Nutritional Care (Nutritional Care of the Long-Term-Care Patient).** The basics of long-term care as a health care-delivery system. Students provide nutritional care to chronically ill residents in a long-term-care facility, present a group nutrition education class, and attend seminar sessions. For students in the dietetics coordinated

program only.

[back to top](#)

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home



Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home

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[back to top](#)

### 2002–2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
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[back to top](#)

Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 16  
December 12, 2002

## In this issue:

- From the President
  - Responses to Senate Recommendations
- From the Vice President for Finance and Management
  - New York State Budget
  - Webmaster Training Program
- From the Vice President for Student Affairs
  - Appreciation for Response to Tower 3 Fire
- From the Chair of the College Senate
  - College Senate Meeting
  - Standing Committee Rosters
  - Course Proposals
  - Curricular Items

## From the President

### Responses to Senate Recommendations

At its November 8 meeting, the College Senate voted to approve and forward to the president the following recommendation for a mandatory student health insurance policy:

*Buffalo State College should establish a policy of mandatory student health insurance. Students may be exempted from this requirement if (1) they are already covered under another health insurance policy or if (2) being required to pay for this insurance would prevent them from being able to attend the college.*

*In addition, the policy should (1) permit flexible billing options, on a case-by-case basis, for students with financial difficulties, to ensure that access to education is not denied due to the program costs and (2) provide an appropriate waiver to those students with legitimate religiously based objections to medical care and medical insurance.*

*The mandatory student health insurance policy should be implemented as a three-year pilot program with yearly review, including the gathering of statistics describing participation,*



*utilization, and outcomes, and a yearly report to the Senate. After three years, the Senate should review the program and recommend whether or not it ought to continue.*

I am pleased to accept the recommendations of the College Senate and hereby authorize the implementation of a mandatory student health insurance policy as a three-year pilot program. The vice president for student affairs will establish and administer the process by which statistics describing participation, utilization, and outcomes are collected and reported yearly to the Senate. The Office of the Vice President for Student Affairs also will be responsible for the administration of this policy, including the establishment of a process to determine student eligibility for exemption from this requirement.

The Senate also voted to pass and forward to the president the following recommendation regarding graduate faculty terms of appointment:

*The term of appointment for tenure-track faculty and full-time lecturers should be increased from "one year or less" to "up to three years." This requires changing the wording in the heading of item C of Policy Number VI: 11:00 (Temporary Appointment) of the Directory of Policy Statements (DOPS) from "one year or less" to "three years or less."*

I accept the recommendation of the College Senate and hereby authorize the change in policy to permit the term of appointment for tenure-track faculty and full-time lecturers to be increased from "one year or less" to "up to three years." I also authorize the change in wording in the heading of item C of Policy Number VI: 11:00 (Temporary Appointment) of the Directory of Policy Statements (DOPS) to comply with this policy change.

back to top

## *From the Vice President for Finance and Management*

### **New York State Budget**

The New York State Division of the Budget informed SUNY in November that it must absorb a 5 percent midyear budget reduction. SUNY notified Buffalo State that the college must reduce spending by \$627,900—in line with our expectations. The annualized amount carried forward to fiscal year 2003–2004 will be roughly twice that.

Because of actions taken in the fall, we are confident that we will be able to absorb the reduction with no further impact on the current year's course offerings. The Buffalo State Budget Office has been reviewing the college's budget daily to capture available resources. This has enabled us to redirect funding to instructional programs, adding courses to the spring schedule and relieving some of the OTPS (other

than personnel services) deficiencies created by the fall reallocations.

We intend to enter the next fiscal year with a plan that ensures the integrity of instructional programming—our first priority. As this process unfolds, we will be meeting with various campus groups to provide information, answer questions, and receive suggestions.

back to top

## **Webmaster Training Program**

The FAST Development Center and the College Relations Office have teamed up to create a sequential training program especially for campus Web developers. Primary Web contacts (PWCs) and others responsible for maintaining official Web pages now have an opportunity to officially master the skills required to perform their online duties.

The 10-course training program combines existing CyberQuad coursework with new material that addresses site content, maintenance, promotion, and assessment. Faculty and staff will receive credit for required courses already completed through CyberQuad but are encouraged to repeat any module in the series.

Participants are welcome to take any or all of the courses. Those who complete all 10 courses (listed below) will be recognized with formal proof of participation. Faculty and staff may review course descriptions and register online at <http://bscintra.buffalostate.edu/registration>.

For more information about the Webmaster Training Program, contact Melissa Meehan at [meehanme@buffalostate.edu](mailto:meehanme@buffalostate.edu).

### **Webmaster Training Program Required Courses**

- Design Fundamentals
- Buffalo State Web Publishing Standards
- Making Web Pages ADA Compliant
- Writing for the Web
- Introduction to HTML
- Introduction to Hot Metal Pro
- Intermediate Hot Metal Pro
- Creating PDFs
- Customizing Your Site for Search Engines
- Understanding Site Traffic Logs

back to top

## *From the Vice President for Student Affairs*



## Appreciation for Response to Tower 3 Fire

Sincere appreciation is extended to the college staff members who responded so quickly and effectively to the fire in Tower 3 on Saturday, December 7. While we all regret the occurrence of such a tragedy, we are greatly relieved that there was no loss of life or serious injury. We commend the Residence Life staff and University Police for working so well with Buffalo fire and police officers to assist students in their prompt evacuation of the building, thereby ensuring all students' safety. The efforts to train and prepare for just such an emergency clearly helped in our time of need. We also thank members of the faculty for making adjustments to their final examination schedules to accommodate students affected by the fire.

Many individuals' efforts, while unseen by most, contributed to the quick return to normality. The Delaware Avenue Holiday Inn provided emergency hotel rooms and food for displaced students on extremely short notice. Residence Life custodians helped clean the rooms damaged by smoke and water, allowing students to return to Tower 3 as early as Sunday night. Members of the campus administration, including the chair of the College Council, were on hand all weekend to assist students in dealing with the many issues related to the fire. We are deeply grateful to all those who lent a hand during this difficult period. Thank you.

[back to top](#)

## From the Chair of the College Senate

### College Senate Meeting

The final College Senate meeting for fall 2002 will be held at 3:00 p.m. Friday, December 13 in E. H. Butler Library 210.

[back to top](#)

### Standing Committee Rosters

The following Senate Standing Committee membership rosters have been approved by the College Senate for the 2002-2003 academic year:

**Student Welfare:** Perri Litton (student), chair; Carol Beckley, co-chair; Cheryl Albers; Musa Abdul Hakim; Richard Herdlein; Scott Johnson; Charles Newman; Dennis Pfaffenbach; Timothy Ecklund, administrative liaison; Anand Perala, Sherelle Baize, Hana El-Amin, Claudia Guirand, Keith Hurt, and Wanda Salas, student representatives.

**Academic Services:** Marianne Savino, chair; Josephine Adamo;

Melody Carter-Neal; William Cran; Marie Ferraro; Simon Peter Gomez; Lin Xia Jiang; Ellen Kennedy; P. Rudolph Mattai; Roswell Park IV; Thomas Reigstad; David Sawicki; Anne Marie Sokol; Andrea Beckensall and Alexa Torres, student representatives.

[back to top](#)

## Course Proposals

The College Senate Curriculum Committee has accepted course proposals in the old format if they were in process before the approval of the new format. By now, the committee should have processed most courses submitted in the old format. The Curriculum Committee will not consider course proposals or revisions in the old format after today (the last committee meeting of the fall semester). All course and program proposals submitted in spring 2003 should follow the format for proposals to the Curriculum Committee described in the 2002 Curriculum Handbook. Associate deans and departmental curriculum designees can assist course authors with the new format, appropriate forms, and electronic submission process.

[back to top](#)

## Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Senate Curriculum Committee for review and approval:

### New Courses:

**SCI 445 Literacy for Teaching Science.** Prerequisites: EDF 303, EDU 416, SED 200, acceptance into a teacher certification major program. The study of literacy related to secondary science. Students promote literacy, conduct an action research project on identifying student literacy levels, and plan literacy activities based on data collection.

### Trustees' Designation/Social Science

**ANT 101 Understanding Culture.** The concept of culture by which human groups satisfy needs, regulate size and social power, and manage natural resources. Diachronic and comparative overview of global trends shaping the modern world.

### Trustees' Designation/Non-Western Civilization

**ANT 327 Medical Anthropology.** The history and development of concepts and practices of medicine worldwide. Theories and procedures in illness, sickness, health, and well-being from a variety of cultural perspectives—historical and contemporary, Eastern and Western. Topics include Stone Age, folk, shaman, traditional Western, and herbal medicines, including healing and religion, homeopathy, and anthropological study of health care institutions.

### Trustees' Designation/Non-Western Civilization

**ANT 329 World Prehistory.** Overview of the major developments in human culture as inferred from the archaeological record. Past cultures



of hunter-gatherers, the first farmers, early civilizations, and their legacies to the modern world.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Buffalo State  
 State University of New York

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 for official campus  
 announcements

# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)

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[back to top](#)

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Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
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[back to top](#)



Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 17  
December 19, 2002

## In this issue:

From the Provost and Vice President for Academic Affairs  
Call for Nominations: Graduate Student Awards  
From the Vice President for Finance and Management  
Health Insurance Deadline  
Tax-Deferred Annuity Limits for 2003  
Please Close Windows  
From the Chair of the College Senate  
Course Proposals  
Curricular Items

## *From the Provost and Vice President for Academic Affairs*

### Call for Nominations: Graduate Student Awards

#### The President's Medal

The President's Medal for Outstanding Graduate Student is the highest honor awarded to a graduate student by Buffalo State College. Based on academic performance, scholarly and creative activities, and community service and leadership, this award will be bestowed at Commencement on Saturday, May 10, 2003. Students completing graduate programs in December 2002, May 2003, or August 2003 are eligible for nomination. This year's recipient also will deliver the graduate student address.

#### SUNY Chancellor's Award for Student Excellence

The SUNY Chancellor's Award for Student Excellence, sponsored by Chancellor Robert L. King, is the highest honor bestowed upon a graduate student. This award recognizes those who have integrated academic excellence with achievements in areas such as athletics, community service, creative and performing arts, entrepreneurship, leadership, and career achievement. Award recipients will be honored at a spring ceremony in Albany as well as Commencement on Saturday, May 10, 2003. Students completing graduate programs in



June–August 2002, December 2002, or May 2003 are eligible for nomination.

Selection criteria are the same for each award. A student may be nominated for either or both awards.

#### Selection Criteria

1. Academic performance - demonstrated by grade point average, academic honors, standardized test scores, or letters of recommendation.
2. Scholarly and creative activities - demonstrated by graduate thesis or project, scholarly publications, performances, exhibits, or grantsmanship.
3. Community/College service and leadership - demonstrated by activities related to the student's academic discipline, service or leadership in professional organizations, or community-outreach activities related to the field of study.

Students must be nominated by a graduate faculty member. Forms are available in the Graduate Studies and Research Office, Cleveland Hall 511. Nominations and supporting materials must be submitted to Cleveland Hall 511 by Monday, February 3, 2003.

[back to top](#)

---

## *From the Vice President for Finance and Management*

### Health Insurance Deadline

Employees enrolled in the New York State Health Insurance Program have until Tuesday, December 31 to select a new health insurance carrier, voluntarily cancel insurance coverage, or change from family to individual coverage. Information and forms are available from the Human Resource Management Office, Cleveland Hall 410 or [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr).

[back to top](#)

### Tax-Deferred Annuity Limits for 2003

The maximum tax deferral for 2003 is \$12,000. Employees who are or will be 50 or older in 2003 may contribute up to \$14,000 to TDA accounts. Employees who have completed 15 years of SUNY service and have not already taken advantage of catch-up contributions may defer up to an additional \$3,000 a year.

Employees whose current contributions are less than the 2003

maximum and who wish to continue at current contribution levels need not do anything. Employees whose current contributions are in excess of the projected maximum for 2003 must reduce contributions accordingly by submitting a salary-reduction agreement. Agreements must be received at least two weeks prior to the pay check that will reflect the change in biweekly deductions. The first paycheck of 2003 is January 15. Four changes to the contribution amount are permitted each calendar year.

For more information, contact your TDA account representative or Al Galone in the Payroll Office at ext. 4124.

Additional deferments through payroll deduction are permitted in excess of maximized TDA account contributions. For more information about the New York State Deferred Compensation Plan, contact William Lobbins at 626-0048.

### Please Close Windows

If you open a window, please remember to close it. Open windows are the direct cause of pipes freezing and rupturing. The resulting water damage can be extensive and expensive. Again, please close all windows before you leave for the night and especially before you leave for a weekend.

[back to top](#)

---

## *From the Chair of the College Senate*

### Course Proposals

All course and program proposals submitted to the College Senate Curriculum Committee in spring 2003 must follow the new format described in the 2002 Curriculum Handbook. Associate deans and departmental curriculum designees can assist course authors with the new format, appropriate forms, and electronic submission process.

[back to top](#)

### Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Senate Curriculum Committee for review and approval:



*Program Revision:***Master of Science in Creative Studies (6700)***New Course:*

**DES 378 Introduction to Web Design.** Introduction to interactive Web design from the perspective of communication design. Includes history of the Internet, industry-standard site-creation software, and testing and evaluation. Integrates design aesthetics, information organization, image preparation, and intuitive interface design and navigation.

*Course Revisions:*

**CRS 610 Facilitation of Group Problem Solving.** Advanced strategies for small-group leadership through the creative problem solving (CPS) process. Emphasizes mastery of facilitation techniques and skills, examines conceptual relationships between facilitation and change leadership, and develops basic change-leadership skills. Students apply creative strategies to real issues and receive expert feedback on facilitation skills.

**CRS 625 Current Issues in Creativity Studies.** In-depth survey of current issues on the nature or nurture of creativity. Focus on skill development in research and scholarship to increase critical thinking skills and general content literacy of creativity practitioners in any discipline. Includes review, analysis, and interpretation of findings from empirical and non-empirical sources with some emphasis on the background and development of research at the International Center for Studies in Creativity.

**CRS 635 Creativity and Change Leadership (Master's Seminar).**

Culminating activities that cap the theory/foundations strand of the curriculum. Focus on understanding and applying the characteristics of change leadership in the context of creativity and creative problem solving (CPS). Theoretical and practical launching point for student examination of future contributions to the field, domain, and discipline through articulation of personal philosophy and definition of creativity. Students relate the CPS process and other change methods to disciplines such as business, education, psychology, sociology, history, philosophy, the arts, and the sciences.

[back to top](#)

**CRS 670 Foundations in Teaching and Training Creativity.**

Practical experience in group facilitation using principles of creative learning, creative problem solving (CPS), and leadership. Emphasizes guided practice and independent work in realistic teaching/training situations to develop independent learners and reflective practitioners. Students build on their knowledge of CPS facilitation to develop instructional designs and examine ways to modify teaching and leading with CPS in various groups or situations.

**CRS 690 Master's Project.** Development and implementation of an applied project that requires the use of creative problem solving (CPS), change leadership, and facilitation skills. Students define and implement change initiatives that have direct impact either on the community or for the general field of creativity. Students also develop analytical skills as they form and evaluate the success of their projects.

**CRS 795 Master's Thesis.** Design and implementation of empirical

research (qualitative and quantitative) designed to make new and useful contributions to the field of creativity. Students work closely with faculty and, in many cases, join ongoing programs of research within the department.

**FAR 327 Non-silver Photographic Processes.** Investigation of light sensitive, non-silver photographic processes. Includes cyanotype, Vandyke brown, casein, and gum bichromate. Students receive instruction in basic processes and individual project assignments. A voluntary lab fee covers the cost of chemistry; papers, fabrics, and other materials are supplied by the student.

**REL 303 Women and Religion.** Women in world religions, with emphasis on their contributions to religious thought and practice. Includes women's spirituality and its effects upon the developed and developing worlds.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)



Buffalo State  
State University of New York

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announcements

# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home

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[back to top](#)

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Fall 2002	Spring 2003	Summer 2003
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September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
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[back to top](#)

Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 18  
January 9, 2003

## In this issue:

From the Provost and Vice President for Academic Affairs  
Four Receive SUNY Research Honors  
New Joint Degree Approved

## *From the Provost and Vice President for Academic Affairs*

### Four Receive SUNY Research Honors

Four Buffalo State College faculty members were honored recently for their "world-class research" at SUNY recognition banquets at State University Plaza in Albany.

Subodh Kumar, senior scientist, and Harish Sikka, research director, with the Great Lakes Center for Environmental Research and Education's Environmental Toxicology and Chemistry Laboratory were recognized for their work in science at the Chancellor's Recognition Dinner Honoring Research in Science, Engineering, and Medicine in October.

Ann Colley, professor of English, and William Wiecek, director of the Center for Health and Social Research, were honored for their respective work in the humanities and the social sciences at the Chancellor's Recognition Dinner Honoring Research and Scholarship in the Humanities, Arts, and Social Sciences in December.

Buffalo State College, with its mutually reinforcing culture of teaching and scholarship, is SUNY's leading research college, winning more than \$30 million annually in peer-reviewed, competitive sponsored programs and research—more than all other SUNY colleges combined.



[back to top](#)

## New Joint Degree Approved

The State Education Department and the State University of New York have approved the joint proposal articulated by Niagara County Community College and Buffalo State College for the A.A./B.S. in teacher education. We believe this program will have a positive impact on the severe shortage of teachers in New York State, notably in urban and rural regions.

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

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 announcements

# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)

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[back to top](#)

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September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
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[back to top](#)



Buffalo State  
State University of New York

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for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 19  
January 16, 2003

## In this issue:

From the President

Twenty-five Year Employees Luncheon

From the Vice President for Finance and Management

Emergency College Closings

NYS Employees' Retirement System Toll-Free Number

CSEA Skills for Success Courses

Computer Training and SkillSoft E-Learning

From the Vice President for Student Affairs

Call for Nominations: Undergraduate Student Awards

From the Senior Adviser to the President for Equity and Campus Diversity

Equity and Campus Diversity Minigrants

Sexual Orientation Non-Discrimination Act

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## From the President

### Twenty-five Year Employees Luncheon

I am pleased to invite the college community to a luncheon honoring faculty and staff who are in their 25th year of service at Buffalo State College. The luncheon, a spring event in past years, will be held at 12:15 p.m. Thursday, February 13 in the Saturn Club, 977 Delaware Avenue. We hope the February date will reduce scheduling conflicts. Reservations will be accepted through Monday, February 10.

This annual event serves to honor our colleagues for their years of service and their dedication to Buffalo State. The 18 employees crossing the 25-year mark this year are:

Paul T. Bink, SABRE Project  
Gary O. Danner, University Police  
Marian T. Deutschman, Communication  
Daphne A. Finnegan, Performing Arts  
Paul D. Fronckowiak, Computing and Technology Services  
Jean F. Gounard, International Student Affairs  
Jurgis Karuza, Psychology  
Carol A. Kisinski, Student Accounts  
Dan A. Kushel, Art Conservation



Micheline P. Lepine, Burchfield-Penney Art Center  
 Shirley A. Lord, Social Work  
 Gail F. Maloney, Intercollegiate Athletics  
 Javier Peñalosa, Biology  
 Stephen F. Phelps, Elementary Education and Reading  
 Linda L. Rizzo, Registrar's  
 Anne Marie Sokol, Chemistry  
 Lucy A. Weber, Campus Services and Facilities

Those wishing to attend the luncheon should call Ginny Bolz or Melissa Slisz in the President's Office at 878-4101.

[back to top](#)

## *From the Vice President for Finance and Management*

### Emergency College Closings

The following procedures should be followed during snow emergencies and other extraordinary circumstances.

State-operated offices and facilities may be closed only by order of the governor; however, the college president or her designee is authorized to cancel classes and recommend that all but essential service\* employees not report to work.

#### Policy and Procedures

The president has delegated the authority to cancel classes and services to the vice president for finance and management. University Police is responsible for monitoring all relevant weather conditions and reporting to the vice president for finance and management.

If the decision to cancel classes and close the college is made before the start of the workday, the vice president for finance and management will inform University Police. If the decision is made once classes are in session, the vice president for finance and management will consult with the provost and vice president for academic affairs and notify University Police of the decision. University Police will notify the following broadcast stations in either case:

[back to top](#)

AM Radio	FM Radio	Television
WBEN-AM 930	WBNY-FM 91.3 (campus)	WGRZ-TV 2
WECK-AM 1230	WBUF-FM 92.9	WIVB-TV 4
WHLA-AM 1270	WBLK-FM 93.7	WKBW-TV 7
WLVL-AM 1340	WJYE-FM 96.1	
WJL-AM 1440	WGRF-FM 96.9 (97 Rock)	

WWKB-AM 1520 WKSE-FM 98.5  
 STAR-FM 102.5  
 WEDG-FM 103.3  
 WHTT-FM 104.1  
 WYRK-FM 106.5  
 WNSA-FM 107.7

[back to top](#)

University Police also will inform the following:

1. All vice presidential offices
2. The college switchboard operator, ext. 4000
3. Student Union Information Desk, ext. 6511
4. Commuter Services, ext. 5533
5. The Residence Life director, ext. 6806
6. United Students Government Office, ext. 6701

An early decision to cancel classes and close the college will be relayed to the stations listed above by about 6:00 a.m. For information concerning cancellation of classes, call the school closing information number, 878-5000. Please do not call any other number for this information.

#### Attendance Policy under Emergency Conditions

If classes and services are canceled before the workday begins, employees designated essential service\* are required to report. All other employees are excused under emergency conditions, but must charge the absence to appropriate leave accruals. Employees who elect to come to work may do so; however, the college cannot guarantee that they will be able to work at their usual locations or perform their normal duties. (See instructions below for employees who choose to report for work under emergency conditions.)

[back to top](#)

Should the closure occur during the workday, the vice president for finance and management will convey the decision to the other vice presidents, who will ensure that the announcement is communicated throughout their respective areas. Following official closure, employees may leave their work sites and charge the remainder of their workdays to appropriate leave accruals or continue working until their regular departure time. Essential service\* employees are required to remain on the job or report to work as scheduled in this instance.

Absences that result from the cancellation of classes and services must be charged to appropriate leave accruals as described below:

1. Vacation, personal, compensatory, or holiday leave
2. Sick leave, but only in event of personal or family illness
3. Leave without pay (A written request must be submitted to the Human Resource Management Office no later than the end of the pay period in which the attendance record is due.)

[back to top](#)

\*Essential services are those that must be maintained to ensure the well-



being and protection of those who reside on campus, as well as the maintenance and security of college property. The following functions are considered essential services. Employees assigned to these areas are required to report to work under emergency conditions:

- The law enforcement division of University Police
- Campus Services and Facilities operations (all employees)
- Student health services (designated staff only)
- Residence Life (designated staff only)
- The dean of students
- Staff responsible for the care and feeding of animals or maintenance of greenhouse facilities

Employees designated as essential service will be notified in writing by their department heads.

[back to top](#)

#### Directed Absences

Any employee who has reported to work and because of extraordinary circumstances beyond his or her control (e.g., extremely hazardous conditions or physical plant breakdown) is directed by the college president or her designee to leave work shall not be required to charge this absence to leave accruals. Any such release of employees shall not create the right to equivalent time off for employees who are not directed to leave work. Supervisors, regardless of their good intentions, may not direct such absences.

#### Instructions for Nonessential Service Employees Who Elect to Report for Work under Emergency Conditions

Note: Parking may be severely restricted during periods of temporary emergency. Employees who report to work under these conditions must park in the Grant Street lot so that other lots may be cleared of snow.

1. Employees must report to University Police, Chase Hall 110, to sign the Attendance Record/Emergency Conditions sheet. They must also sign the sheet before leaving campus.
2. Employees report to regular work locations and perform regular duties, even if supervisor is absent.
3. If the employee's regular work location is not accessible, he or she must report to the director of Campus Services and Facilities, Clinton Center, ext. 6111, or the director of Residence Life, Porter Hall, ext. 6806, for assignment.

[back to top](#)

#### NYS Employees' Retirement System Toll-Free Number

New York State employees can now call the Employees' Retirement System toll free at (866) 805-0990. The call center will connect callers to an interactive voice response system (IVR) that answers a variety of important retirement-related questions. For more information, visit [www.osc.state.ny.us/retire/news/tollfree.htm](http://www.osc.state.ny.us/retire/news/tollfree.htm).

Customer service representatives are available from 7:30 a.m. to 5:00 p.m.

Monday through Friday to provide information that can't be obtained through the IVR.

[back to top](#)

#### CSEA Skills for Success Courses

The New York State and CSEA Partnership for Education and Training offers job-related training to enhance career development. Courses are open to all CSEA-represented employees (administrative, operational, and institutional) and to secretarial employees designated as management/confidential. The following courses will be offered this spring. Courses are generally held from 8:30 a.m. to 4:00 p.m.

##### Donovan State Office Building, 125 Main Street, Buffalo (Note: These classes run from 8:30 to 11:45 a.m.)

- Fundamentals of Writing: Putting It All Together—Monday, March 17; Wednesday, March 26; and Wednesday, April 2
- Critical Thinking—Wednesday, March 26
- Personal Workplace Safety and Security—Thursday, March 27

##### School for the Blind, 2A Richmond Avenue, Batavia

- Fundamentals of Writing: Mastering the Basics—Tuesdays, March 18, 25; April 1
- Tables and Graphs—Tuesday, March 25 and Wednesday, March 26

Catalogs and application forms are available from the following:

- Human Resource Management Office, Cleveland Hall 410, ext. 4821
- Donna Shaffer, CSEA representative, Bishop Hall 210, ext. 6008
- Information Desk, Campbell Student Union, ext. 6511

[back to top](#)

#### Computer Training and SkillSoft E-Learning

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

##### Explorer

User Name: your user name (e.g., publicjq)  
Password: your password  
Domain: bsclogon

##### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)



Password: your password

### SkillSoft E-Learning

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, on Mondays, Wednesdays, and Fridays from 9:00 a.m. to 4:30 p.m. and on Tuesdays and Thursdays from 12:30 to 4:30 p.m. A proctor will be available to assist and answer questions. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

## From the Vice President for Student Affairs

### Call for Nominations: Undergraduate Student Awards

#### President's Medal for Outstanding Undergraduate Student

An outstanding senior will be honored with the President's Medal at this year's commencement ceremony on Saturday, May 10, 2003. This award recognizes an outstanding member of the senior class who has demonstrated excellence in the areas of achievement, citizenship, leadership, and community service. This year's recipient also will deliver the student address.

#### SUNY Chancellor's Award for Student Excellence

This award, sponsored by Chancellor Robert L. King, recognizes students who have excelled at integrating academic excellence with areas such as athletics, community service, creative and performing arts, entrepreneurship, leadership, and career achievement. This award is the highest honor bestowed upon a student. Award recipients will be recognized at a ceremony in Albany as well as at commencement ceremonies in May.

Nominations are being sought for both awards. Students must be nominated by a faculty or staff member. Candidates must be graduating seniors who have best demonstrated the qualities recognized by each award. Only undergraduates graduating during the 2002-2003 academic year will be considered.

Selection criteria are the same for each award. A student may be nominated for either or both awards.

[back to top](#)

### Selection Criteria

1. Academic achievement - measured by grade point average, rank in class, research, and other scholarly projects.
2. Citizenship - College and community service measured by the quality of extracurricular involvement.
3. Leadership/Creativity - Potential for future achievement measured by the student's record, recommendations, and a personal interview.

Nomination forms are available here or from the Associate Vice President for Student Affairs and Dean of Students Office, Campbell Student Union 306. Nominations and supporting documentation must be forwarded to Phillip Santa Maria, associate vice president for student affairs and dean of students, Campbell Student Union 306, by Monday, February 3, 2003.

President's Medal and Chancellor's Award for Student Excellence recipients at the graduate level are selected through a separate process, administered by the Graduate Studies and Research Office.

[back to top](#)

## From the Senior Adviser to the President for Equity and Campus Diversity

### Equity and Campus Diversity Minigrants

The President's Council on Equity and Campus Diversity and President Howard have approved the following minigrant for spring 2003:

#### An Evening with Coretta Scott King

Friday, February 28

7:00 p.m.

#### Performing Arts Center at Rockwell Hall

Submitted by Bruce Parson, Commuter Council.

Visit and lecture by Coretta Scott King, wife of Martin Luther King Jr.

Cosponsored by United Students Government, the African American Student Organization, the Student Union Board, the Nontraditional Student Association, and other campus organizations.

The council will receive applications for spring 2003 minigrants until Monday, February 3. For questions about the minigrant program, contact Dolores E. Battle, senior adviser to the president for equity and campus diversity, at ext. 6210 or [battlede@buffalostate.edu](mailto:battlede@buffalostate.edu).

[back to top](#)

### Sexual Orientation Non-Discrimination Act

Governor Pataki signed into law on December 17, 2002, Chapter 2 of the



Laws of 2002, referred to as the Sexual Orientation Non-Discrimination Act. Effective January 17, 2003, the legislation amends the New York State Human Rights and Education Laws to include sexual orientation as a protected category against which discrimination in employment, credit, housing, public accommodation, and education, among other areas, is prohibited. Section 2, Subdivisions 1 and 2 of Section 291 of the Executive Law, as amended by Chapter 803 of the Laws of 1975, were amended to read as follows:

1. The opportunity to obtain employment without discrimination because of age, race, creed, color, national origin, sexual orientation, sex, or marital status is hereby recognized as and declared to be a civil right.
2. The opportunity to obtain an education, the use of places of public accommodation, and the ownership, use, and occupancy of housing accommodations and commercial space without discrimination because of age, race, creed, color, national origin, sexual orientation, sex, or marital status, as specified in section two hundred ninety-six of this article, is hereby recognized as and declared to be a civil right.

#### Buffalo State College Policy on Sexual Orientation

It is the policy of Buffalo State College and the SUNY Board of Trustees that no discrimination against or harassment of individuals will occur on any of the campuses or in the programs or activities of the university. Consistent with the policy, the college expects that all judgments about and actions toward students and employees will be based solely on qualifications, abilities, and performance. Attitudes, practices, and preferences of individuals that are especially personal in nature, such as private expressions or sexual orientation, are unrelated to performance and provide no basis for judgment. The college expects all employees and students to take appropriate action to implement this policy of fair treatment.

[back to top](#)

#### Assistance

Buffalo State will take affirmative action to protect persons from judgments related to sexual orientation. Persons who believe that this policy has been violated have the right to complain and are encouraged to discuss the complaint with the appropriate college official.

Resolution of internal complaints will be handled using the Buffalo State College Grievance Procedure for the Review of Allegations of Unlawful Discrimination. Persons choosing to use external agencies may file with the Division of Human Rights, Executive Order 28.1 Enforcement Unit. In determining whether alleged conduct constitutes a prohibited employment practice, the Governor's Office of Employee Relations (OER) will investigate cases of discrimination relating to sexual orientation as well as the guidelines and procedures for redress.

Any employee or student who feels discriminated against based on sexual orientation may contact Dolores E. Battle, senior adviser to the president for equity and campus diversity, in Cleveland Hall 415 or at ext. 6210.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)

Buffalo State  
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 announcements

# Bulletin

[Past Issues](#)

[Search the Bulletin](#)

[Bulletin Home](#)

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[back to top](#)

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[back to top](#)



Buffalo State  
State University of New York

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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 20  
January 23, 2003

## In this issue:

From the Provost and Vice President for Academic Affairs  
Extended Library Hours

From the Vice President for Finance and Management  
"Declare Yourself" Image Campaign Reception  
Computer Training and SkillSoft E-Learning

From the Senior Adviser to the President for Equity and Campus Diversity  
EEOC Compliance Manual Addresses Language, Accent, and Dress  
Buffalo State Policy on Discrimination because of National Origin  
Project Success: First Friday Dialogs for Disabilities

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## *From the Provost and Vice President for Academic Affairs*

### Extended Library Hours

The first floor of E. H. Butler Library will remain open from 11:00 p.m. to 2:00 a.m. Sunday through Thursday beginning Monday, January 27. Without exception, only current Buffalo State students, faculty, and staff with valid SUNYCards will be admitted after 11:00 p.m. First-floor access includes computers, printers, photocopiers, reference books, and periodicals. See the complete schedule of hours, with holiday exceptions, at [www.buffalostate.edu/library/info/hours2.html](http://www.buffalostate.edu/library/info/hours2.html).

[back to top](#)

---

## *From the Vice President for Finance and Management*



**"Declare Yourself" Image Campaign Reception**

Faculty, staff, and students are cordially invited to attend a campuswide reception from 12:15 to 1:15 p.m. Tuesday, January 28 on the first floor of Moot Hall to recognize and thank those who have participated in the "Declare yourself" image campaign and celebrate its spring kickoff. A fabulous selection of delicious desserts will be served. For more information, contact College Relations at ext. 4201 or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu).

[back to top](#)

**Computer Training and SkillSoft E-Learning**

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

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User Name: bsclogon\your user name (e.g., bsclogon\publicjq)  
Password: your password

**SkillSoft E-Learning**

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, by appointment only; call Debbie Riservato at ext. 4060. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

**EEOC Compliance Manual Addresses  
Language, Accent, and Dress**

A revision to the United States Equal Employment Opportunity Commission (EEOC) Compliance Manual (Section 13, "National Origin Discrimination") issued on December 2, 2002, states:

"The most important step for an employer [or educator] in preventing harassment is clearly communicating to employees [and students] that harassment based on national origin will not be tolerated and that employees who violate the prohibition against harassment will be disciplined."

and

"Because linguistic characteristics are a component of national origin, employers [and educators] should carefully scrutinize employment [and educational] decisions that are based on accent to ensure that they do not violate Title VII.

"An employment [or educational] decision based on foreign accent does not violate Title VII if an individual's accent materially interferes with the ability to perform job duties. [But] employers [and educators] should distinguish between a merely discernable foreign accent and one that interferes with communication skills necessary to perform job duties." (EEOC Compliance Manual, December 2, 2002, [www.eeoc.gov/docs/national-origin.html](http://www.eeoc.gov/docs/national-origin.html)).

[back to top](#)

**Buffalo State Policy on Discrimination  
because of National Origin**

The college policy on affirmative action ensures that there will be no discrimination against any faculty/staff member or student based on national origin.

Any faculty/staff member or student who believes that there has been a violation of this policy is encouraged to discuss his or her concerns with the Equity and Campus Diversity Office, Cleveland Hall 415. Resolution of grievances will be handled according to the Buffalo State College Procedure for Review of Allegation of Discrimination.

Assistance for international students regarding visas, work permits, and relevant regulations of the Immigration and Naturalization Service is available through the International Student Affairs Office, Campbell Student Union 400.

[back to top](#)



## Project Success: First Friday Dialogs for Disabilities

Recognizing Reading and Writing Difficulties in College Students

Noon to 2:00 p.m.

Friday, February 7

E. H. Butler Library 210

Many college students have undiagnosed learning disabilities that hamper their academic performance. Disabilities often manifest themselves through reading and writing difficulties that lead to academic failure.

Faculty experts will lead this First Friday Dialog discussion to help participants quickly identify the indicators of reading and writing difficulties exhibited by adult learners. Participants also will learn ways to assist students in the classroom and to advise them on matters of assistance, tutoring, and other services for academic success.

Presenters will be Mark Fulk, assistant professor of English, and Alfred Tatum, lecturer of elementary education and reading.

Lunch will be served; R.S.V.P. to Peggy Bristol, Project Success coordinator, at ext. 3515 or [bristopa@buffalostate.edu](mailto:bristopa@buffalostate.edu) by Tuesday, February 4.

The First Friday Dialog for March, "Students with Disabilities Talk to Faculty and Staff," will be held March 7.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

**Buffalo State**  
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 for official campus  
 announcements

# Bulletin

Past Issues

Search the *Bulletin*

[Bulletin Home](#)

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[back to top](#)

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[back to top](#)



Buffalo State  
State University of New York

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for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 21  
January 30, 2003

## In this issue:

- From the President  
Welcome Back
- From the Provost and Vice President for Academic Affairs  
Focus on Scholarship and Creativity Symposium
- From the Chair of the College Senate  
College Senate Meetings  
Curricular Items

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## From the President

### Welcome Back

Welcome back for the spring 2003 semester. I hope everyone had an opportunity over the holidays to relax and spend pleasant time with friends and family.

As we begin the new term, many new developments and initiatives are on the horizon. I look forward to working with members of the campus community to plan for our future. We are beginning to get a clearer idea of what the next New York State budget might mean for SUNY. We are also ready to begin implementation of our strategic plan.

I look forward to speaking with the campus community about some of these issues in a few weeks in my State of the College address, which will be held in a town meeting-style gathering at 12:15 p.m. Thursday, February 20 in Bulger Communication Center West. All faculty, staff, and students are invited to attend.

I wish everyone a rewarding semester as we work to fulfill the mission of Buffalo State College.

[back to top](#)

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## *From the Provost and Vice President for Academic Affairs*

### Focus on Scholarship and Creativity Symposium

Please reserve Tuesday, February 4 and Thursday, February 6 during Bengal Pause (12:15–1:30 p.m.) to attend the 2003 Focus on Scholarship and Creativity Symposium. More than 60 presentations and poster sessions highlighting faculty and staff research will be offered during the two days in Bulger Communication Center and at other campus sites. A new component will feature a series of presentations about exciting new educational partnerships. Hosted by the Center for Excellence in Urban and Rural Education, this mini-symposium will take place from 12:15 to 3:00 p.m. Tuesday, February 4 in E. H. Butler Library 210.

A printed program listing all topics, presenters, brief abstracts, and a schedule of activities was recently sent to all faculty and staff.

President Muriel Howard and Provost Gary Marotta will open the symposium at noon February 4 in the Bulger Communication Center upper lobby. Refreshments will be served.

The following people served on the planning committee for this event: James Astrella, associate professor of design; Gina Game, senior administrative assistant, Buffalo State Research Foundation; Suzanne Kashuba, communication specialist, College Relations; Karen O'Quin, associate dean, Faculty of Natural and Social Sciences; Richard Podemski, dean of graduate studies and research (chair); and Pamela Schuetze-Pizarro, assistant professor of psychology. Students are encouraged to attend. Please join us in celebrating the outstanding accomplishments of Buffalo State's faculty and staff.

[back to top](#)

## *From the Chair of the College Senate*

### College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the spring 2003 semester:

February 14  
March 14  
April 11  
May 2

[back to top](#)

### Curricular Items

The following have been approved by the College Senate Curriculum Committee and will be forwarded to the president for final review and approval:

#### *New Course:*

**NFS 200 Applied Food Chemistry**

#### *Course Revisions:*

**CIS 315 Computer Organization**

**CIS 361 Fundamental Concepts in Object-Oriented Programming**

**CIS 410 Computer Operating Systems**

**CIS 411 Database Systems**

**NFS 100 Introduction to Food Preparation**

#### *Course Revisions and Trustees' Designations:*

**ANT 101 Understanding Culture**

**ANT 329 World Prehistory**

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)



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announcements

# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
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announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
[Buffalo State Home](#)

Vol. XLVIII, No. 22  
February 6, 2003

## In this issue:

### SABRE Update

Panel Discussion

From the Provost and Vice President for Academic Affairs

McNair Scholars Program Open House

President's Awards for Excellence

2003 Honors Convocation

From the Vice President for Finance and Management

Computer Training, SkillSoft E-Learning, and Webmaster Training

From the Vice President for Student Affairs

2003 Mildred Campbell Leadership Award

Who's Who among Students in American Universities and Colleges

Workforce Recruitment Program

From the Senior Adviser to the President for Equity and Campus Diversity

Equity and Campus Diversity Minigrant Approval

College Policy on Consensual Sexual and Amorous Relations

From the Chair of the College Senate

College Senate Meetings

Curricular Proposal Deadline

Curricular Items

## *SABRE Update*

### Panel Discussion

Sharon Cramer, SABRE Project executive director, will host the panel discussion "Been There, Done That: The Voices of Experience" from 11:00 a.m. to noon Tuesday, February 11 and Wednesday, February 12 in E. H. Butler Library 210.

Blair Foster, registrar at Canisius College; Kevin Smith, associate comptroller for student accounts at Canisius College; and John DeNisco, associate professor of business at Buffalo State, will share their perspectives on the move to online registration and their experiences with Web-based student services. Foster and Smith will participate in Tuesday's discussion, and Foster and DeNisco in Wednesday's session. Cramer will provide a SABRE update at each, including information about "how to" sessions, which



will be held in CyberQuad beginning Monday, March 17. Light refreshments will be served.

A final announcement regarding online registration will be made Monday, March 17. A series of SABRE-related events open to the campus community will take place throughout the semester. Please check the *Bulletin* for regular SABRE updates.

[back to top](#)

---

## *From the Provost and Vice President for Academic Affairs*

### McNair Scholars Program Open House

The Buffalo State McNair Scholars Program will hold an open house from noon to 2:00 p.m. Tuesday, February 11 in Science Building 253. Faculty and staff interested in mentoring McNair scholars and teaching in the program are invited to attend, as are freshmen and sophomores interested in pursuing graduate degrees.

For more information, call Sandra Washington at ext. 3411.

[back to top](#)

### President's Awards for Excellence

Monday, March 3 is the last day to submit nominations and supporting materials for President's Awards for Excellence in Teaching; Research, Scholarship, and Creativity; Librarianship; Academic Advisement; Service to the College; or the Advancement of Equity and Campus Diversity. Guidelines are available from the Academic Affairs Office, Cleveland Hall 519, ext. 5903.

[back to top](#)

### 2003 Honors Convocation

Honors Convocation will be held at 12:15 p.m. Thursday, April 24 in Rockwell Hall Auditorium. Please join us as we recognize those students who have achieved academic excellence. This year's speaker will be Kimberly Bagley, associate professor of chemistry.

[back to top](#)

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## *From the Vice President for Finance and Management*

### Computer Training, SkillSoft E-Learning, and Webmaster Training

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [rised178@buffalostate.edu](mailto:rised178@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)  
Password: your password  
Domain: bsclogon

#### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)  
Password: your password

[back to top](#)

#### SkillSoft E-Learning

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, by appointment only; call Debbie Riservato at ext. 4060. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

#### Webmaster Training

The FAST Development Center and the College Relations Office offer a sequential training program especially for campus Web developers. Faculty and staff are welcome to take any or all of the 10 courses offered. More information about the Webmaster Training Program is available from the College Relations Web site,



[www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=campusrt&subint=webtrain](http://www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=campusrt&subint=webtrain). Employees may register for courses at <http://bscintra.buffalostate.edu/registration>.

[back to top](#)

## *From the Vice President for Student Affairs*

### 2003 Mildred Campbell Leadership Award

Mildred Keller Campbell, a significant benefactor of Buffalo State, dedicated years of service to the College Council, the Alumni Association, and the College Foundation. After graduating from Buffalo State in 1928, Campbell went on to teach with the Buffalo Public Schools, the Buffalo Seminary, and the University at Buffalo.

In her honor, the Student Life Office created the Mildred Campbell Leadership Award. This award is given annually to an undergraduate student who has a strong record of leadership at Buffalo State, demonstrated through personal development, organizational leadership, citizenship, and community building.

Undergraduate students who have completed at least 24 credit hours at Buffalo State and have maintained a minimum cumulative grade point average of 2.5 are encouraged to apply. The award will be presented at the Student Affairs Leadership Award Reception on Tuesday, April 22.

Award applications are available in the Student Life Office, Campbell Student Union 400; the United Students Government Office, Campbell Student Union 402; the Student Union Information Desk; the Residence Life Office, Porter Hall; the Vice President for Student Affairs Office, Cleveland Hall 513; the Career Development Center, Cleveland Hall 306; the Weigel Health Center; the Intercollegiate Athletics Office, Houston Gym 103; and online at [www.buffalostate.edu/depts/studentlife/awards.html](http://www.buffalostate.edu/depts/studentlife/awards.html). Applications are due Friday, February 28.

To nominate an outstanding student or for more information about this award, call Hector Gil, assistant director of student life, at ext. 4631.

[back to top](#)

### Who's Who among Students in American Universities and Colleges

Who's Who among Students in American Universities and Colleges has a 68-year-old tradition of furthering the aims of higher education by recognizing and rewarding academic excellence on a national level. Buffalo State is one of more than 1,900 institutions that participate in the program.

Students selected for inclusion in Who's Who are entitled to a free lifetime reference/placement service when seeking postgraduate employment or fellowships.

The campus selection committee—composed of faculty, staff, and students—needs your help in encouraging students to apply for this honor. Matriculated juniors, seniors, and graduate students are eligible. Undergraduate students must have a minimum cumulative grade point average of 3.0. The minimum cumulative grade point average for graduate students is 3.5.

The selection committee evaluates candidates based on their scholastic achievements, participation and leadership in extracurricular activities, and service to the college and community.

Students may self-nominate or be nominated by a faculty or staff member. To nominate an outstanding student, call the Student Life Office at ext. 4631. A letter acknowledging the nominator and an application form will be sent to the student. Applications are available at the Campbell Student Union Information Desk; the Student Life Office, Campbell Student Union 400; or online at [www.buffalostate.edu/depts/studentlife/awards.html](http://www.buffalostate.edu/depts/studentlife/awards.html). Submit applications to the Student Life Office by Friday, February 28.

[back to top](#)

### Workforce Recruitment Program

The U.S. Department of Labor's Workforce Recruitment Program will hold student interviews on campus on Friday, February 14. This program is designed to give students with disabilities greater access to summer and full-time employment with government agencies and private-sector organizations. It is sponsored by the Career Development Center and the Services for Students with Disabilities Office. More information is available on the CDC Web site at [www.buffalostate.edu/offices/cdc/wrp.html](http://www.buffalostate.edu/offices/cdc/wrp.html). Call Lisa August, associate director, Career Development Center, at ext. 5811 with questions.

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

### Equity and Campus Diversity Minigrant Approval

Upon the recommendation of the President's Council on Equity and Campus Diversity, President Muriel Howard has approved funding for the following Equity and Campus Diversity Minigrant for spring 2003:



**Buffalo Creek Reservation Revisited**

Submitted by Cynthia Conides, assistant professor, History and Social Studies Education Department

The grant supports an exhibition of early-nineteenth-century artifacts and historical documents that catalog the Buffalo Creek Reservation Treaty, which precipitated the steady land shrinkage of the Seneca Nation in Western New York. Native American artists and historians will conduct lectures and seminars explaining the significance of Native American history to Western New York and how it influenced their personal artistic expression.

For questions about the minigrant program, contact Dolores E. Battle, senior adviser to the president for equity and campus diversity, at ext. 6210 or [battlede@buffalostate.edu](mailto:battlede@buffalostate.edu).

[back to top](#)

## College Policy on Consensual Sexual and Amorous Relations

Students should be free to develop relationships that supplement formal classroom instruction, and employees should be free to develop friendships and engage in social contact with supervisors and fellow employees. In most cases, social interaction among supervisors and employees, between fellow employees, and among faculty and staff members and students will benefit the entire academic community by promoting the interchange of ideas, building mutual trust and respect, facilitating communication, and reducing misunderstandings.

However, when a person in a position of power and authority abuses or appears to abuse that position, mutual trust and respect are lost, and the academic environment suffers. Buffalo State faculty, staff members, and supervisors exercise power and authority over Buffalo State students, and over employees for whom they have current or potential evaluative, supervisory, instructional, or other professional responsibility. This inherent power imbalance makes consent within any sexual or amorous relationship between a supervisor and employee or between a faculty or staff member and student suspect, and may impede the real or perceived freedom of the student or employee to thereafter terminate or otherwise alter the relationship. The relationship may create real or apparent impropriety, loss of objectivity, and a conflict of interest in any evaluative, supervisory, instructional, or other professional role that the faculty or staff member may have or may develop in relation to the student or employee, and may expose the individual faculty or staff member, as well as the college, to possible legal charges and liability.

[back to top](#)

**Therefore**, to avoid the breakdown of mutual trust and respect that may result within the academic community from such relationships, **it is the policy of Buffalo State College that:**

- **Commencement, upon either person's initiative, of a sexual or amorous relationship between a Buffalo State College faculty or staff member and a student with respect to whom such faculty or**

## **staff member has current professional responsibility shall be prohibited.**

Any Buffalo State faculty or staff member who, nevertheless, engages in such a relationship shall be required to remove himself or herself from any evaluation of the student and from any activity or decision that may, or may appear to, reward, penalize, or otherwise affect the student or student employee, and to otherwise take appropriate action to minimize any potential preferential or adverse consequences to the student or to other members of the college community. It also shall be the responsibility of the administrative head of the faculty or staff member's academic or administrative unit, if he or she is aware or is made aware of the relationship, to assure that the foregoing steps are taken.

- In addition, any faculty or staff member who engages in a sexual or amorous relationship with a student or student employee shall be subject to counseling, reprimand, probation, suspension, discharge, or other action consistent with applicable collective bargaining agreements, contracts, and procedures.
- A student shall not be subject to sanction for such a relationship. A student employee may be transferred from his or her position to a similar position, without demotion or other adverse effect on the benefits, terms, or conditions of employment, and alternative arrangements may be made, if feasible, to prevent interference with educational opportunities that give the faculty or staff member current professional responsibility for the student.
- If such a relationship exists or existed before any current professional responsibility arose for the faculty or staff member in relation to the student, the faculty or staff member shall be prohibited from thereafter undertaking professional responsibility for the student with whom he or she has or has had a sexual or amorous relationship. In no case, however, shall such prohibition result in a demotion or otherwise adversely affect the benefits, terms, or conditions of employment. In the case of the student, reasonable alternative arrangements shall be made, if feasible, to prevent interference with educational opportunities.

[back to top](#)

- **Sexual or amorous relationships between faculty or staff members and students to whom the faculty or staff members do not have current professional responsibilities are strongly discouraged.**
- **Sexual or amorous relationships between supervisors and non-student employees to whom the supervisors have current or reasonably foreseeable professional responsibilities are strongly discouraged.** Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor (and his or her supervisor) to remove himself or herself from any evaluation of the employee, and from any activity or decision that may, or may appear to, reward, penalize, or otherwise affect the employee, and to otherwise take appropriate action to minimize any potential preferential or adverse consequences to the employee or to other members of the college community. An employee shall not be subject to sanction for such a relationship, but may be removed or transferred from a position (without demotion or adverse effect on the employee's benefits, terms, or conditions of employment) that gives the supervisor the power to evaluate, reward, penalize, or otherwise affect the employee.
- **If a student or employee makes a complaint of sexual harassment against a faculty or staff member or supervisor that**



arises from a sexual or amorous relationship between the faculty or staff member and the student or employee, the faculty or staff member or supervisor charged with sexual harassment shall have the burden of proving by preponderance of evidence that the relationship was entirely consensual and uninfluenced by the faculty or staff member's or supervisor's professional relationship with the complainant. If a sexual harassment complaint is made by a third person with respect to the sexual or amorous relationship of a faculty member or supervisor to a student or employee, consent to the relationship between the faculty member or supervisor and the student or employee shall not constitute a defense to the third person's complaint, insofar as the allegations concerning the relationship between the faculty member or supervisor and student or employee support the complaint of the third person.

## Grievance Procedure

- **This policy should be enforced consistently but with a high degree of flexibility and discretion, with minimal intrusion upon the personal privacy of the participants and with initial reliance upon confidential counseling with an appropriate professional.** Any decision to impose sanctions should be made in light of the policy considerations set forth above as they apply to the particular circumstances being considered.
- **Any person may make an inquiry or request for consultation to the Equity and Campus Diversity Office concerning an alleged violation of this policy, and any person may file a complaint alleging a violation of this policy with the Equity and Campus Diversity Office, pursuant to the Buffalo State College Grievance Procedure for Review of Allegations of Discrimination.**

[back to top](#)

*From the Chair of  
the College Senate*

## College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the spring 2003 semester:

February 14  
March 14  
April 11  
May 2

[back to top](#)

## Curricular Proposal Deadline

Curricular proposals should reach the Senate Office, Cleveland Hall 211, by Tuesday, March 11 to allow sufficient time for spring-semester processing.

[back to top](#)

### Curricular Items

The following have been approved by the College Senate Curriculum Committee and will be forwarded to the president for final review and approval:

*Course Revision:*

**EDU 416 Teaching Literacy in the Middle and Secondary School**

*Course Revision and Non-Western Civilization:*

**HIS 204 Global History of the Twentieth Century**

**HIS 230 World Civilizations to 1600**

[back to top](#)

### About the *Bulletin*

## Past Issues

Search the *Bulletin*

Buffalo State Home



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# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
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# Bulletin

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 23  
February 13, 2003

## In this issue:

### From the President

[Appointment: Strategic Planning Officer](#)  
[State of the College Address](#)

### From the Provost and Vice President for Academic Affairs

[Appointment: FASE Interim Dean](#)  
[Fund-Raising Seminar](#)  
[Registration and Mandatory Advisement](#)

### From the Vice President for Finance and Management

[Insider Online](#)

### From the Vice President for Student Affairs

[2003 Newsletter International](#)

### From the Vice President for Institutional Advancement and Development

[Alumni Association Scholarship Opportunities](#)

### From the Chair of the College Senate

[College Senate Meetings](#)  
[Curricular Proposal Deadline](#)  
[Open Forums on Bylaws](#)  
[Curricular Items](#)

## From the President

### Appointment: Strategic Planning Officer

Last semester, after many months of work, the college adopted a new five-year strategic plan. This is a very important accomplishment, as effective strategic planning will help us realize our goals and respond to contingencies in an ordered and effective manner.

In order to facilitate the smooth and effective implementation of the plan, I am pleased to announce that Dorcas L. Colvin will take on the role of senior adviser to the president for strategic planning. In this capacity, Colvin will work with me to create implementation strategies and a monitoring framework for the strategic plan, and will oversee professional development for the campus.

Susan J. Earshen will assume leadership of the Human Resource



Management Office. Her responsibilities include employee relations, oversight for personnel policies and procedures, and payroll.

[back to top](#)

### State of the College Address

All members of the campus community are cordially invited to the president's annual State of the College address at 12:15 p.m. Thursday, February 20 in Bulger Communication Center West. After her remarks, President Howard will respond to questions.

[back to top](#)

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## *From the Provost and Vice President for Academic Affairs*

### Appointment: FASE Interim Dean

With Dan King leaving Buffalo State to take on the post of provost at Rhode Island College, Richard Lee, longtime associate dean and professor of exceptional education, will serve as interim dean of the Faculty of Applied Science and Education, effective February 13. Lee also will serve as interim associate vice president for teacher education. Rita Zientek, senior staff assistant for teacher certification, will support Lee as interim associate dean.

[back to top](#)

### Fund-Raising Seminar

Michael F. Luck, vice president for philanthropy and alumni affairs at the SUNY Research Foundation, will hold a fund-raising seminar for Buffalo State deans, directors, and chairs at 9:00 a.m. Thursday, February 20 in E. H. Butler Library 210. Colleagues from other area SUNY institutions also will be in attendance.

[back to top](#)

### Registration and Mandatory Advisement

The policy of mandatory advisement remains in effect for fall 2003 registration. Only with full implementation of the online registration

system will the college eliminate the requirement for students to present paper copies of their advisement record forms before being allowed to register. Since electronic verification of advisement is not available for fall 2003 registration, advisement record forms will continue to be used for student and department records. The advisement forms will be essential for any academic appeals citing advisement error as justification for a waiver of academic regulations. Therefore, it is important that academic advisers and students maintain records of all academic advisement during this period.

[back to top](#)

---

## *From the Vice President for Finance and Management*

### Insider Online

The current issue of the *Buffalo State Insider* (February/March 2003), a newsletter for the campus community, is now available online at [www.buffalostate.edu/insider](http://www.buffalostate.edu/insider).

The *Insider* is published bimonthly by the College Relations Office. The print version is mailed to faculty and staff, College Council members, and select friends of the college. The new Web version has a searchable database and will include an archive of past issues. Please encourage students, alumni, and friends of the college to access this new information resource.

[back to top](#)

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## *From the Vice President for Student Affairs*

### 2003 Newsletter International

Faculty, staff, and students are encouraged to submit articles, stories, or poems that reflect an international perspective for publication in the annual *Newsletter International*. The publication, produced by the International Student Affairs Office, is designed to educate and strengthen the spirit of internationalism on the Buffalo State campus and in the community, and to promote international awareness and understanding.

Over the years, *Newsletter International* has allowed writers to share unique experiences about their native lands with the Buffalo State



community. To submit articles, contact Susanne Conrad, Campbell Student Union 400, ext. 5331.

[back to top](#)

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## *From the Vice President for Institutional Advancement and Development*

### Alumni Association Scholarship Opportunities

Applications are now available for 13 scholarships, ranging from \$250 to \$1,000, offered through the Buffalo State Alumni Association. To apply, students must submit a completed application, an essay, and two letters of recommendation to the Alumni Affairs Office, Cleveland Hall 214, by Friday, April 4. Scholarship applications are available in the Alumni Affairs Office; call ext. 6001 with questions or to request applications.

[back to top](#)

---

## *From the Chair of the College Senate*

### College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the spring 2003 semester:

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[back to top](#)

### Curricular Proposal Deadline

Curricular proposals should reach the Senate Office, Cleveland Hall 211, by Tuesday, March 11 to allow sufficient time for spring-semester processing.

[back to top](#)

### Open Forums on Bylaws

The College Senate Bylaws and Elections Committee will hold open forums to discuss possible revisions to certain sections of the bylaws from 11:00 a.m. to noon Wednesday, February 26, and from 12:30 to 1:30 p.m. Thursday, February 27 in E. H. Butler Library 210.

Items for discussion, which pertain to college governance, are Article III, Section J; Article VI; and Article X. The bylaws are available on the College Senate Web site. Those unable to attend the forums may send comments to any member of the Bylaws Committee.

Bylaws revisions are expected for College Senate action in March and for presentation to the campus community in April.

[back to top](#)

### Curricular Items

The following has been received in the College Senate Office and will be forwarded to the College Senate Curriculum Committee for approval:

#### *Course Revision:*

**BIO 300 Biostatistics (formerly BIO 406 Biometrics).** Statistical inference as a guide to decision making during biological investigations. Elements of experimental design. Exploratory data analysis. Tabular, graphical, and written interpretation of results. Application of inferential techniques including confidence intervals, t-tests, analysis of variance, chi-square analysis of contingency tables, and linear regression and correlation.

The following was approved by the College Senate Curriculum Committee and will be forwarded to the president for final review and approval:

#### *Course Revision and Trustees' Designation:*

**ANT 327 Medical Anthropology**

[back to top](#)

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home



Buffalo State  
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# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
[Buffalo State Home](#)

Vol. XLVIII, No. 24  
February 20, 2003

## In this issue:

From the Provost and Vice President for Academic Affairs  
Woods-Beals Endowed Chair Search Committee  
Library Survey  
From the Vice President for Finance and Management  
Homeland Security Level-Orange Precautions  
From the Vice President for Student Affairs  
An Evening with Coretta Scott King  
Summer/Part-Time Job Fair  
From the Chair of the College Senate  
College Senate Meetings  
Curricular Proposal Deadline  
Open Forums on Bylaws  
Curricular Items

## From the Provost and Vice President for Academic Affairs

### Woods-Beals Endowed Chair Search Committee

Sharon Cramer, who has ably directed the efforts of the Woods-Beals Endowed Chair in Urban and Rural Education search committee, must now devote her full time and effort to the SABRE Project. She will continue to serve as a member of the committee but has asked to be replaced as chair. Susan Leist, professor of English and search committee member, has agreed to take on the post.

Dick Lee, interim dean of the Faculty of Applied Science and Education, will serve as administrative liaison to the committee.

[back to top](#)



## Library Survey

E. H. Butler Library is participating in a national Web-based survey, designed and administered by the Association of Research Libraries, to measure library service quality and identify best practices.

In a few days, faculty, staff, and students will receive an e-mail message providing a link to the survey, called LibQUAL+, which runs from February 24 to March 20. Your participation is encouraged; your responses will provide essential information that will be used in planning the library's future.

[back to top](#)

## *From the Vice President for Finance and Management*

### Homeland Security Level-Orange Precautions

In response to the federal government's Office of Homeland Security elevated threat condition designation to orange, Buffalo State College and the University Police Department have instituted a number of heightened security measures. The measures are comprehensive, involve various offices and departments on campus, and include increased patrols, enhanced mail and package screening, inspection of all critical infrastructures, and restricted access to a variety of campus facilities.

While Buffalo State has not received or been alerted to any specific threats to campus, we want to assure the campus community that we remain vigilant in maintaining the highest security measures possible at this time of national alert. The college has a comprehensive Emergency Response Plan, and in the near future, the plan will be added to the University Police Web Page for all students, staff, and faculty to review and become familiar with. In support of our overall campus emergency plan, Building Emergency Response Teams have been developed to assist with building evacuations and other basic response procedures.

[back to top](#)

Further information about the elevated national threat condition designation is available from the Office of Homeland Security. Additional emergency information from Erie County is available at [www.erie.gov/index.aua.html](http://www.erie.gov/index.aua.html).

In the event of an emergency, the college community will be notified through a variety of mechanisms, including the Web, e-mail, telephone, and, in some instances, in person by college staff members or University Police officers.

Heightened security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

[back to top](#)

Be aware of and report to University Police (6333):

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas or building entrances.
- Unauthorized people in restricted, sensitive, or private areas.
- People at heavily attended events wearing clothing not consistent with weather conditions (e.g., bulky coats in warm weather).
- Abandoned parcels or other items in unusual locations or high-traffic areas.
- People attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- People who appear to be working in unison, committing the above acts.

[back to top](#)

Be alert to:

- Abandoned vehicles.
- Vehicles parked near buildings or public and common areas.
- Unexpected or unfamiliar delivery vehicles.
- Vehicles containing unusual or suspicious parcels or material.
- Vehicles arriving or being left behind at odd hours of the day.
- Substances leaking or spilling from vehicles.

[back to top](#)

General office and building security:

- Don't prop open windows and doors for extended periods. Rectify these situations if you observe them.
- Account for and secure all keys. Do not leave keys unattended or give them to unauthorized people. Report lost or missing keys to Campus Services and University Police as soon as possible.
- Account for and secure all sensitive material and information when not attending to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all unattended areas.
- Be aware of unfamiliar people in or visitors to your office, classroom, or laboratory.
- Protect combinations and access cards and codes. Change codes regularly. Report any compromised codes to University Police immediately.
- Talk with co-workers and know what is out of place in your area.



[back to top](#)


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## *From the Vice President for Student Affairs*

### **An Evening with Coretta Scott King**

The Buffalo State College Commuter Council and United Students Government present the Paul Bulger Lecture, An Evening with Coretta Scott King, widow of Nobel Peace laureate Martin Luther King Jr., at 7:00 p.m. Friday, February 28 in the Performing Arts Center at Rockwell Hall.

Buffalo State faculty and staff may purchase tickets from the Rockwell Hall Box Office, ext. 3005, beginning Thursday, February 20, and may obtain one ticket at a reduced price of \$15. Tickets cost \$25 and will be available to the general public starting Sunday, February 23.

Buffalo State students with valid ID may receive one free ticket. Please encourage student attendance.

King's appearance is presented in association with the Bulger Lectureship Grant, an Auxiliary Services Grant, the Residence Life Office, the Student Union Board, the African American Students Organization, an Equity and Campus Diversity Minigrant, the Non-Traditional Students Organization, Casting Hall Productions, and the *Record*. The event also is funded in part by the mandatory student activity fee.

[back to top](#)

### **Summer/Part-Time Job Fair**

The 21st annual Summer/Part-Time Job and Internship Fair will be held from 11:00 a.m. to 2:00 p.m. Tuesday, March 4 in the Campbell Student Union Social Hall. Employers representing business, industry, community service organizations, and summer camps will meet with students, accept applications, and conduct informal interviews for summer and part-time employment and internship opportunities.

A list of participating employers is available at [www.buffalostate.edu/offices/cdc/sptparticipants.html](http://www.buffalostate.edu/offices/cdc/sptparticipants.html). Please encourage student participation. This event is sponsored by the Career Development Center.

[back to top](#)


---

## *From the Chair of the College Senate*

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[back to top](#)

### **Curricular Proposal Deadline**

Curricular proposals should reach the Senate Office, Cleveland Hall 211, by Tuesday, March 11 to allow sufficient time for spring-semester processing.

[back to top](#)

### **Open Forums on Bylaws**

The College Senate Bylaws and Elections Committee will hold open forums to discuss possible revisions to certain sections of the bylaws from 11:00 a.m. to noon Wednesday, February 26, and from 12:30 to 1:30 p.m. Thursday, February 27 in E. H. Butler Library 210.

Items for discussion, which pertain to college governance, are Article III, Section J; Article VI; and Article X. The bylaws are available on the College Senate Web site. Those unable to attend the forums may send comments to any member of the Bylaws Committee.

Bylaws revisions are expected for College Senate action in March and for presentation to the campus community in April.

[back to top](#)

### **Curricular Items**

The following have been received in the College Senate Office and will be forwarded to the Senate Curriculum Committee for approval:

*Minor Revision:*  
**Coaching**



[back to top](#)

#### *New Courses:*

**BUS 367 Strategic Management of Innovation and Technology.** Strategic management of innovation and technology in newly created and established firms from the perspectives of various functional groups (e.g., research and development, manufacturing, and marketing) and levels of general management (business, project, corporate) involved in the process of technological innovation.

**BUS 368 Sports Management and Marketing.** The administration, coordination, and evaluation of event-related sports. Open to business and nonbusiness majors. Provides both a professional and general education base for students seeking careers in sports and recreational management and marketing.

**BUS 425 International and Cross-Cultural Training.** The analysis, selection, design, implementation, and evaluation of training programs to increase functional capabilities in international and multicultural environments. Emphasis on communication strategies, human response to cultural settings, and procedures for increasing performance.

[back to top](#)

**EXE 325 Foundations of Teaching Young Children with Disabilities.** Introduction to the field of early childhood special education and its relationship to early childhood education. Includes eligibility criteria and specialized services and techniques for young children with special needs.

**EXE 345 Assessment of Young Children with Disabilities.** Introduction to the assessment of typically developing young children and children with special needs. Principles of measurement and assessment strategies for young children.

**EXE 355 Curriculum for Early Childhood Special Education.** Instructional strategies, methods, and materials for developing a curriculum for young children with special needs in a variety of settings.

**EXE 380 Participation for Early Childhood Special Education.** Support of the physical, cognitive, communicative, social-emotional, and adaptive development of children with disabilities ages 3 to 6 in an urban, field-based setting using learned teaching and assessment techniques. Development, implementation, and evaluation of an integrated curriculum that focuses on children's needs in a culturally and linguistically diverse setting.

[back to top](#)

**NFS 310 Human Resource Management in Health Care.** Management concepts and practices consistent with the management of human resources in a health care organizational setting. The application of operational strategy in terms of fulfilling the mission of an organization competing in today's market.

**NFS 330 Seminar of Complementary and Alternative Nutrition.** Introduction to dietary supplements, functional foods,

nutraceuticals/phytochemicals, and herbal therapies. Emphasizes implications for dietetic practice.

**NFS 401 Medical Nutritional Therapy I.** First of a three-course sequence examining the interrelationships of physiology, biochemistry, and nutrition as related to medical nutritional therapy. Emphasizes general nutritional status assessment and the role of nutrition in preventing and treating diseases/disorders: malnutrition, obesity, disordered eating, anemia, cardiovascular disease, chemical dependency, psychiatric disorders, and drug-nutrient interactions.

**NFS 419 Introduction to Clinical Practice.** Introduction to medical terminology and abbreviations, use of medical records, medical-record documentation, applying principles of interviewing and counseling to clinical practice, usual hospital diets, and reimbursement for medical nutritional therapy.

[back to top](#)

#### *Course Revisions:*

**NFS 110 Principles of Management in Health Care.** Management principles and concepts explored through class assignments that simulate real-world situations and prepare students for advanced study and application in management.

**NFS 210 Food Service Systems Management in Health Care.** In-depth analysis of the procurement process, menu development, food production and delivery, quality standards, and financial management of food service systems and related subsystems.

**NFS 402 Medical Nutritional Therapy II.** Second of a three-course sequence examining the interrelationships of physiology, biochemistry, and nutrition as related to medical nutritional therapy. Emphasizes the role of nutrition in preventing and treating disease/disorders: diabetes mellitus, hypoglycemia, renal, liver, biliary, neurological, and dysphagia.

**NFS 403 Medical Nutritional Therapy III.** Third of a three-course sequence examining the interrelationships of physiology, biochemistry, and nutrition as related to medical nutritional therapy (MNT). Addresses cancer, upper and lower gastrointestinal (GI) disorders, exocrine pancreas, pulmonary disease, metabolic stress, acquired immune deficiency syndrome (AIDS), rheumatic disorders, transplantation, parenteral and enteral nutrition. Explores the relationship between MNT and immunity and genetics.

[back to top](#)

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home



**Buffalo State**  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home  
Buffalo State Home

## About the *Bulletin*

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002–2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)

**Buffalo State**  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 25  
February 27, 2003

## In this issue:

- From the Chancellor
  - Presidential Evaluation
- From the President
  - Promotions
  - College Council Meeting
  - Response to Senate Recommendation
  - State of the College Address
- SABRE Update
  - Voice of Experience
- From the Provost and Vice President for Academic Affairs
  - Buffalo State Wins Merck/AAAS Undergraduate Research Award
  - Student Research and Creativity Celebration
  - Undergraduate Summer Research Fellowships
  - Conversations in the Disciplines
  - CEP for Classes Meeting during Bengal Pause
- From the Vice President for Finance and Management
  - Computer Training, SkillSoft E-Learning, and Webmaster Training
- From the Vice President for Student Affairs
  - Human Services Career Fair
  - Track and Field
  - Women's Ice Hockey
- From the Chair of the College Senate
  - College Senate Meetings
  - Curricular Proposal Deadline
  - Open Forum on Bylaws
  - Curricular Items

## From the Chancellor

### Presidential Evaluation

It is the responsibility of the chancellor of the State University of New York to conduct regular assessments of each SUNY campus,



evaluating both the health of the institution and the quality of leadership demonstrated by the president. The process includes a short annual review and a full-scale formal evaluation on a periodic basis. Chancellor Robert L. King has scheduled President Muriel A. Howard and Buffalo State College for a full-scale formal evaluation on Monday, March 10.

King has appointed Robert H. Atwell, president emeritus of the American Council on Education, as the external peer evaluator to head the evaluation team. Atwell and Aimee Bernstein of the chancellor's staff will meet on campus with representatives of various constituency groups, both internal and external. The interview schedule is listed below.

Any member of the Buffalo State College community wishing to meet with the peer evaluator individually may do so by appointment at 10-minute intervals between 3:30 and 4:30 p.m. Appointments may be scheduled by contacting Kelly Kozik, SUNY System Administration, at (212) 803-3900 or [kozikke@sysadm.suny.edu](mailto:kozikke@sysadm.suny.edu). Contact Bonita Durand, executive assistant to the president, at ext. 4102 or [durandbr@buffalostate.edu](mailto:durandbr@buffalostate.edu), with questions regarding the interview schedule. Contact Bernstein at (212) 803-3900 or [bernstea@sysadm.suny.edu](mailto:bernstea@sysadm.suny.edu) with questions regarding the evaluation process.

[back to top](#)

Time	Constituency Group Representatives	Location
7:45–8:15 a.m.	President Muriel A. Howard	Cleveland Hall 517
8:30–9:15 a.m.	Vice Presidents Council	E. H. Butler Library 210
9:30–10:15 a.m.	Deans	E. H. Butler Library 210
10:30–11:15 a.m.	College Senate Executive Committee	E. H. Butler Library 210
11:30 a.m.–noon	Union Leadership (UUP, CSEA, PEF, Council 82)	E. H. Butler Library 210
12:15–1:15 p.m.	College Council, Foundation Board, Community Leaders	Campus House Board Room
1:30–2:15 p.m.	Professional Staff Caucus	E. H. Butler Library 210
2:30–3:15 p.m.	United Students Government Executive Committee	E. H. Butler Library 210
3:30–4:30 p.m.	Individual Appointments	E. H. Butler Library 210
4:30–5:15 p.m.	Faculty	E. H. Butler Library 204 (Butler Room)
Tuesday,		

March 11  
8:00 a.m.

Exit Interview with  
President Howard

Cleveland Hall 517

[back to top](#)

## From the President

### Promotions

Upon completion of the review procedures at the department, dean, and vice presidential levels, I am pleased to announce the following promotions:

Promotions to *professor*, effective September 1, 2003:  
Anthony Hotchkiss, Technology  
Lin Xia Jiang, Fine Arts

### Appeals

Negative decisions on promotions may be appealed. Appeals are probably best suited to instances in which an individual believes that his or her case was misunderstood or inadequately advocated. If an appeal seems warranted, the president should be notified in writing of the intent to appeal by Thursday, March 6.

[back to top](#)

### College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Wednesday, March 12 in Cleveland Hall 518.

### Agenda

1. Call to Order
2. Action Items
  - Approval of Minutes: December 11, 2002
3. Council Chair's Report
4. President's Report
5. Reports by College Council Committees
  - Facilities Development
  - Governmental Relations/Advocacy
  - Student Affairs
6. Announcements
7. Adjournment

[back to top](#)



## Response to Senate Recommendation

I am pleased to accept the recommendation of the College Senate and hereby authorize the implementation of "Supplemental DOPS Policy on Scholarship Encompassing Applied Research and the Scholarship of Teaching."

The College Senate voted at its December 13 meeting to approve, forward, and recommend to the president the following "Supplemental DOPS Policy on Scholarship Encompassing Applied Research and the Scholarship of Teaching," with the addition of the following friendly amendment:

**"Must result in a product or publication that is subjected to peer review"** (Under the heading "Examples of the Scholarship of Teaching")

### Supplemental DOPS Policy on Scholarship Encompassing Applied Research and the Scholarship of Teaching

The intent of the following is to provide formal institutional recognition through inclusion in DOPS of a variety of forms of scholarly activity and products. With the formal adoption of this document as policy, faculty may exercise a wide choice of kinds of scholarly activities with the assurance that their scholarly products will receive effective evaluation by departments, deans, and the Office of Academic Affairs in personnel procedures. Neither this policy nor the definitions and guidelines included are intended to place added demands on faculty, but rather to provide faculty with additional scholarship options and opportunities. Nor are they intended to deny the authority and rights of departments in making personnel decisions, but rather to provide guidelines for evaluating the products of these new forms of scholarship.

The Instruction and Research Committee recommends that this policy be reviewed and reevaluated by this committee of the College Senate every five years after the president's approval.

[back to top](#)

## Supplemental Policy and Procedures for Scholarship

### PREAMBLE

At every stage of their careers, faculty members have the responsibility to conduct scholarly work in order to contribute to the knowledge base from which the professorate promotes learning and the discovery and extension of knowledge. We believe a variety of scholarly activities can contribute to the intellectual vitality of Buffalo State College. Accomplishments that suggest continued growth and high potential can include but are not limited to these types of scholarship:

- Discipline-based research, including creative activities, interdisciplinary research, and multidisciplinary research.
- Applied research.
- Scholarship of teaching.

The areas of discipline-based research and creativity, applied

research, and the scholarship of teaching enter into the evaluation of faculty performance. Scholarly profiles will vary depending on an individual faculty member's areas of emphasis. Discipline-based research, applied research, and the scholarship of teaching often overlap. It is more important to focus on criteria for evaluating the quality and significance of the work than on categories of work when evaluating an individual's achievements.

Faculty in all departments may take on responsibilities of discipline-based research, applied research, and scholarship of teaching in differing proportions and emphasis according to their talents. Irrespective of the emphasis given to different activities, it is important that the quality of the scholarly product be rigorously evaluated and that the individual contribution of the faculty member further the advancement of the mission of the college.

Discipline-based research products can be evaluated in a straightforward fashion, for example, by considering publication in peer-reviewed journals or other peer-reviewed media. However, applied research and the scholarship of teaching products may be more difficult to evaluate. While applied and teaching scholarship may result in publication in peer-reviewed journals, in some cases their most significant products may take other forms. The following are recommended guidelines to be used by departments, deans, and the Office of Academic Affairs in evaluating the products of applied research and the scholarship of teaching. Neither this policy nor the definitions and guidelines included are intended to place added demands on faculty, but rather to provide faculty with additional scholarship options and opportunities. Nor are they intended to deny the authority and rights of departments in making personnel decisions, but rather to provide guidelines for evaluating the products of these new forms of scholarship.

[back to top](#)

### DEFINITIONS

**Discipline-based research** is the systematic investigation of questions or problems relevant to one's discipline. The primary goal is to make a substantive contribution to knowledge or culture. Discipline-based research may be a basis for interdisciplinary or multidisciplinary research, where professors from several disciplines together articulate and undertake research projects.

**Creative activity** is the creation and publication of original texts, the giving of performances, and the creation and display of art. Again, the primary goal is a substantive contribution to culture.

**Applied research** is the use of appropriate methodologies to address practical questions and policies, interventions, treatments, practices, programs, etc. It constitutes a professional activity that extends the basic characteristics of traditional scholarship into the realm of practical application. It broadens scholarly activities to address immediate real-world problems and provide concrete products, results, or solutions within a reasonable time frame. Applied research may be



interdisciplinary in nature.

**The scholarship of teaching** involves integrating the experience of teaching with the scholarship of research, producing a scholarly product out of those integrative activities. It is the ongoing and cumulative intellectual inquiry, through systematic observation and longitudinal investigation by faculty, into the impact of teaching on learning.

**Peer review** is the evaluation of a scholarly product by an editor or editorial board, review committee, publisher, critic, established scholar, or professional outside the scholar's institution but authoritative in the scholar's field.

**Characteristics of Discipline-Based Research, Creative Activity, Applied Research, and the Scholarship of Teaching**  
Several features characterize all scholarship. Scholarly products must be systematically documented and peer-reviewed in order to evaluate the quality of the contribution they make. Scholarship is typically related to the scholar's discipline, but may be interdisciplinary in nature. It usually breaks new ground or is innovative. Scholarship can be replicated or elaborated upon. Scholarship can be significant in that it has an impact on practice or policy.

[back to top](#)

## DOCUMENTATION

### Documenting Scholarship for Evaluative Purposes

The accomplishments of faculty must be documented in order to be evaluated. Scholarly activities presented to review committees and used for review in personnel actions **MUST RESULT IN A PRODUCT OR PUBLICATION THAT IS SUBJECTED TO PEER REVIEW**. Acceptable products would include books, chapters, articles, monographs, presentations, book reviews, exhibitions, performances, productions, compositions, scripts, scores, and commissions. The documentation must allow the department to evaluate the quality and significance of the undertakings. There also must be evidence that the product or publication had been subjected to peer review and judged a contribution to the field. Some examples include:

- Publication in a peer-reviewed journal.
- Peer review by established scholars and/or professionals within the discipline away from the campus.
- Evidence of the replication of the work elsewhere or the dissemination of the results by professional or cultural organizations.
- Honors, awards, grants, or recognition received for the scholarly activity.
- Reviews by critics or other evidence that the scholarship has enriched the artistic and cultural life of the community.

### Departmental Responsibilities

The assessment of scholarly products is evaluative. An

individual's contribution to knowledge should be evaluated in the context of the quality and significance of the scholarship achieved. In order to conduct such evaluation, individual departments must develop criteria for determining the quality and significance of scholarly products. All members of the department should be involved in setting these criteria. The department chair is responsible for seeing that the criteria are employed during faculty evaluations.

[back to top](#)

### Criteria for Evaluating Discipline-Based Scholarship, Creative Activity, Applied Research, and the Scholarship of Teaching

The following criteria apply to all forms of scholarship. The bulleted information following numbers one through five demonstrates examples of ways these criteria might be exhibited in applied research and the scholarship of teaching.

1. **Clarity and relevance of goals.** A scholar should clearly define objectives of scholarly work and clearly state basic questions of inquiry. The scholarship should address substantive intellectual, aesthetic, or creative problems or issues. Clarity of purpose provides a critical context for evaluating the scholarly work.
  - Applied research might aim to improve theoretical understanding of a significant social problem or situation OR assess the efficacy of knowledge or creative activities to implement changes within a particular context.
  - Teaching activities might aim to improve theoretical understanding of a specific educational issue OR identify strategies and solutions for solving specific problems related to teaching and learning.
2. **Mastery of existing knowledge.** A scholar must be well prepared and knowledgeable about developments in the field under study. Ability to educate others, conduct meaningful research, and use knowledge and skills to address problems depends on mastery of knowledge.
  - Applied researchers propose methodologies, measures, and interventions that reflect the theory, conceptualization, and cumulative wisdom of previous work.
  - Scholars of teaching demonstrate a command of resources that allows them, as researchers and educators, to respond adequately to student learning needs and to evaluate teaching and curriculum innovations, within agreed-upon boundaries.
3. **Appropriate use of methodology and resources.** A scholar should address goals with carefully constructed logic and methodology.
  - Applied research requires well-constructed methodology that allows for assessment of the efficacy of the chosen project.



- Scholars of teaching use appropriate methodology to evaluate the link between teaching and learning. This includes assessing the impact of the broader curriculum on student learning.

[back to top](#)

4. **Effectiveness of communication.** Scholars should possess effective oral and written communication skills that enable them to convert knowledge into language that a public audience can understand.

- Applied researchers should disseminate the knowledge gained in order to share its significance with those not directly involved in the project.
- Scholars of teaching should communicate with appropriate audiences to open their work to critical inquiry and independent review.

5. **Significance of results.** Customarily peers, students, community members, and experts in the field assist scholars in evaluating whether or not their goals are met and whether or not their achievements are useful to others.

- Applied research can make a difference by resolving relevant social problems or issues, facilitating organizational development, improving existing practice or policy, and enriching the cultural life of the community.
- Scholars of teaching can make a difference by promoting understanding of, or resolving, relevant pedagogical problems or processes. Scholars also might engage in substantive theoretical reflection on the impact and merit of a particular course or program.

6. **Consistently ethical behavior.** Scholars should conduct their work with honesty, integrity, and objectivity. Ethical behavior includes following the college's procedures for approving research (e.g., the Institutional Review Board) and properly crediting sources of information in reports and presentations of results.

[back to top](#)

#### Examples of Applied Research

Examples of activities in applied research include but are not limited to the following. The products of such activities, to be considered scholarship, must be documented as stated in the **Documenting Scholarship for Evaluative Purposes** section of this document (i.e., MUST RESULT IN A PRODUCT OR PUBLICATION THAT IS SUBJECTED TO PEER REVIEW).

1. Conducting a needs assessment that results in data used by policy makers.
2. Using discipline-based knowledge or theories to facilitate significant change in organizations or institutions.
3. Planning, designing, and/or administering intervention

programs to prevent or remediate persistent negative outcomes for groups or individuals.

4. Analyzing and designing policy for local government, business, nonprofit organizations, and community agencies that is adopted in written form and implemented.
5. Carrying out and reporting regional ecological, meteorological, and other environmental studies that serve the community.
6. Conducting or directing a performance that contributes to the success of a community group or agency.
7. Developing models that enrich the artistic or cultural life of a community.
8. Developing or improving the products and processes of business and industry and publishing the scholarly products of such activities.

[back to top](#)

#### Examples of the Scholarship of Teaching

Examples of activities in the scholarship of teaching include but are not limited to the following. The products of such activities, to be considered scholarship, must be documented as stated in the **Documenting Scholarship for Evaluative Purposes** section of this document (i.e., MUST RESULT IN A PRODUCT OR PUBLICATION THAT IS SUBJECTED TO PEER REVIEW).

1. Designing a data collection and analysis plan to assess the impact of a curriculum change on student learning. Publishing that plan.
2. Creating a course portfolio that documents the development, implementation, and assessment of a course.
3. Producing a textbook that offers an innovative approach to organizing and communicating the knowledge in a field.
4. Preparing and designing educational software, video, or television programs that are successfully used in classrooms beyond that of the instructor who created them.
5. Developing educational support programs for high-risk or gifted students that have led to demonstrated positive results.
6. Creating a database for instructional use that results in or supports a written product.

[back to top](#)

#### References

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October 2002

[back to top](#)

## State of the College Address

**Buffalo State College**  
**STATE OF THE COLLEGE 2003**  
**February 20, 2003**

**Muriel A. Howard, Ph.D.**  
**President**

Good afternoon. I am pleased to be here to deliver my annual address to the campus community. Today, we take a moment to assess the current state of this institution, the direction in which we are headed, and the challenges we face as we strive to serve our students. These are issues we have discussed a great deal as part of our strategic planning process. Today, however, it is useful to take a snapshot of ourselves. I will give you my assessment of our accomplishments of the past year and of the major challenges we face. Afterward, I will answer questions. Before we begin, let me assure you that my talk today will NOT be entirely about money!

The great twentieth-century educator from Florida, Mary McLeod Bethune, was fond of saying that money is not what makes good education. We note, however, that she soon befriended Mr. Rockefeller, Mr. Ford, and President Roosevelt. That's a convenient moment in which to say, "It's not about money." Bethune also claimed never to plan. "I just take things step-by-step," she said. That sounds like a plan to me, particularly given today's economic situation and other pressing world issues!

We, too, will be taking things step-by-step. Our method will be a bit more opaque and methodical than Bethune's.

The first step I want to take today is to thank and to recognize the tremendous faculty and staff of this institution for the remarkable leadership they have demonstrated over the past year to meet the needs of our students. This year, we truly came together as a community. Your efforts to offer our students the best learning experiences and support services, especially during the fall term, are appreciated and admirable. Over the past year, I have also noticed that we currently enroll a rather remarkable group of students. Our student leadership in USG is actively engaged, communicative, motivated, and productive. Their dedication has been invaluable.

[back to top](#)

Last year, when I addressed this assembly, we had not yet begun to

feel the full impact of the events of September 11. These events have now come to pass, and as it concerns budgeting, the words "nine eleven" have almost become a tired refrain. This is true throughout New York State. This is true throughout the nation.

The seventeenth-century Welsh poet George Herbert warned that "prosperity lets go the bridle." That's one problem we won't be facing this year. In fact, we will be holding the bridle tightly in our fists.

As we survey our domain in 2003, we see that, all things considered, we have planned fairly well. We have encountered challenging contingencies. We have suffered some hardship and faced some difficult decisions. We will face more. But despite obstacles, we have been able to move forward with our priorities. We remain institutionally secure, but aware that we must remain diligent. We must demonstrate high emotional intelligence as we guide this institution through ambiguous times.

We are moving forward with implementation of a strategic plan, which clearly defines our future direction. This is very important. We have worked hard on this project, and we need this compass to guide us. As a reminder, our plan encompasses five topics we describe as "strategic directions":

- Learning Experiences
- Research, Scholarship, and Creativity
- Regional Leadership and Service
- Academic and Institutional Distinctiveness
- Institutional Leadership, Governance, and Responsiveness

We have reallocated existing resources to advance this journey. I recently announced that Ms. Dorcas Colvin will continue her staff support work on strategic planning as senior adviser to the president for strategic planning and professional development. In addition to helping with implementation of our strategic plan, she will provide training and leadership opportunities to enhance the growth and development of our professional staff. Sue Earshen will provide leadership in the Human Resource Management area. This semester, we are initiating 19 of our action steps. You may secure a copy of these at the end of this meeting.

[back to top](#)

### Accreditations

Simultaneous to our strategic planning process, the campus went through two enormously important and time-consuming evaluation and accreditation processes: Middle States and NCATE. Both were productive and valuable experiences.

The report of the Middle States Commission team was very positive and even laudatory. The campus was praised for progress over the last five years, and areas in which recommendations were made reflected and reaffirmed issues that we had identified in our own self-study. We should have an official letter from the commission in the next couple of weeks. I thank everyone who worked with Dennis Ponton to make our self-study such a success.



Foundation. We also received a special \$100,000 state allocation through Sen. Richard Smith of Hamburg to build a teaching pavilion at our Great Lakes station. The construction of this pavilion will be the first step in a major development of our unique and prestigious Great Lakes Center.

Funded awards have shown an increase from 35 to 42 with an approximate \$1 million increase from July 1, 2002, to January 31, 2003, compared to the same period last fiscal year. In the last fiscal period (July 1, 2001, to January 31, 2002), 26 proposals were submitted. By comparison, this year (July 1, 2002, to January 31, 2003), 40 proposals have been submitted, representing a significant increase in the efforts of Buffalo State faculty and staff. I am pleased to say that this number includes 12 faculty members who have submitted their first-ever grant proposals on behalf of Buffalo State! And please don't think I am repeating myself when I say we received a million-dollar gift from Professor Emeritus Hank Mann. He did it again! This is his second million-dollar gift!

#### Student Affairs

In the area of student affairs:

- The new Student Fitness Center opened in the fall, funded, in part, by USG.
- Our overall commitment to community service is too extensive to list. Our students are as engaged as our faculty and staff. Eight hundred Buffalo State students were involved in the Western New York Take Back the Night event alone!
- Last year, Homecoming 2002 featured a Parents Weekend and Young Alumnus Achievement Awards for the first time. These additions helped us achieve the goals of institutional spirit, pride, and promotion that we established for this event.

#### Intercollegiate Athletics

Our sports program is a great source of institutional and alumni pride. Every student we enroll comes here because of our academic programs. Three hundred and forty come here specifically because they can also play sports!

And so I should certainly mention that our women's basketball team won its **ninth** SUNYAC title. Our women's volleyball team qualified for the SUNYAC playoffs for the second straight season. Also, Buffalo State's men's swimming and diving team was recognized as an Academic All-America Team by the College Swim Coaches Association of America. That means, based on the team's overall academic average, we have one of the *smartest* swim teams in the nation—public or private! It's true!

#### College Relations

Over the past year, we began implementation of our branding and image campaign, "Declare yourself." The idea is to build on our strengths, change misconceptions, and enhance the image that comes to mind when people think of Buffalo State College. We are confirming our leadership position in education programs, promoting public awareness of our academic breadth, and demonstrating that our graduates get excellent jobs.

[back to top](#)

#### Facilities

In terms of the physical plant, we've seen a great deal of construction, renovation, and historic preservation this year.

- We saw the completion of Campus House, a state-of-the-art facility providing an innovative, hands-on teaching and research laboratory for students in our Hospitality and Tourism Department. And I hope a place for faculty and staff to interact informally.
- We saw the replacement and actual improvement of historically protected slate roofs on some of our signature buildings.
- We saw construction of a new women's softball field.
- We are nearing the March completion of the fully renovated Upton Hall Theater, which will be renamed in honor of Professor Emeritus Warren Enters this spring. We thank Tom Fontana ('73) and Diane English ('70) for their leadership in securing the \$250,000 for this project.
- We are going forward with the construction of a new Burchfield-Penney museum on our newly acquired property at the southwest corner of Elmwood Avenue and Rockwell Road.
- The program study is nearly completed for the new technology building. Actual design will begin next month.
- We will soon begin the program study for the future renovation of the Science Building.

#### The Future

In summary, despite our fiscal challenges, we have had a productive year. We have seen the governor's budget proposal and are watching closely as the legislature engages in its budgeting process. In that regard, I am grateful to Professor Howard Reid and everyone in the College Senate for their leadership. I also thank those in our other leadership organizations for their insightful advice on ways to enact improved processes to help us manage and forecast our fiscal needs in a more strategic manner.

What can we forecast at this point?

- We can expect some kind of tuition increase.
- We can expect some kind of budget reduction. Those two amounts need to be in balance if Buffalo State College is to remain viably funded.
- We foresee good support of EOP and of TAP in its current form.
- We foresee strong support for critical maintenance and facilities restoration. In addition, the governor has announced that the H. H. Richardson Complex and related buildings and acreage, currently under the auspices of the Office of Mental Health, will become a part of Buffalo State College. We have yet to hear details of this transfer, or how the restoration and the renovation of these architecturally significant buildings will be funded. But, the transfer would certainly open up a whole new realm of possibility for Buffalo State as we become home to a state-designated center for education.
- Our fiscal situation is tied to the finances of the state and the nation and *will be protracted*. I applaud our faculty and staff for putting learning first. As we work in this climate, we will need to examine ways to share resources and to attract more non-state revenue. We will have to set priorities and practice better



academic planning and institutional planning. And we are capable of doing this. We have a great deal of expertise and experience on this campus. We can both hold the bridle and guide the horse.

- Over the summer, we will be looking at another strategic initiative involving the development of a capital campaign. It is clear that until the state economy recovers, we are going to have to find ways to help ourselves.

### Conclusion

We have completed a year of assessment and planning. We are now prepared to direct our full energies toward the ideal of an institution committed to the intellectual, personal, and professional growth of its students, faculty, and staff. This is a place where we value the life of the mind and where each individual truly seeks to inspire a lifelong passion for learning.

What I cannot capture in any list of our challenges and accomplishments is the full texture of Buffalo State College—our daily commitment to research, service, and especially to teaching. More than a facility, more than a ledger book lined with credits and debits, Buffalo State College is the people who come here to learn and to work. Every hour of every day, Buffalo State College is making a difference in the lives of our students and in the quality of life in our community. I thank you all for helping make Buffalo State an excellent and important institution.

[back to top](#)

## SABRE Update

### Voice of Experience

Peter Stace, vice president of enrollment management at Fordham University, will speak from 11:00 a.m. to noon, and again from 2:00 to 3:00 p.m., on Thursday, March 6 in E. H. Butler Library 210.

This is the second "Voice of Experience" event for the SABRE Project this semester. Stace will share his experience with student information services implementation as a vehicle for change for management-union relationships, as well as other topics. Sharon Cramer, executive director of SABRE, will provide an update on the SABRE Project, including the progress of February and March testing, as well as an overview of SABRE support available before and during Web-based registration. Light refreshments will be served.

[back to top](#)

## From the Provost and Vice President for Academic Affairs

### Buffalo State Wins Merck/AAAS Undergraduate Research Award

The Merck Company Foundation and the American Association for the Advancement of Science (AAAS) announced that Buffalo State is among the 15 winners of the 2003 awards for Undergraduate Science Research.

This year's other winners are Birmingham-Southern College, Calvin College, City University of New York College of Staten Island, Davidson College, Earlham College, Gustavus Adolphus College, Illinois Wesleyan University, Lebanon Valley College, Marist College, State University of New York College at Geneseo, University of Redlands, Viterbo College, Wheaton College, and Wilkes University.

Launched in 2000, the Merck/AAAS Undergraduate Science Research Program is a national, competitive awards program available in the 50 states, the District of Columbia, and Puerto Rico. Fifteen awards are made annually; each provides up to \$60,000 over three years for joint use by the biology and chemistry departments of each recipient institution. The funding supports research stipends for undergraduate students and ancillary programs that foster interactions between these departments. Awards will be made through 2009.

This 10-year, \$9 million initiative is funded by the Merck Company Foundation and administered by AAAS. The program goals are to:

- Enhance undergraduate education through research experiences that emphasize the interrelationship between chemistry and biology.
- Encourage students to pursue graduate education in chemistry and life sciences.
- Foster undergraduate programs and activities that bridge chemistry and biology.

Buffalo State is proud of its faculty, staff, and remarkable students in the undergraduate research program. We are grateful to Hadar Isseroff and his colleagues in biology and chemistry for developing the successful proposal.

[back to top](#)

### Student Research and Creativity Celebration

The fifth annual Student Research and Creativity Celebration will be held Friday, April 25 and Saturday, April 26, with an opening reception from 6:00 to 7:30 p.m. Friday in the E. H. Butler Library atrium.



Please encourage students to participate in two ways: by presenting and by attending the presentations of their classmates. The event is open to undergraduate and graduate students. Presentation formats include talks, posters, exhibits, and performances.

Applications are available from department coordinators or [www.rf.buffalostate.edu](http://www.rf.buffalostate.edu). Faculty mentors must sign applications.

Contact Jill Singer, director of undergraduate research, for suggestions on how to support student participation. Last year's program and student abstracts are available at [www.rf.buffalostate.edu](http://www.rf.buffalostate.edu).

[back to top](#)

### Undergraduate Summer Research Fellowships

Funding is available for six 2003 Undergraduate Summer Research Fellowships, which provide support for eight weeks of full-time research/creative activity. The stipend is \$2,500 for students and \$1,000 for faculty mentors. An additional \$500 is available to support travel and project supplies.

Applications will be available beginning Monday, March 3 from the deans' offices or [www.rf.buffalostate.edu](http://www.rf.buffalostate.edu). Applications must be submitted by Friday, April 4. Program details are included in the application. Contact Jill Singer, director of undergraduate research, with questions.

[back to top](#)

### Conversations in the Disciplines

The State University of New York is continuing its long-standing support for the Conversations in the Disciplines program and invites Buffalo State College faculty to submit proposals for the 2003-2004 competitive cycle. The program is renowned for its success in fostering scholarly discourse in and outside of SUNY.

The program funds intercampus conferences that bring together state university faculty and visiting scholars to examine new trends, review promising findings, and better acquaint themselves with professional developments in their fields and on other campuses. Through such interchange, both the professional and personal growth of individuals and the programs of instruction and research at participating campuses are enhanced.

Proposal guidelines and posters are available in the Research Foundation Office, Bishop Hall B17. Please participate in this valuable program.

[back to top](#)

### CEP for Classes Meeting during Bengal Pause

Spring-semester classes that meet during Bengal Pause (12:15-1:30 p.m. Tuesdays and Thursdays) will use the R3 conflict period (11:40 a.m.-1:30 p.m. Thursday, May 8) for culminating activities during Critique and Evaluation Period (CEP).

[back to top](#)

## From the Vice President for Finance and Management

### Computer Training, SkillSoft E-Learning, and Webmaster Training

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedi78@buffalostate.edu](mailto:risedi78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)

Password: your password

Domain: bsclogon

#### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)

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[back to top](#)

#### SkillSoft E-Learning

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow employees to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, by appointment only;



call Debbie Riservato at ext. 4060. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

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[back to top](#)

## From the Vice President for Student Affairs

### Human Services Career Fair

The Career Development Center, in cooperation with the Niagara Frontier College Placement Association, will sponsor the 14th annual Human Services Career Fair from 5:30 to 7:00 p.m. Thursday March 6 in the University at Buffalo's Student Union Social Hall on the North Campus in Amherst. The event is free and open to Buffalo State students from all majors. Human service agencies throughout Western New York will be represented, and many will be recruiting for full-time, part-time, summer, and internship opportunities. Students should dress professionally and bring their résumés.

For more information, including a list of participating agencies and directions to UB, contact the Career Development Center, Cleveland Hall 306, ext. 5811, or [www.buffalostate.edu/offices/cdc/hs-part.html](http://www.buffalostate.edu/offices/cdc/hs-part.html).

[back to top](#)

### Track and Field

Celestine Coney and Linda Williams combined to break five school records as Buffalo State's women's indoor track and field team posted its best finish ever at the SUNYAC Championship, placing third of nine teams. Justin Muise earned a pair of individual championships, and Rob Kozlowski set a school best in the weight throw as the men's team matched its best showing ever, also placing third.

See the press releases at [www.buffalostate.edu/athletics/news/index.asp?sub=press&prid=380](http://www.buffalostate.edu/athletics/news/index.asp?sub=press&prid=380)

and [www.buffalostate.edu/athletics/news/index.asp?sub=press&prid=381](http://www.buffalostate.edu/athletics/news/index.asp?sub=press&prid=381).

[back to top](#)

### Women's Ice Hockey

Buffalo State clinched the final playoff spot in the ECAC West playoffs for the second consecutive season as the team skated to a 1-1 tie in Cortland on February 23. Kim Costanzo tied the score with just 1:08 remaining.

Also, for the second time this season, women's hockey goaltender Mary Keddie was named ECAC West Goaltender of the Week. Keddie made 55 saves in two weekend games at Cortland, including 30 saves in Sunday's tie. Keddie is currently second in the nation with 925 saves.

Buffalo State will travel to Elmira and face defending national champions the Soaring Eagles in semifinals at 1:00 p.m. Saturday, March 1.

[back to top](#)

## From the Chair of the College Senate

### College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the spring 2003 semester:

March 14  
April 11  
May 2

[back to top](#)

### Curricular Proposal Deadline

Curricular proposals should reach the Senate Office, Cleveland Hall 211, by Tuesday, March 11 to allow sufficient time for spring-semester processing.

[back to top](#)



## Open Forum on Bylaws

The College Senate Bylaws and Elections Committee will hold an open forum to discuss possible revisions to certain sections of the bylaws from 12:30 to 1:30 p.m. Thursday, February 27 in E. H. Butler Library 210.

Items for discussion, which pertain to college governance, are Article III, Section J; Article VI; and Article X. The bylaws are available on the [College Senate Web site](#). Those unable to attend the forum may send comments to any member of the [Bylaws Committee](#).

Bylaws revisions are expected for College Senate action in March and for presentation to the campus community in April.

[back to top](#)

## Curricular Items

The following have been received in the College Senate Office and will be forwarded to the College Senate Curriculum Committee for approval:

### Program Revisions:

**M.S.Ed. Special Education: Adolescence**

**M.S.Ed. Special Education: Childhood**

**M.S.Ed. Special Education: Early Childhood**

**M.S.Ed. Teaching Bilingual Exceptional Individuals**

### New Courses:

**NFS 108 Food Culture and Civilization in the Far East.** A study of food culture in context with civilizations of the Far East. Focus on the relationship between the development of food habits/culture and civilization as influenced by political, socioeconomic, and cultural factors and international relations.

### NFS 380 Complementary and Alternative Medicine (CAM).

Introduction to the theories, methods, and applications of various complementary and alternative medical (CAM) modalities, including Ayurveda, Chinese medicine, mind-body medicine, botanical/herbal medicine, naturopathy, homeopathy, environmental medicine, and functional foods and nutraceuticals.

[back to top](#)

### MUS 120 Accompanying Voice in the Music Classroom.

A performance course that enables students to accompany, lead, and teach singing in the general music classroom. Students develop basic accompaniment skills on folk instruments, including guitar, drums, dulcimer, and autoharp; develop a repertoire of age-appropriate songs from diverse cultures; and develop skills for teaching and leading group singing.

### MUS 265 Techniques and Observation in Music Education.

Students develop knowledge of techniques used at all levels of music

education, from planning through instructional delivery and assessment, including methodologies based on philosophical foundations. Students gain skills and knowledge through lecture, discussion, and observation in area schools, for which they must maintain documentation and detailed logs.

**MUS 345 Elementary Music Methods.** Students gain knowledge and skills in the area of teaching methods and strategies for elementary music education; includes extensive hands-on and writing activities, as well as 20 hours of observation in area elementary schools.

[back to top](#)

**MUS 360 Secondary Music Methods.** Students gain knowledge and skills in the area of teaching methods and strategies for secondary music education; includes extensive hands-on and writing activities, as well as 20 hours of observation in area middle and high schools.

**MUS 457 Student Teaching in Elementary Music.** Supervised full-time teaching internship for a half semester in an elementary school setting. Required culminating experience for music education majors seeking New York State certification.

**MUS 458 Student Teaching in Secondary Music.** Supervised full-time teaching internship for a half semester in a middle or high school setting. Required culminating experience for music education majors seeking New York State certification.

**MUS 460 Student Teaching Seminar.** Current issues in music education and the challenges of the beginning teaching experience. Includes weekly discussions on topics such as music education philosophy in action, curriculum development and evaluation, assessment of musical behaviors, discipline (prevention and intervention), time management, and meeting state and national standards in music.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)



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# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home  
Buffalo State Home

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[back to top](#)

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[back to top](#)

Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 26  
March 6, 2003

## In this issue:

SABRE Update  
Voice of Experience  
From the Provost and Vice President for Academic Affairs  
Spring Open House  
From the Vice President for Finance and Management  
Paid Leave for Breast Cancer Screening  
Computer Training, SkillSoft E-Learning,  
and Webmaster Training  
From the Vice President for Student Affairs  
Out and Greek: Being Gay, Lesbian, or Bisexual in College  
Fraternities and Sororities  
Men's Basketball  
SUNYAC Recognitions  
Winter Season Winds Down  
From the Chair of the College Senate  
College Senate Meetings  
Curricular Proposal Deadline  
Curricular Items

## SABRE Update

### Voice of Experience

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[back to top](#)

---

## *From the Provost and Vice President for Academic Affairs*

### Spring Open House

Buffalo State's Spring Open House will be held from noon to 3:00 p.m. Saturday, April 5 in the Sports Arena. The program is intended to highlight the benefits of the Buffalo State experience and is targeted primarily to students who have been accepted for fall 2003.

Requests for participation were sent to departments. Contact department heads or Lesa Loritts, director of admissions, for more information.

[back to top](#)

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## *From the Vice President for Finance and Management*

### Paid Leave for Breast Cancer Screening

Civil Service Law has been amended to entitle all employees (faculty and staff, classified and professional, male and female) to use up to four regular work hours annually for breast cancer screening without charge to leave accruals.

Breast cancer screening includes mammograms and physical exams for the detection of breast cancer. Official medical documentation verifying the screening may be required. This leave is not cumulative and expires at the close of business on the last day of each calendar year. Employees who undergo screenings outside regular work schedules do so on their own time. For more information, contact Human Resource Management at ext. 4822.

[back to top](#)

Computer Training, SkillSoft E-Learning,

### and Webmaster Training

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

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[back to top](#)

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[back to top](#)

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[back to top](#)



## *From the Vice President for Student Affairs*

### **Out and Greek: Being Gay, Lesbian, or Bisexual in College Fraternities and Sororities**

Lesbian, gay, bisexual, and transgender students often feel invisible on campus and may find the environment uninviting or even hostile. Results from the Buffalo State College Student Opinion Survey show a significant number of Buffalo State students do not believe the campus provides a welcoming and safe environment for gay, lesbian, bisexual, or transgender students.

"Out and Greek: Being Gay, Lesbian, or Bisexual in College Fraternities and Sororities" is an educational program designed to foster a greater understanding of the experiences of gay, lesbian, and bisexual college students, especially those who participate in fraternities and sororities. Shane L. Windmeyer, a national expert on sexual orientation issues and Greek life, will speak with students at 7:00 p.m. Thursday, March 13 in E. H. Butler Library 210 about his fraternity experience and the pain inflicted by homophobia.

The event is free and open to the campus community and is sponsored by the Student Life Office; Safe Zone Project; Counseling Center; Inter-Greek Association; and Lesbian, Gay, Bisexual Association (a United Students Government-sponsored organization). Funding is provided by the Auxiliary Services Grant Allocation Committee; Inter-Greek Association; and Lesbian, Gay, Bisexual Association.

For more information, call Hector Gil at ext. 4631, Amy Reynolds at ext. 4436, or Tammy Kresge at ext. 6725.

[back to top](#)

### **Men's Basketball**

Buffalo State won its 17th men's basketball SUNYAC Championship on March 1, defeating New Paltz 73-40 for the title. Buffalo State's Josh Becker was named the most valuable player of the tournament, and Perry Davis and Jeremy Konst were selected to the All-Tournament Team. The Bengals earned an automatic berth into the NCAA Division III playoffs and will compete in the first round at Scranton on Thursday, March 6. If victorious, they will host Ursinus in the second round on Saturday, March 8 in the Sports Arena.

[back to top](#)

### **SUNYAC Recognitions**

The State University of New York Athletic Conference (SUNYAC) named its all-conference teams in basketball and hockey this week, and six Buffalo State athletes were among the honorees. Men's

basketball players Josh Becker and Perry Davis both earned First Team distinction. In women's basketball, Abby Kochan was selected to the Second Team, and Dionne Turnage was named Co-First Year Player of the Year. Joe Urbanik and Ricardo Hernandez were named to the men's ice hockey All-SUNYAC Second Team.

[back to top](#)

### **Winter Season Winds Down**

Buffalo State's women's ice hockey team qualified for the ECAC West playoffs for the second straight season. They were defeated by the top-ranked team in the nation, Elmira, in the semifinals. Despite superb goaltending by Mary Keddie, who made 62 saves on 66 shots, the Bengals season came to a close with a 4-0 loss.

The Bengals women's basketball team advanced to the SUNYAC semifinals after defeating Oswego 63-48 in the first round of playoffs. Buffalo State lost to Brockport 50-36, however, finishing the first season under head coach Jerome Moss with an 18-9 record.

Buffalo State's swimming and diving teams wrapped up their seasons with the SUNYAC Championships, as the men finished sixth of 10 teams, while the women placed seventh. Divers Bret Stodolka and Tom Schilke each placed in the top eight on both the 1-meter and 3-meter boards. Freshman Ashley Meyers set a school record of 1:04.17 in the 100-yard backstroke, finishing in eighth place.

[back to top](#)

---

## *From the Chair of the College Senate*

### **College Senate Meetings**

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[back to top](#)

### **Curricular Proposal Deadline**

Curricular proposals should reach the Senate Office, Cleveland Hall



211, by Tuesday, March 11 to allow sufficient time for spring-semester processing.

[back to top](#)

## Curricular Items

The following have been approved by the College Senate Curriculum Committee and will be forwarded to the president for final review and approval:

### Program Revisions:

**B.A. in Political Science (0722)**

**B.S. in Mathematics Adolescence Education 7-12 (0721)**

**M.S. in Adult Education (6850)**

**M.S. in Adult Education (6850) Admission Requirements**

**Graduate Certificate in Adult Education (6851)**

### New Course:

**SCI 445 Literacy for Teaching Science**

The following has been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

### Course Revision:

**COM 440 Electronic Newsgathering.** Techniques of shooting video and recording audio in the field for use in television newscasts. Survey of different types of visual news stories. Students produce stories for local media using digital video cameras and editors.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

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# Bulletin

[Past Issues](#)

[Search the Bulletin](#)

[Bulletin Home](#)

[Buffalo State Home](#)

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[back to top](#)

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[back to top](#)



Buffalo State  
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announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 27  
March 13, 2003

## In this issue:

- From the President
  - Promotion
  - Presidential Evaluation
- SABRE Update
  - SABRE Student Contest
- From the Provost and Vice President for Academic Affairs
  - Carnegie Academy Publication to Feature Buffalo State
  - Distance Education Stakeholders Meeting
- From the Vice President for Finance and Management
  - Use of Pyrotechnics on Campus
  - Professional Staff Caucus Elections
- From the Chair of the College Senate
  - College Senate Meetings
  - Call for Nominations: At-Large Senators
  - Curricular Items

## From the President

### Promotion

Upon completion of the review procedures at the department, dean, and vice presidential levels, I am pleased to announce the following promotion:

Promotion to *professor*, effective September 1:  
Marian Deutschman, Communication

### Appeals

Negative decisions on promotions may be appealed. Appeals are probably best suited to instances in which an individual believes that his or her case was misunderstood or inadequately advocated. If an appeal seems warranted, the president should be notified in writing of the intent to appeal by Friday, March 21.



[back to top](#)

## Presidential Evaluation

Many thanks to those who participated in the presidential evaluation process this week. The evaluation team was very impressed with our faculty, staff, and students and appreciated the high level of cooperation on our campus.

[back to top](#)

## SABRE Update

### SABRE Student Contest

The SABRE Project is sponsoring a contest designed to encourage students to learn and use their Buffalo State NT user names and passwords, which are necessary for campus e-mail accounts, Degree Navigator, and the SABRE Student System. The grand prize is a reserved parking space for 2003-2004. Students can enter the contest and learn more at <http://bscintra.buffalostate.edu/accounts>. The SABRE Project also will use this site to communicate with students. Please encourage students to enter the contest and visit the Web site.

Details of the SABRE Project are available at [www.buffalostate.edu/offices/sabre](http://www.buffalostate.edu/offices/sabre).

[back to top](#)

## From the Provost and Vice President for Academic Affairs

### Carnegie Academy Publication to Feature Buffalo State

The Buffalo State team on the Scholarship of Teaching and Learning has been notified by the Carnegie Academy and the American Association for Higher Education that Buffalo State will be spotlighted in a new book because it has "advanced the national initiative" in the area of "collaborative practices."

The role of the Senate in promulgating guidelines on the scholarship of

teaching, recently approved by President Muriel A. Howard, no doubt will be a signal feature. Cheryl Albers, assistant professor of sociology, is the contact for this initiative: ext. 5411 or [alberscm@buffalostate.edu](mailto:alberscm@buffalostate.edu).

[back to top](#)

## Distance Education Stakeholders Meeting

The Technology Council has been charged with developing a technology plan to be implemented as part of the college's strategic plan. The technology plan will include recommendations for distance education and other forms of technology-mediated instruction, such as the use of Blackboard course software.

Faculty and staff who wish to contribute to the distance education component of the technology plan are encouraged to attend a meeting from 3:00 to 4:00 p.m. Monday, March 24 in E. H. Butler Library 210. Information about the technology planning process is available at [www.buffalostate.edu/orgs/tip/tpoc2](http://www.buffalostate.edu/orgs/tip/tpoc2).

[back to top](#)

## From the Vice President for Finance and Management

### Use of Pyrotechnics on Campus

Buffalo State College prohibits indoor use of pyrotechnics in its facilities, including arenas, auditoriums, theaters, and places of public assembly. Outdoor use of pyrotechnics also is prohibited, with rare exceptions made only with permission of the vice president for finance and management and only when handled by fully licensed and insured professionals.

The college complies with all applicable regulations regarding smoking, fire prevention, exiting, and occupancy of its facilities. All events and facilities are subject to safety inspections by the offices of Environmental Health and Safety, University Police, and the Buffalo Fire Department.

Questions about campus safety standards should be directed to David Miller, director of environmental health and safety, at ext. 6113 or [millerdn@buffalostate.edu](mailto:millerdn@buffalostate.edu).

[back to top](#)



## Professional Staff Caucus Elections

The Nominations and Elections Committee of the Professional Staff Caucus will begin elections Wednesday, March 12 for the following offices:

PSC vice chair/treasurer (two-year term)  
PSC representative (two-year term)  
Budget Priorities Task Force member (two-year term)  
Auxiliary Services Advisory Committee member (two-year term)  
Intercollegiate Athletics Board (IAB) representative (one year term)  
College senator (two three-year terms; one one-year term).

All PSC members should have received e-mail on Tuesday, March 11 reviewing the process for electronic ballots. If you did not receive the message or if you wish to receive a paper ballot, contact Maurine Baker-Stein at ext. 4538 or [bakerm@buffalostate.edu](mailto:bakerm@buffalostate.edu).

Elections close Wednesday, March 26.

[back to top](#)

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## From the Chair of the College Senate

### College Senate Meetings

College Senate meetings will be held at 3:00 p.m. in E. H. Butler Library 210 on the following Fridays during the spring 2003 semester:

March 14  
April 11  
May 2

[back to top](#)

### Call for Nominations: At-Large Senators

Three at-large Senate positions will become vacant September 1. The call for nominations and information for candidates is available at [www.buffalostate.edu/orgs/senate/election/Nominations.html](http://www.buffalostate.edu/orgs/senate/election/Nominations.html).

Full- and part-time faculty, professional staff, and librarians whose total service in the College Senate would not exceed six consecutive years during the terms of office are eligible to run for these three-year terms. Nominations are due in the Senate Office, Cleveland Hall 211, March 14-April 11.

Contact Sharon Cramer, ext. 4334 or [cramersf@buffalostate.edu](mailto:cramersf@buffalostate.edu), or Lisa D'Addieco, ext. 5139 or [daddielm@buffalostate.edu](mailto:daddielm@buffalostate.edu), with

questions. We look forward to your participation in the vital process of campus governance.

[back to top](#)

## Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

### New Program:

#### Minor in Forensic Anthropology

### New Courses:

**ANT 102 Mathematical Techniques in Ethnology.** The use of fractions and percentages to write mathematical statements to describe distributions of linguistic and social characteristics of indigenous and modern world nations. Covers speech sounds, word shapes, morphemes, word order, marriage types, family forms, residence rules, descent kinship types, political organization, subsistence, and religion.

**CRJ 424 Criminal Justice Data Analysis.** Practical experience with SPSS applications of basic statistical methods as they apply to criminal justice. Review of basic statistical skills, coupled with SPSS applications, designed to raise students' analytical abilities through quantitative data analysis.

**CRJ 435 Criminal Justice Ethics.** The application of ethics to the criminal justice system to address issues that affect the definition of professional roles in the criminal justice system, the complex nature of many of the decisions professionals face, and the many possible outcomes of their choices.

**CRJ 440 Drugs, Crime, and Drug Policy.** The nature and impact of drug abuse in America and its relationship to criminal behavior. The historical and ideological foundations of national drug-control policy, contemporary control, and intervention strategies.

[back to top](#)

### Course Revisions:

**COM 100 Media Literacy** (formerly Introduction to Mass Communication). The role of media in the lives of individuals and society at large. Overview of the development, structure, and technology of media, as well as economic, ethical, and other contemporary issues. Students become discriminating media consumers, capable of making informed decisions about their media use.

**COM 327 Broadcast Newswriting and Producing.** The theory, forms, and techniques of writing and producing news for radio and television, with practical experience in the classroom and the studio.

**COM 329 TV Studio Production I.** Introduction to the theory, aesthetics, and fundamentals of television production through lecture



and in-studio production projects.

**COM 429 TV Studio Production II.** A continuation of TV Studio Production I, with emphasis on specialized television production techniques.

**COM 488 Internship.** Supervised field experience in a professional setting for students who have completed extensive academic preparation in the discipline. Fifty hours of fieldwork per credit.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)  
[Buffalo State Home](#)

## About the Bulletin

The Buffalo State College *Bulletin* is produced by the College Relations Office. It contains official announcements and other information of importance to the college community and is published most Thursdays during the academic year. Copy deadline is 4:30 p.m. Monday of publication week. Articles must be approved by the president, provost, senior adviser to the president for equity and campus diversity, College Senate chair, or a vice president. Submit hard copy and disk (e-mail also is acceptable), labeled for identification and return, to the appropriate individual listed above, who will forward approved items to the *Bulletin* editor by deadline. Articles that do not meet deadline will appear in the following issue. College Relations will return all disks.

[back to top](#)

### 2002-2003 publication schedule:

Fall 2002	Spring 2003	Summer 2003
August 22, 29	January 9, 16, 23, 30	June 19
September 5, 12, 19, 26	February 6, 13, 20, 27	July 24
October 3, 10, 17, 24, 31	March 6, 13, 27	
November 7, 14, 21	April 3, 10, 17, 24	
December 5, 12, 19	May 1, 8, 15, 22	

The *Bulletin* is edited according to college style. The Buffalo State Editorial Style Guide is available online at [www.buffalostate.edu/offices/collegerelations/toolbox](http://www.buffalostate.edu/offices/collegerelations/toolbox). Contact the College Relations Office, Cleveland Hall 515, ext. 4201, or [collrel@buffalostate.edu](mailto:collrel@buffalostate.edu), with any questions or concerns regarding the *Bulletin*.

[back to top](#)



**Buffalo State**  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 28  
March 27, 2003

## In this issue:

### SABRE Update

#### SABRE Training

#### From the Provost and Vice President for Academic Affairs

##### Registration Waiting Lists

##### New Version of Blackboard

##### New Technology Plan

##### Teacher Education Council Meetings

#### From the Vice President for Finance and Management

##### Requisition Deadlines

##### DCAAccount Employer Contribution

##### LifeWorks

##### Receipt of Legal Papers Served on the College

##### Fire Evacuation Drill Schedule and Procedure

##### EAP Coordinator Vacancy

##### Computer Training, SkillSoft E-Learning,

##### and Webmaster Training

#### From the Vice President for Student Affairs

##### Student Employee of the Year

##### Native American Heritage Month Events

##### Corporate Connections

##### How to Find a Job in a Tough Economy

##### Softball Season Opens

##### Athletic Events

#### From the Senior Adviser to the President for Equity and Campus Diversity

##### Equity and Campus Diversity Minigrants

#### From the Chair of the College Senate

##### College Senate Meetings

##### Senate Vacancies: Call for Nominations and Election

##### Curricular Items

## SABRE Update

### SABRE Training



The SABRE Project will hold training sessions through Friday, April 11 for faculty and staff who want to learn more about the SABRE online registration system. Additional sessions may be added. Visit [www.buffalostate.edu/offices/sabre/train.html](http://www.buffalostate.edu/offices/sabre/train.html) for dates and details.

[back to top](#)

## *From the Provost and Vice President for Academic Affairs*

### Registration Waiting Lists

The new SABRE online registration system will include electronic waiting lists, effective with the summer/fall 2003 registration period.

Electronic waiting lists should simplify the registration process and correct inequities inherent in the old Opscan system. Waiting lists provide students with a fair, straightforward, and automated process to request enrollment in a class that is closed. This new feature will be available through the end of the registration period. It is expected that all classes except individual or independent studies will have waiting lists.

Students will be reminded through the summer via e-mail and other routine correspondence to review the registration status of courses for which they are on waiting lists.

Faculty will be able to review demand for their courses throughout the registration process. Since the waiting-list system provides an equitable way for students to register for seats vacated by others, it replaces the process of faculty having to grant in-person course overrides during the first week of the semester. The statement in the class schedule regarding required attendance on the first day of classes, which preceded many departmental course listings, has been suspended for summer/fall 2003 registration.

More information regarding waiting list procedures will be available closer to April registration.

[back to top](#)

### New Version of Blackboard

The college will use a new version of Blackboard course management software beginning with summer session. While this version has many new features that make it easier for instructors to use, students will not detect any difference from the previous version.

Two workshops will detail features of the new software: from 10:00 to 11:00

and 11:00 to noon Thursday, April 10 in CyberQuad, E. H. Butler Library 318. Current Blackboard users are *not* required to attend.

Those who have never used Blackboard at Buffalo State and hope to use it for summer or fall 2003 courses must attend one of the following introductory workshops:

Wednesday, April 2 from 10:00 a.m. to noon  
Thursday, April 24 from 1:30 to 3:30 p.m.

Register for these workshops at <http://bscintra.buffalostate.edu/registration>. Additional dates will be listed on the CyberQuad registration site.

[back to top](#)

### New Technology Plan

The Technology Council has been charged with creating a new Technology Plan to guide the campus until 2008. Suggestions for the draft plan are welcome.

Information about the Technology Council and planning process are on the Web at [www.buffalostate.edu/facstaff/index.asp?sub=technology](http://www.buffalostate.edu/facstaff/index.asp?sub=technology) under Initiatives and Information. Click on Technology Planning, [www.buffalostate.edu/orgs/tip/tpoc2](http://www.buffalostate.edu/orgs/tip/tpoc2), for more information and the form to submit comments and suggestions. Please submit the form by Tuesday, April 15.

[back to top](#)

### Teacher Education Council Meetings

The Teacher Education Council will meet from 1:00 to 3:00 p.m. in the Science Teaching Center, Science Building 103, on Friday, April 4 and Friday, April 25.

[back to top](#)

## *From the Vice President for Finance and Management*

### Requisition Deadlines

Requisitions for supplies, materials, services, and equipment from fiscal year 2002-03 funds must be received in the Purchasing Office, Cleveland Hall 406, by close of business the following dates:



\$20,000 or more (noncontract)	Friday, May 2
\$20,000 or more (contract)	Friday, June 6
Less than \$20,000	Friday, June 13

Purchase requisitions for computer equipment and equipment replacement requirements, as well as purchases through Boise Cascade for office supplies and copier paper, also must adhere to these deadlines. American Express (AMEX) cardholders should curtail card use after June 13. Please plan accordingly.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2002-03 are received in the Purchasing Office by the above deadlines. Late requisitions will not be processed. Requests received through campus mail after the deadlines will be returned.

Call Marcia Slawinowski or Terri Locher in the Purchasing Office at ext. 4113 with questions.

back to top

### DCAAccount Employer Contribution

Since 2001, state employees enrolled in the Dependent Care Advantage Account (DCAAccount) have received contributions from New York State toward eligible child-care, elder-care, or disabled-care expenses. With the expiration of the collective bargaining agreements on Tuesday, April 1 (July 1 for UUP), the employer contribution will no longer be available for new enrollees. Currently enrolled employees are not affected; the employer contribution was deposited in DCAAccounts at the beginning of the plan year or upon enrollment.

Employees experiencing legitimate changes in status—e.g., returning from a leave of absence or registering school-age children for summer day camp—before April 1 (July 1 for UUP) who submit a change-in-status form and enroll in the DCAAccount by April 1 (July 1 for UUP) will receive the employer contribution through the end of the plan year. Those submitting forms after April 1 (July 1 for UUP) will not receive the employer contribution.

Although the employer contribution ends April 1 (July 1 for UUP), the DCAA program will continue through 2003. Employees can save up to 40 percent on dependent-care costs by enrolling in DCAA. Call the hotline at (800) 358-7202 (press menu option 2) or visit [www.flexspend.state.ny.us](http://www.flexspend.state.ny.us) for more information.

back to top

### LifeWorks

LifeWorks, a resource and referral service for state employees, will end Tuesday, April 15 because of a shortage in funding. Services for some topics will continue until that time, including:

- Parenting and child care
- Education
- Elder care

- Midlife and retirement
- Personal budgeting

Call (800) 362-9874 or visit [www.lifeworks.com](http://www.lifeworks.com) until April 15 for more information.

back to top

### Receipt of Legal Papers Served on the College

SUNY Counsel's Office advises that all college offices should be notified of the procedures to follow regarding the receipt of legal papers of any kind by a campus employee. Accordingly, Buffalo State's procedures are as follows:

The associate vice president for finance and management/comptroller is the college's official liaison to the Counsel's Office for the receipt of legal papers served on the college; the notification of the affected area of the college (required to respond); and the decision about who should notify SUNY Counsel, the attorney general, or other parties. When legal papers of any kind are served upon a campus employee, the campus liaison should be contacted immediately, and the papers forwarded to the liaison.

If the associate vice president for finance and management/comptroller is unavailable, the referral should be made to the assistant vice president for finance and management.

This procedure is especially important when legal papers are requests for personnel files, for information about students, or made under the USA Patriot Act. Various legal rights, such as those afforded by FERPA (Family Educational Rights and Privacy Act), the Personal Privacy Protection law, and collective bargaining agreements, are involved in such situations.

back to top

### Fire Evacuation Drill Schedule and Procedure

In compliance with New York State Education Law, Section 807, fire evacuation drills will be held in various buildings April 21-25. Department heads and/or faculty chairs are responsible for complete evacuation of areas under their control.

#### Procedure for Occupants

1. When alarm sounds, proceed by the most direct means, in keeping with equitable distribution of traffic, to the nearest exit and stand at least 25 yards outside the building.
2. Leave lights on.
3. Close all doors.
4. Turn off room fans; leave hood fans on.
5. Turn off all electrical and gas appliances.
6. Close doors to corridors; in the event of actual fire, leave doors in immediate areas unlocked.
7. Reenter building when "all clear" is announced by authorized personnel.



### Exceptions to Evacuation during Drills Only

1. Those involved in critical experiments or lab processes that cannot be left unattended may remain in the building.
2. Those using wheelchairs or crutches may remain in the building; however, one able-bodied person who would be responsible for said persons also is required to remain should evacuation become necessary.

A minimum amount of extra time will be needed during drills to examine all fire-safety equipment for proper operation.

Call David N. Miller, director of environmental health and safety, at ext. 6113 with questions.

[back to top](#)

### EAP Coordinator Vacancy

The Buffalo State Employee Assistance Program (EAP), a free, voluntary, confidential information and referral service available to all New York State employees, their family members, and retirees, seeks a volunteer to fill the role of EAP coordinator. EAP coordinators are specially trained to assist Buffalo State employees and their family members in finding professionals in the community best suited to help solve problems or address concerns.

EAP provides assistance with many kinds of problems, including family, marital, medical, financial, legal, grief and loss, elder care, and substance abuse. EAP does not provide direct therapy but serves as a link between Buffalo State employees and skilled professionals in the community. EAP is a neutral office, not associated with any disciplinary procedures, whose services are designed to improve the quality of working families' lives.

The EAP coordinator must have excellent interpersonal skills, a history of productive relationships with co-workers, the ability to communicate with individuals and groups, interest in the community and its services and resources, flexibility and willingness to learn, the initiative and ability to work independently, and a strong sense of confidentiality. The coordinator must attend training sessions, including the five-day New Coordinator Institute, as well as several one-day regional trainings throughout the year, and local monthly EAP Committee meetings (typically one hour). Candidates also must have supervisory support and approval to assume this role.

The coordinator reports to and works with the local EAP Committee to increase awareness of EAP on site, expand referral services, and help coordinate activities on campus.

Faculty members are strongly encouraged to apply. Interested individuals may send a letter of interest and résumé to:

Linda J. O'Donnell, EAP Committee Chair  
Health and Wellness Department  
Houston Gym 219

Call EAP coordinators Dave Cummings, ext. 5122, or Ann Ellement, ext. 6338/4811, for more information about the position.

[back to top](#)

### Computer Training, SkillSoft E-Learning, and Webmaster Training

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)

Password: your password

Domain: bsclogon

#### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)

Password: your password

[back to top](#)

#### SkillSoft E-Learning

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow participants to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, by appointment only; call Debbie Riservato at ext. 4060. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

#### Webmaster Training

The FAST Development Center and the College Relations Office offer a sequential training program especially for campus Web developers. Faculty and staff are welcome to take any or all of the 10 courses offered. More information about the Webmaster Training Program is available from the College Relations Web site, [www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=campus&subint=webtrain](http://www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=campus&subint=webtrain). Employees may register for courses at <http://bscintra.buffalostate.edu/registration>.

[back to top](#)



## *From the Vice President for Student Affairs*

### **Student Employee of the Year**

I am pleased to announce that Viktoriya Magid has been named Buffalo State College Student Employee of the Year for 2003. Magid was nominated by her supervisors, Jurgis Karuza Jr., professor and chair of the Psychology Department, and Janet Pulka, secretary 1 for the Psychology Department.

Magid will be honored for her many contributions as a work-study student in the Psychology Department at the 13th annual Student Employee of the Year Luncheon, given by the Niagara Frontier College Placement Association (NFCPA) on Friday, April 4.

Magid began working in the Psychology Department in January 2000 and quickly became an integral part of the department, recognized for her maturity, dedication, and effectiveness. She was accepted into the All College Honors Program and was awarded the David Vernon Bullough Outstanding Senior in Psychology award for 2003. Magid has been accepted into the Ph.D. program in clinical psychology at the University at Buffalo.

The Student Employee of the Year award is sponsored by the Northeast Association of Student Employment Administrators (NEASEA), the Buffalo State Career Development Center, and the Buffalo State Financial Aid Office. It is designed to recognize the accomplishments of students who work while attending school.

[back to top](#)

### **Native American Heritage Month Events**

The Buffalo State Native American Student Organization (NASO), Native American Student Services (NASS), and Minority Student Services present the 13th annual Native American Heritage Month celebration throughout April.

The month of events honors traditions and celebrates accomplishments in Native American art, education, and scholarship. An opportunity for Native American students, staff, and members of the local community to honor their shared heritage, the celebration also serves to enhance the Native American presence on campus and create an opportunity for non-Natives to expand their understanding of the diversity that exists in the world we share.

The sponsoring student organizations have worked with campus staff, departments, and community organizations to present the following events:

#### **Joyce Pembleton: Storytelling**

Tuesday, April 1  
Noon–2:00 p.m.

Campbell Student Union 415  
and  
5:00–8:00 p.m.  
Campbell Student Union Fireside Lounge

#### **Barbara Helen Hill: Storytelling**

Thursday, April 3  
Noon–2:00 p.m.  
Margaret Grant Lounge  
and  
5:00–8:00 p.m.  
Ketchum Hall 300

[back to top](#)

#### **Mike Bastine: Native American Culture and Spirituality**

Tuesday, April 8  
12:15–1:30 p.m.  
Bulger Communication Center East  
and  
Thursday, April 10  
6:00–8:00 p.m.  
Campbell Student Union Assembly Hall

#### **Peter Jones: Native Pottery Demonstration and Lecture**

Tuesday, April 8  
5:00–7:00 p.m.  
Campbell Student Union Fireside Lounge  
and  
Thursday, April 10  
Noon–2:00 p.m.  
Rockwell Hall, third floor

[back to top](#)

#### **Tonya Gonella Frichner, Esq.: "International Native Legal Issues"**

Wednesday, April 9  
2:30–4:00 p.m.  
Bulger Communication Center North

#### **Earl Dionne: "The Power of Art and Imagination"**

Tuesday, April 15  
6:00–8:00 p.m.  
Campbell Student Union Fireside Lounge

[back to top](#)

#### **Ted Nolan: Having a Vision and a Dream**

Wednesday, April 16  
6:00–8:00 p.m.  
Campbell Student Union Assembly Hall

#### **"We Can't Stand It": Minorities and Stereotypes**

Thursday, April 17  
Time and location to be determined



[back to top](#)

**Dr. Lori Quigley and Barry White**

Tuesday, April 22

6:00-8:00 p.m.

Campbell Student Union Fireside Lounge

**Oren Lyons: "History of the Haudenosaunee"**  
and

**Maria Maybee: Environment**

Wednesday, April 23

6:00-8:00 p.m.

Campbell Student Union Fireside Lounge

[back to top](#)

**Leena Pierce: Beadwork Workshop**

and

**Laticia McNaughton: Dreamcatchers Workshop**

Thursday, April 24

Noon-2:00 p.m.

Campbell Student Union Assembly Hall

**Native American Social and Potluck**

Saturday, April 26

6:00-10:00 p.m.

Campbell Student Union Social Hall

**Opening Reception: "Buffalo Creek Revisited"**

Sunday, April 27

2:00-5:00 p.m.

Karpeles Manuscript Library Museum, 453 Porter Avenue, Buffalo

[back to top](#)

**Corporate Connections**

The Career Development Center and Alumni Affairs Office will host Corporate Connections, featuring Client Logic as this semester's corporate guest, from 5:00 to 6:30 p.m. Thursday, April 3 in the Campbell Student Union Fireside Lounge.

The event is designed to help students learn about local companies and meet Buffalo State alumni who work for them. All students, staff, and faculty are invited to attend. The program is cosponsored with the Business and Computer Information Systems Departments. For more information, contact the Career Development Center, Cleveland Hall 306, ext. 5811, or the Alumni Affairs Office, Cleveland Hall 214, ext. 6001.

[back to top](#)

**How to Find a Job in a Tough Economy**

The Career Development Center (CDC) presents "How to Find a Job in a Tough Economy," a series of events designed to provide students with useful information for finding full-time employment in an uncertain economy.

"The Experts Tell All Employer Panel," from 12:15 to 1:30 p.m. Tuesday, April 1 in E. H. Butler Library 210, will bring together employers who will outline the qualities they seek in job candidates, give advice on job-search strategies, discuss opportunities within their organizations or industries, and offer alternatives to finding a "dream job" in a tough economy.

[back to top](#)

Employers and CDC staff members also will conduct the following workshops from 12:15 to 1:30 p.m. Thursday, April 3 to enhance students' interviewing skills and job-search techniques:

**ABCs of Interviewing**

Pete Sergi, staffing specialist, Moog Inc.

Bacon Hall 115

**Networking: It's All About Who You Know**

Bacon Hall 214

**Your "In" on Finding an Out-of-Town Job**

Science Building 272

**Creating Résumés for Success**

Ketchum Hall 200

For more information, contact the Career Development Center, Cleveland Hall 306 or ext 5811. Please encourage students to attend these events.

[back to top](#)

**Softball Season Opens**

Buffalo State opened the 2003 softball season with its annual spring trip to Fort Myers, Florida, and a 7-3 record. Senior left fielder Stephanie Menth (Tonawanda/Tonawanda) led the Bengals offense over the first 10 games, posting a .500 batting average and a .641 on-base percentage, bolstered by a team-high 11 walks. Center fielder Janelle Mahl (Niagara Falls/Niagara Wheatfield) emerged as the top newcomer. The transfer student from Ashland (Ohio) has hit .371 and posted a pair of homeruns and nine RBI. Sophomore Melissa Balsavage (Depew/Depew) led the group on the mound, posting a 4-2 record and a 0.50 ERA in 28 innings.

[back to top](#)

**Athletic Events**

**Softball**

Buffalo State vs. Penn State Behrend

Thursday, March 27



3:00 and 5:00 p.m.  
Softball Field

Buffalo State vs. Geneseo  
Tuesday, April 1  
3:00 and 5:00 p.m.  
Softball Field

**Lacrosse**  
Buffalo State vs. RIT  
Saturday, March 29  
1:00 p.m.  
Coyer Field

[back to top](#)

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## *From the Senior Adviser to the President for Equity and Campus Diversity*

### Equity and Campus Diversity Minigrants

The Equity and Campus Diversity Minigrant program provided \$7,500 to support nine campus programs on intercultural and multicultural issues, race, women, and national origin (Strategic Initiative 4.2) during 2002–2003. The President's Council on Equity and Campus Diversity thanks faculty, students, and staff who submitted proposals for funding and those who participated in the programs. Their efforts have helped build a campus climate respectful of diversity and individual differences.

The following programs were recently approved for funding by President Muriel A. Howard:

#### **Diversity/Cultural Unity Month**

Submitted by Ari Silverstein for the USG Committee for Community Relations with Minority Student Services, the Native American Students Organization, Student Life, and Performing Arts.

Sheila Jordan, renowned Native American jazz singer who incorporates native chanting and scat singing, will engage in a series of vocal master classes for the Performing Arts Department. Jordan also will participate in a mediated discussion about gender and racial discrimination in the music industry and hold an evening concert.

[back to top](#)

#### **Women at the Center of Family History**

Submitted by Amitra Hodge and Virginia Grabiner, Sociology Department.

As a part of Women's History Month programming, Leila Philips, professor at

Colgate University, will present a lecture and reading from her book *A Family Place*. The book describes how Philips uncovered the important role of women in her history, the strength of her female ancestors, and their role in the antislavery movement. The reading and lecture is designed to empower women to investigate their ancestral histories to uncover the important role that women played in the development of New York State.

#### **Discovering the Mysteries of India**

Submitted by Danielle Johnson, student in the student personnel administration program, and the International Student Affairs Office.

The program will familiarize students with the cultures of India and will aid in the understanding and appreciation for how members of the global community view their experiences in the United States. Following the presentation, participants can experience Indian food and have Henna tattoos applied to their arms and hands in keeping with traditional Indian custom.

[back to top](#)

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## *From the Chair of the College Senate*

### College Senate Meetings

Remaining College Senate meetings for the spring 2003 semester will be held at 3:00 p.m. in E. H. Butler Library 210 on Friday, April 11 and Friday, May 2.

[back to top](#)

### Senate Vacancies: Call for Nominations and Election

#### **Call for Nominations**

Three at-large Senate positions will become vacant September 1. The call for nominations and information for candidates is available at [www.buffalostate.edu/orgs/senate/election/nominations.html](http://www.buffalostate.edu/orgs/senate/election/nominations.html). The call for nominations also was mailed to eligible campus voters.

Full- and part-time faculty, professional staff, and librarians whose total service in the College Senate would not exceed six consecutive years during the terms of office are eligible to run for these three-year terms. Nominations are due in the Senate Office, Cleveland Hall 211, by noon Friday, April 11.

#### **Elections**

Senate elections will be conducted Wednesday, April 16–Wednesday, April 23 using both paper and electronic ballots. Those who wish to use a paper ballot must request one by Wednesday, April 9, following instructions contained in the call for nominations.



Those who wish to vote electronically must have an NT account (the account used for Outlook). Contact the Computing Support Center at ext. 4357 or csc@buffalostate.edu for NT account assistance. Paper ballots will be tallied after electronic ballots; thus, if a member should accidentally vote twice, only the electronic vote will be recorded.

[back to top](#)

## Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

### Program Revisions:

**Broadcasting (0707)**

**Communication (0706)**

**Journalism (0708)**

**Public Communication (0703)**

### New Core Course:

**ANT 189 Roots Music, Folklore, and Popular Culture.** Study of the richness and diversity of American roots music, with emphasis on the relationship of roots music to folklore and popular culture. Special attention to the ways in which mediated transmission and technology have contributed to the development of and dissemination of roots music.

[back to top](#)

### New Courses:

**FAR 376 Indian Art.** Introduction to the principal thoughts and concepts of the art of India and its relevance to the philosophies of Hinduism, Buddhism, and Jainism. Includes comparisons with Western art and a brief history of Indian civilization as a framework for the understanding of Indian aesthetic and philosophical concepts as presented in works of art.

**FAR 377 Art of China and Japan.** Introduction to the principal thoughts and concepts of Chinese and Japanese art and its relevance to the philosophies of Buddhism, Zen tradition, Taoism, and Confucianism. Includes comparisons with Western art and brief histories of Eastern civilizations as frameworks for the understanding of Eastern aesthetic and philosophical concepts as presented in works of art.

### Course Revision:

**COM 405 News Reporting.** Supervised reporting experience through laboratory practice with Bengal News Online. News gathering and writing, with emphasis on developing news stories, interviewing and reporting, covering news beats, dealing with sources, research, accuracy, and journalistic ethics.

[back to top](#)

### Course Revisions and Trustees' Designations:

**ANT 305 Peoples of Africa.** Cross-cultural comparisons of indigenous and modern African nations. Emphasis on regional, linguistic, social, political, religious, economic, and aesthetic characteristics, as well as historic and

recent population migrations on the African continent and surrounding islands.

**ANT 307 Urban Anthropology.** The origin and evolution of cities around the world and their impact on the human family, other social relationships, and the physical environment. Includes early and recent viewpoints on life in cities, suburbs, and rural communities.

**ANT 370 Contemporary Problems.** Principal dilemmas of the contemporary world, including technological, demographic, ideological, and cultural problems, which provide much of the content of the daily news and have implications for the survival of the species.

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)



Buffalo State  
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# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home  
Buffalo State Home

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[back to top](#)

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[back to top](#)

Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 29  
April 3, 2003

## In this issue:

From the President

[Promotion](#)

SABRE Update

[Online Registration](#)

From the Vice President for Finance and Management

[Buffalo State Emergency Response Plan](#)

[Professional Staff Caucus Election Results](#)

[College Telephone Use Policy](#)

[Internal Control Standards](#)

[Computer Training, SkillSoft E-Learning,](#)

[and Webmaster Training](#)

From the Vice President for Student Affairs

[SUNY Job Fair](#)

[Student Leadership Workshop Series](#)

[Athletic Events](#)

From the Vice President for Institutional Advancement and Development

[Faculty and Staff Annual Appeal](#)

From the Senior Adviser to the President for Equity and Campus Diversity

[Diversity Awards](#)

From the Chair of the College Senate

[College Senate Meetings](#)

[Senate Vacancies: Call for Nominations and Election](#)

[Curricular Items](#)

## From the President

### Promotion

Upon completion of the review procedures at the department, dean, and vice presidential levels, I am pleased to announce the following promotion:

Promotion to *associate professor*, effective January 13, 2003:

Carol Townsend, Design

[back to top](#)



## SABRE Update

### Online Registration

Plans for online registration in mid-April are on schedule. Students received notices by U.S. mail and e-mail informing them that registration dates will be assigned via the Web at [www.buffalostate.edu/sabre/students](http://www.buffalostate.edu/sabre/students). The site also will be used for registration and related communication. Faculty members should encourage students to meet with their academic advisers before registration.

SABRE help for faculty and staff will be available during registration Monday through Friday:

- In person at the SABRE Support Center, E. H. Butler Library 208, from 6:00 a.m. to 6:00 p.m.
- By phone at ext. 3434 from 6:00 a.m. to 6:00 p.m.
- By e-mail at [sabresupport@buffalostate.edu](mailto:sabresupport@buffalostate.edu).
- On the Web at [www.buffalostate.edu/sabre/facstaff/faqs](http://www.buffalostate.edu/sabre/facstaff/faqs).

Contingency plans are in place in case of problems. Any changes to the online-registration plan will be relayed to the campus community through e-mail and the college Web site.

The SABRE team, Computing and Technology Services, and the Registrar's Office will continue to work on remaining tasks to ensure a successful, efficient Web-based registration process. Contact Sharon Cramer, SABRE Project executive director, at ext. 4334 or [cramersf@buffalostate.edu](mailto:cramersf@buffalostate.edu) with questions.

[back to top](#)

## From the Vice President for Finance and Management

### Buffalo State Emergency Response Plan

Portions of the Buffalo State College Emergency Response Plan are now available at [www.buffalostate.edu/offices/police/safety/default.asp?sub=erp&sec=apdx](http://www.buffalostate.edu/offices/police/safety/default.asp?sub=erp&sec=apdx).

[back to top](#)

## Professional Staff Caucus Election Results

The Professional Staff Caucus Nominations and Elections Committee is pleased to announce the results of the 2003 election and congratulate the following winners:

PSC vice chair/treasurer	Camille Spyra
PSC at-large representative	Patricia Ghee
Intercollegiate Athletics Board (IAB) representative	David Cummings
Auxiliary Services Advisory Committee representative	Alice Sullivan
College senator (three-year term)	Gwendolyn Veira
College senator (three-year term)	Carolyn Murphy
College senator (one-year term; elected to fill remainder of Senator D. Pfaffenbach's term.)	Camille Spyra

Please contact Maurine Baker-Stein at ext. 4538 or [bakerme@buffalostate.edu](mailto:bakerme@buffalostate.edu) with questions.

[back to top](#)

## College Telephone Use Policy

This policy describes the assignment, use, and management of desk and cellular telephones of employees of Buffalo State College.

### Policy

Desk and cellular telephones are to be used for official business-related activities only. Personal use should be limited to emergency calls. Payment for reimbursement of personal desk or cellular telephone calls should be forwarded to the Accounting Office, Cleveland Hall 414.

### Cellular Telephones

Cellular telephones may be assigned only to employees whose duties and responsibilities require immediate or remote communication capabilities. The assignment of cellular telephones must be approved by the vice president for finance and management, who will review assignments annually to ensure compliance with this policy.

Each employee assigned a cellular telephone shall be primarily responsible for its security and maintenance, and must immediately report any theft, loss, damage, or vandalism of the unit.

New York State law prohibits the use of handheld cellular phones while driving.

[back to top](#)



## Internal Control Standards

The *Internal Control Act of the State of New York* requires the college to communicate the following information on agency responsibilities and standards:

The internal control standards define the minimum level of quality acceptable for internal control systems in operation and constitute the criteria against which systems are to be evaluated. These internal control standards apply to all operations and administrative functions (both manual and automated), but are not intended to limit or interfere with duly granted authority related to development of legislation, rule making, or other discretionary policy making in an agency.

### General Standards

1. **Reasonable Assurance.** Internal control systems are to provide reasonable assurance that the objectives of the systems will be accomplished.
2. **Supportive Attitude.** Managers and employees are to maintain and demonstrate a positive and supportive attitude toward internal controls at all times.
3. **Competent Personnel.** Managers and employees are to have personal and professional integrity and are to maintain a level of competence that allows them to accomplish their assigned duties, as well as understand the importance of developing and implementing good internal controls.
4. **Control Objectives.** Internal control objectives are to be identified or developed for each agency activity and are to be logical, applicable, and reasonably complete.
5. **Control Technique.** Internal control techniques are to be effective and efficient in accomplishing their internal control objectives.
6. **Continuous Monitoring.** Agency heads are to establish and maintain a program of internal review designed to identify internal control weaknesses and implement changes needed to correct the weaknesses.

[back to top](#)

### Specific Standards

1. **Documentation.** Internal control systems and all transactions and other significant events are to be clearly documented, and the documentation is to be readily available for examination.
2. **Recording of Transactions and Events.** Transactions and other significant events are to be promptly recorded and properly classified.
3. **Execution of Transactions and Events.** Transactions and other significant events are to be authorized and executed only by persons acting within the scope of their authority.
4. **Separation of Duties.** Key duties and responsibilities in authorizing, processing, recording, and reviewing transactions should be separated among individuals.
5. **Supervision.** Qualified and continuous supervision is to be provided to ensure that internal control objectives are achieved.
6. **Access to and Accountability for Resources.** Access to resources and records is to be limited to authorized individuals, and accountability for the custody and use of resources is to be assigned and maintained. Periodic comparison shall be made of the resources to the recorded accountability to determine whether the two agree. The frequency of the comparison shall be a function of the

vulnerability of the asset.

### Audit Resolution Standard

**Prompt Resolution of Audit Findings.** Managers are to (1) promptly evaluate findings and recommendations reported by auditors, (2) determine proper actions in response to audit findings and recommendations, and (3) complete, within reasonable time frames, all actions that correct or otherwise resolve matters brought to management's attention.

[back to top](#)

### Public Officers Law

In addition, all state employees must abide by the laws governing ethical behavior contained in the Public Officers Law.

While many private companies and professional associations have their own codes of ethics, state code differs from these in that the state code is also the law. Like private codes of ethics, state code is a list of proscribed activities. The following is a summary of its provisions:

New York State employees are prohibited from engaging in any activity that is in substantial conflict with the proper discharge of their duties in the public interest, accepting other employment that would impair their judgment in the exercise of their official duties, or disclosing confidential information gained from their state positions.

State employees cannot use their official positions to secure unwarranted privileges for themselves or others. State employees with financial interests in a business entity should not engage in any transaction between the state and that entity that might be in conflict with the proper discharge of the employee's official duties. State employees also must avoid making personal investments in enterprises that might directly involve decision-making or that might create a conflict of interest.

[back to top](#)

State employees cannot, by their conduct, leave the impression that they can be influenced based on their family relationship, rank, position, or influence. Nor should they act in a way that raises a suspicion among the public that they are likely to be engaged in acts that are in violation of their public trust.

No full-time state employee, any firm or association of which he or she is a member, or any corporation which he or she owns or controls can sell goods or services to any person, firm, or association that either is licensed or has its rates set by the state agency by which they are employed.

Violations of certain restrictions on business and professional activities or the financial-disclosure filing requirement may result in a maximum fine of \$10,000. In lieu of a fine, the commission may refer the matter for criminal prosecution. Upon referral and conviction, a violation may be punished as a Class A misdemeanor.

[back to top](#)

Under Section 94(13) of the Executive Law, assessment of a civil penalty is



final unless modified, suspended, or vacated within 30 days of imposition.

For any violations of Sections 73, 73-a, or 74, the Ethics Commission also may recommend that the appointing authority take disciplinary action, up to and including dismissal from employment. Where applicable, discipline must be taken in accordance with the provisions of Section 75 of the Civil Service Law or the particular collectively negotiated agreement between the employee's union and the state.

Contact Gary Phillips, associate vice president and comptroller, at ext. 4312 with questions about the Internal Control Act or Public Officers Law.

[back to top](#)

### Computer Training, SkillSoft E-Learning, and Webmaster Training

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedi78@buffalostate.edu](mailto:risedi78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### Explorer

User Name: your user name (e.g., publicjq)

Password: your password

Domain: bsclogon

#### Netscape

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)

Password: your password

[back to top](#)

#### SkillSoft E-Learning

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow participants to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, by appointment only; call Debbie Riservato at ext. 4060. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

#### Webmaster Training

The FAST Development Center and the College Relations Office offer a sequential training program especially for campus Web developers. Faculty and staff are welcome to take any or all of the 10 courses offered. More information about the Webmaster Training Program is available from the College Relations Web site, [www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=campus&subint=webtrain](http://www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=campus&subint=webtrain). Employees may register for courses at <http://bscintra.buffalostate.edu/registration>.

[back to top](#)

## From the Vice President for Student Affairs

### SUNY Job Fair

Buffalo State students and alumni are invited to attend the 12th annual SUNY Job Fair from 1:00 to 4:00 p.m. Saturday, April 12 at Genesee Community College, in Batavia.

Companies participating in the past included American Express Financial Services, Atlantic Testing Services, Beacon Education Management, Bell Atlantic, FedEx, General Mills, HSBC Bank, IBM, the Key Program, the New York State Police, the Peace Corps, and the U.S. Border Patrol. Qualified applicants have secured regional and national positions through the job fair.

The event is free and open to all SUNY students and alumni, and is cosponsored by the SUNY Career Development Organization and SUNY Alumni Offices. No registration is required. For more information, visit Buffalo State College's Career Development Center Web site at [www.buffalostate.edu/offices/cdc/SUNYjobfair.html](http://www.buffalostate.edu/offices/cdc/SUNYjobfair.html) or call ext. 5811.

[back to top](#)

### Student Leadership Workshop Series

The Student Life Office presents Roar into Leadership, a student leadership workshop series for all students who seek to strengthen their leadership abilities and confidence.

Students will build skills in the areas of oral communication, interpersonal relationships, values clarification, ethics, and achievement of personal goals. For more information, call Hector D. Gil, assistant director of Student Life, at ext. 4631.

#### Ethics: How Important Is It to LEAD?

Tuesday, April 8  
Campbell Student Union 415  
6:00 p.m.



[back to top](#)

#### **Rudy Giuliani on Leadership**

This student presentation will introduce the principles of excellence, courage, and beliefs that directed Giuliani's tenure as mayor of New York City.

Wednesday, April 9

Campbell Student Union 415

6:00 p.m.

#### **Public Speaking: Getting It Right**

Monday, April 14

Campbell Student Union 415

6:00 p.m.

#### **Collaborate: Leadership for Campus Organizations**

Thursday, April 17

Caudell Hall 216

6:00 p.m.

[back to top](#)

#### **Athletic Events**

##### **Softball**

Buffalo State vs. RIT

Wednesday, April 9

3:00 and 5:00 p.m.

Coyer Field

##### **Lacrosse**

Buffalo State vs. Cortland

Friday, April 4

4:00 p.m.

Coyer Field

Buffalo State vs. Oswego

Saturday, April 5

1:00 p.m.

Coyer Field

[back to top](#)

## *From the Vice President for Institutional Advancement and Development*

#### **Faculty and Staff Annual Appeal**

The Faculty and Staff Annual Appeal Committee is pleased to announce a new fund, the Professional Growth Fund. This fund will provide awards to

New York State UUP- and CSEA-represented and foundation employees at Buffalo State. The goal is \$25,000; awards will be distributed in February 2004.

The appeal also will encourage support of the Bridge the Gap Scholarship, which helps juniors and seniors complete their degrees at Buffalo State, or more than 150 other established funds.

The campaign ends Monday, May 12 with a wrap-up party in the Student Union Quad. Prizes for participants will be announced in a future issue of the *Bulletin* or via campuswide e-mail.

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

#### **Diversity Awards**

The President's Council on Equity and Campus Diversity announces the recipients of the first Buffalo State Students' Award for the Promotion of Respect for Diversity and Individual Differences.

Faculty and staff members were nominated by students and selected by a panel of students and President's Council members. Recipients were recognized for embracing the college's core value of respect for diversity and individual differences; taking proactive steps to increase students' awareness of diversity and pluralism in the United States; and/or exploring prejudice, bigotry, and stereotyping in their work at the college. Awards will be given annually.

The 2003 award recipients are Felix L. Armfield, associate professor, History and Social Studies Education; Christopher B. Aviles, associate professor, Social Work; Albert E. Bitterman, lecturer, Design; Stephen C. Burgeson, lecturer, Hospitality and Tourism; Kevin William Clarke, lecturer, Sociology; Gloria S. Eastman, assistant professor, English; Andrea Guiati, professor, Modern and Classical Languages, and director, All College Honors Program; Carol L. Patitu, associate professor, Educational Foundations; and Allen Yasgur, lecturer, Social Work.

Award recipients will be recognized Tuesday, April 8 at a ceremony in the Burchfield-Penney Art Center.

[back to top](#)



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### College Senate Meetings

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[back to top](#)

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[back to top](#)

### Curricular Items

**Correction:** The course number for course revision COM 327 Broadcast Newswriting and Producing was listed incorrectly in the March 13 issue of the *Bulletin*. The correct course number is COM 337.

The following has been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

#### New Program:

**Creative Studies Graduate Certificate (6701)**

[back to top](#)

#### New Courses:



**ADE/CTE 655 Diversity Issues in Adult Education and Training.**

Teaching and learning implications of diversity for adult educational achievement and career opportunities. Implications for course content and classroom management styles when adult educators are sensitive to race, ethnicity, gender, sexual orientation, class, and physical ability. Methods for structuring course content, designing curricula, and educating learners by promoting and embracing a diverse population of colleagues, learners, workers, and clients.

**CIS 390 Information Systems Project Management.** Current practices in project management as applied to information systems projects. Project life-cycle activities, project planning, software tools, management of project scope, schedule, budget, risk, communications, and quality.

**CIS 475 Programming for the Internet Environment II.** Introduction to server-side programming on the World Wide Web. Students make use of a contemporary server-side programming environment to distribute and collect information, validate user input, and provide dynamic Web content. Students learn and use forms, databases, templates, cookies, and session tracking in dynamic site development. CIS elective.

**CIS 480 Networking Laboratory I.** Lectures and laboratory exercises covering network topologies, paradigms, protocols, services, computer security, intrusion recovery, and privacy. Hands-on laboratory exploring the operation of computer systems in a networked environment. Practical experience with installing, configuring, and managing various software packages (operating systems and applications).

[back to top](#)

**Course Revision:**

**CIS 380 Microcomputer Applications.** Advanced business application solutions using representative microcomputer software packages. Hands-on lab projects form a significant component of the course. Emphasis on systematic design principles. Application of analytical features and data management techniques. Integration of data from different packages.

The following have been approved by the Curriculum Committee and will be forwarded to the president for final review and approval:

**Program Revision:**

**Creative Studies (6700)**

**New Courses:**

**NFS 300 Food Processing I**  
**PHY 502 Initial Physics Teaching Experience for Alternative Certification**

**Course Revisions:**

**CRS 610 Facilitation of Group Problem Solving**  
**CRS 625 Current Issues in Creativity Studies**  
**CRS 635 Creativity and Change Leadership**  
**CRS 670 Foundations in Teaching and Training Creativity**  
**CRS 690 Master's Project**  
**CRS 795 Master's Thesis**

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

**From the President****2003 Honorary Degree Committee**

The following individuals have been nominated for honorary degrees by the 2003 Honorary Degree Committee.

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Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)  
[Buffalo State Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
[Buffalo State Home](#)

Vol. XLVIII, No. 30  
April 10, 2003

## In this issue:

From the President  
2003 Honorary Degree Committee  
SABRE Update  
Online Registration  
From the Provost and Vice President for Academic Affairs  
Position Announcement: Coordinator of Multidisciplinary Studies  
From the Vice President for Finance and Management  
Faculty and Staff E-mail Distribution List  
Correction: Professional Staff Caucus Election Results  
From the Vice President for Student Affairs  
Severe Acute Respiratory Syndrome (SARS)  
From the Vice President for Institutional Advancement and Development  
Faculty and Staff Annual Appeal  
From the Chair of the College Senate  
College Senate Meetings  
Senate Vacancies: Call for Nominations and Election

## From the President

### 2003 Honorary Degree Committee

I am pleased to announce that the following individuals will serve on the 2002–2003 Honorary Degree Committee:

Dewayne Beery, Physics, (chair); Ann Brown, College Relations; Claire Collier, Institutional Advancement; Andrew Kahn, Performing Arts; Charles Kenyon, Student Affairs; Rekha Menon, Fine Arts; Carol Patitu, Educational Foundations; Dennis Ponton, Academic Affairs; Gerard Puccio, Creative Studies; Tao Tang, Geography and Planning; and Aimable Twagilimana, English.

Anthony Chase, assistant to the president, and Maryruth Glogowski, director of E. H. Butler Library and Instructional Resources, will provide staff support to the committee.



The group is charged with identifying candidates for the State University of New York honorary doctorate, SUNY's highest academic honor, and preparing nomination portfolios. Honorary degrees are awarded to recognize excellence, which exemplifies the mission and purposes of the State University of New York, in the following fields: public affairs, the sciences, humanities and the arts, scholarship and education, business and philanthropy, and social services.

Honorary degrees also can honor meritorious and outstanding service to the university, the state of New York, the United States, or humanity at large, or people whose lives serve as examples of the university's aspirations for its students.

Names of suggested nominees for SUNY honorary doctorates should be forwarded to Dewayne Beery, c/o Maryruth Glogowski, E. H. Butler Library 133 or glogowmf@buffalostate.edu, by Friday, May 2.

[back to top](#)

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## *SABRE Update*

### Online Registration

The SABRE online registration system is proceeding as planned. The system has been extensively tested, and the SABRE team is fully familiar with the product and the ways that it will meet campus needs. Additional information will continue to be shared with faculty and staff through printed SABRE updates. The following updates will be distributed in the next two weeks: Update No. 3: Electronic Waitlists; Update No. 4: Special Permissions; Update No. 5: New Routines for the First Week of Classes.

These updates and other information will be available at [www.buffalostate.edu/sabre/facstaff](http://www.buffalostate.edu/sabre/facstaff). Faculty and staff members involved with academics also will receive copies of support materials being sent to students.

In spite of the care that has been taken with the system, some glitches are expected. All users who experience problems are encouraged to report them as soon as possible. If possible, use the "print screen" option to print the error message, and send a copy of it to the SABRE team via fax at ext. 3423 or e-mail at [sabresupport@buffalostate.edu](mailto:sabresupport@buffalostate.edu). The team will work quickly to address problems and respond to those who need assistance. The SABRE hotline is ext. 3434.

Check the faculty/staff site ([www.buffalostate.edu/sabre/facstaff](http://www.buffalostate.edu/sabre/facstaff)) and the student site ([www.buffalostate.edu/sabre/students](http://www.buffalostate.edu/sabre/students)) for answers to frequently asked questions. Informational bulletins about the progress of registration will be posted following priority registration on Wednesday, April 16 and daily during registration, April 22–May 2.

[back to top](#)

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## *From the Provost and Vice President for Academic Affairs*

### Position Announcement: Coordinator of Multidisciplinary Studies

Richard Podemski, dean of Graduate Studies and Research, seeks applications from graduate faculty members interested in providing leadership and coordination for the multidisciplinary studies program.

Duties include preliminary advisement of prospective students, managing the application process and orientation for new students, serving as a liaison with chairs of multidisciplinary programs, and reviewing student candidacy. The coordinator also will chair the Multidisciplinary Studies Advisory Board, which recommends improvements to the program.

One hundred fifty-eight students were enrolled in multidisciplinary studies programs in fall 2002.

The coordinator shall receive one course release or extra compensation for the fall and spring semesters and a summer stipend. The position is available for immediate appointment. Applicants should send a letter describing their interest in and qualifications for the position and a current curriculum vitae to Richard Podemski, dean of Graduate Studies and Research, Cleveland Hall 204, by Friday, April 25.

[back to top](#)

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## *From the Vice President for Finance and Management*

### Faculty and Staff E-mail Distribution List

The faculty and staff e-mail distribution list will be disabled April 19–May 5 because of expected high system usage during SABRE online registration.



## Correction: Professional Staff Caucus Election Results

Because of an editing error, last week's table of election results of the Professional Staff Caucus was missing two cells. The corrected results appear below. Please note, Sandra Burnham was elected PSC at-large representative, and Patricia Ghee was elected Budget Priorities Task Force member. We regret the error.

### 2003 Election Results

PSC vice chair/treasurer	Camille Spyra
PSC at-large representative	Sandra Burnham
Budget Priorities Task Force member	Patricia Ghee
Intercollegiate Athletics Board (IAB) representative	David Cummings
Auxiliary Services Advisory Committee representative	Alice Sullivan
College senator (three-year term)	Gwendolyn Veira
College senator (three-year term)	Carolyn Murphy
College senator (one-year term; elected to fill remainder of Senator D. Pfaffenbach's term.)	Camille Spyra

Please contact Maurine Baker-Stein at ext. 4538 or [bakerme@buffalostate.edu](mailto:bakerme@buffalostate.edu) with questions.

[back to top](#)

## From the Vice President for Student Affairs

### Severe Acute Respiratory Syndrome (SARS)

Severe Acute Respiratory Syndrome (SARS) has received extensive coverage in the media. While there have been no reports of SARS in Western New York, we remain in close contact with the Erie County Department of Health and will provide new information as it becomes available.

The following Web sites contain useful information. Please call Theresa R. Stephan Hains, director of the Weigel Health Center, at ext. 6711, with questions.

- Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov).
- New York State Department of Health:

[www.health.state.ny.us/nysdoh/sars/q\\_and\\_a.htm](http://www.health.state.ny.us/nysdoh/sars/q_and_a.htm).

- Ontario's Ministry of Health and Long-Term Care: [www.health.gov.on.ca](http://www.health.gov.on.ca).
- Health Canada Online: [www.hc-sc.gc.ca/english](http://www.hc-sc.gc.ca/english).
- Embassy of the United States of America, Ottawa: [www.usembassycanada.gov/content/index.asp](http://www.usembassycanada.gov/content/index.asp).

A fact sheet for American citizens traveling abroad is available from the U.S. Department of State's Bureau of Consular Affairs at <http://travel.state.gov>.

[back to top](#)

## From the Vice President for Institutional Advancement and Development

### Faculty and Staff Annual Appeal

All Faculty and Staff Annual Appeal participants will be entered into a drawing for the following prizes, to be awarded Monday, May 12 at a wrap-up party in the quad:

- Chef's table at Campus House: Mini gourmet cooking class for four to six people.
- Homecoming package for two (in October): Chicken barbecue, sweatshirts, parade, football game, and more.
- Registration for one in the Buffalo State College Foundation Golf and Tennis Scholarship Classic at Brookfield Country Club: Lunch, golf, cocktails, dinner, and prizes (\$250 value).
- Season pass to all home athletic events for the 2003-2004 season.
- Ticket to the foundation's annual black-tie gala in April 2004 (\$150 value).
- Season pass for two to the Warren Enters Theatre.
- Lunch for four at Campus House (\$50 value).

[back to top](#)

## From the Chair of the College Senate



## College Senate Meetings

Remaining College Senate meetings for the spring 2003 semester will be held at 3:00 p.m. in E. H. Butler Library 210 on Friday, April 11 and Friday, May 2.

[back to top](#)

## Senate Vacancies: Call for Nominations and Election Call for Nominations

Three at-large Senate positions will become vacant September 1. The call for nominations and information for candidates is available at [www.buffalostate.edu/orgs/senate/election/nominations.html](http://www.buffalostate.edu/orgs/senate/election/nominations.html). The call for nominations also was mailed to eligible campus voters.

Full- and part-time faculty, professional staff, and librarians whose total service in the College Senate would not exceed six consecutive years during the terms of office are eligible to run for these three-year terms. Nominations are due in the Senate Office, Cleveland Hall 211, by noon Friday, April 11.

## Elections

Senate elections will be conducted Wednesday, April 16–Wednesday, April 23 using both paper and electronic ballots. Those who wish to use a paper ballot must request one by Wednesday, April 9, following instructions contained in the call for nominations.

Those who wish to vote electronically must have an NT account (the account used for Outlook). Contact the Computing Support Center at ext. 4357 or [csc@buffalostate.edu](mailto:csc@buffalostate.edu) for NT account assistance. Paper ballots will be tallied after electronic ballots; thus, if a member should accidentally vote twice, only the electronic vote will be recorded.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

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# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)  
[Buffalo State Home](#)

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[back to top](#)

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[back to top](#)



**Buffalo State**  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 31  
April 17, 2003

## In this issue:

- From the President
  - Curricular Approvals
- SABRE Update
  - Online Registration
- From the Vice President for Finance and Management
  - Student Holds and SABRE Online Registration
  - M/C Tuition Reimbursement Program
  - Faculty and Staff E-mail Distribution List
- From the Chair of the College Senate
  - College Senate Meetings
  - College Senate Election

## From the President

### Curricular Approvals

I have approved the following new courses, course revisions, and program revisions, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

#### New Courses:

**NFS 200 Applied Food Chemistry**  
**PLN 401 Comprehensive Planning Principles**  
**SCI 445 Literacy for Teaching Science**

#### Course Revisions:

**ANT 101 Understanding Culture**  
**ANT 329 World Prehistory**  
**CIS 315 Computer Organization**  
**CIS 361 Fundamental Concepts in Object-Oriented Programming**  
**CIS 410 Computer Operating Systems**  
**CIS 411 Database Systems**  
**DES 320 Ceramics II**  
**DES 321 Ceramics Junior Studio**  
**DES 421 Ceramics Senior Studio**



EDU 416 Teaching Literacy in the Middle and Secondary School  
 HIS 204 Global History of the Twentieth Century  
 HIS 230 World Civilizations to 1600  
 NFS 100 Introduction to Food Preparation

[back to top](#)

#### Program Revisions:

**B.A. Political Science (0722)**  
**B.S. in Mathematics Adolescence Education 7-12 (0721)**  
**M.S. in Adult Education (6850)**  
**M.S. in Adult Education - Admission Requirements (6850)**  
**Graduate Certificate in Adult Education (6851)**

#### Trustees' Designation (Approved by SUNY)

##### Core Course - Arts:

**DES 215 Introduction to the History of Design** (effective fall 2002)

The following courses are being submitted to SUNY for consideration and approval as GED Trustees' Designations:

**ANT 101 Understanding Culture**  
**ANT 329 World Prehistory**  
**HIS 204 Global History of the Twentieth Century**  
**HIS 230 World Civilizations to 1600**  
**HIS 307 History of India**  
**HIS 310 History of East Asia: The Traditional Era**  
**HIS 320 Modern History of Japan and Korea**  
**HIS 338 Modern History of China**

[back to top](#)

## SABRE Update

### Online Registration

The SABRE online registration system has been extensively tested. The SABRE team is fully familiar with the product and the ways that it will meet campus needs. Information will continue to be shared with faculty and staff through printed SABRE updates. **Update No. 3: Electronic Waitlists** was distributed early this week. **Update No. 4: Special Permissions** will be distributed in the next few days. **Update No. 5: New Routines for the First Week of Classes** will be sent out within the next two weeks.

Instructors teaching courses that require instructor permission and all academic departments will receive an expanded pamphlet containing details about granting instructor permission through the SABRE system.

SABRE updates and other information will be available at [www.buffalostate.edu/sabre/facstaff](http://www.buffalostate.edu/sabre/facstaff). Faculty and staff members

involved with academics also will receive copies of support materials being sent to students. Informational bulletins about the progress of registration will be posted daily during registration, April 22-May 2. Please note that the SABRE system is the only available form of registration for summer and fall 2003 courses.

In spite of the care that has been taken with the system, some glitches are expected. All users who experience problems are encouraged to report them as soon as possible. If possible, use the "print screen" option to print the error message, and send a copy of it to the SABRE team via fax at ext. 3423 or e-mail at [sabresupport@buffalostate.edu](mailto:sabresupport@buffalostate.edu). The team will work quickly to address problems and respond to those who need assistance. The SABRE hotline is ext. 3434.

Check the faculty/staff site ([www.buffalostate.edu/sabre/facstaff](http://www.buffalostate.edu/sabre/facstaff)) and the student site ([www.buffalostate.edu/sabre/students](http://www.buffalostate.edu/sabre/students)) for answers to frequently asked questions.

[back to top](#)

## From the Vice President for Finance and Management

### Student Holds and SABRE Online Registration

The implementation of the SABRE Student System this month allows us to achieve a campuswide objective: online registration for students.

College policy and practice maintain that students must resolve all outstanding holds (financial or otherwise) prior to registering. Thirty-one different kinds of holds can be placed on students' records. Students were informed of their holds via registration notices sent to them at the end of March and were urged to resolve all holds by April 10.

Because of students' outstanding efforts to resolve their holds, and in order to expedite the SABRE Project, we have approved—for this registration cycle only—the suspension of 11 types of holds. The suspended holds will remain on students' records and will continue to be maintained in STARS, preventing the issuance of transcripts and diplomas; however, the suspended holds will not prevent students from registering. After the first week of classes, suspensions will be removed, and these holds will again block registration for future terms, beginning with spring 2004.

The following holds **have not** been suspended and **will** prevent registration. Students must resolve the following types of holds with the respective office(s) prior to registration:

- Bursar (including tuition, collection agency, attorney general)
- Financial Aid



- Weigel Health Center (MMR)
- Payroll Office
- Judicial
- Graduate transcript

Please strongly encourage students to resolve outstanding holds.

[back to top](#)

### M/C Tuition Reimbursement Program

The Human Resource Management Office has been notified that the Management/Confidential Tuition Reimbursement Program is being suspended for the 2003–2004 fiscal year.

M/C employees who are currently enrolled in coursework and have filed a Part I - Application Form (M/C 009) must submit a completed Part II - Computation Form (M/C 010) and all other required paperwork to the Governor's Office of Employee Relations by Friday, June 6. Submissions received after this date cannot be processed for payment. For more information, contact Jeannita McKnight at ext. 4821.

[back to top](#)

### Faculty and Staff E-mail Distribution List

The faculty and staff e-mail distribution list will be disabled April 19–May 5 because of expected high system usage during SABRE online registration.

[back to top](#)

## From the Chair of the College Senate

### College Senate Meeting

The last meeting of the College Senate for the spring 2003 semester will be held at 3:00 p.m. Friday, May 2 in E. H. Butler Library 210.

[back to top](#)

### College Senate Election

The College Senate election is under way until Wednesday, April 23 using both paper and electronic ballots. Requests for paper ballots concluded April 9. Please cast votes electronically at <http://bscintra.buffalostate.edu/vote>. Call Maurine Baker-Stein at ext. 4538 or Peg Banak at ext. 4611 for assistance.

Those who wish to vote electronically must have an NT account (the account used for Outlook). Contact the Computing Support Center at ext. 4357 or [csc@buffalostate.edu](mailto:csc@buffalostate.edu) for NT account assistance. Paper ballots will be tallied after electronic ballots; thus, if a member should accidentally vote twice, only the electronic vote will be recorded.

We look forward to your participation in the vital process of campus governance.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

## From the President

### Calendar Approvals

The following calendar items have been approved by the College Senate and are being published in the Bulletin:

### Dear Campus:

I am pleased to announce that the College Senate has approved the following items:

The following items have been approved by the College Senate and are being published in the Bulletin:

### Business Meetings

The following items have been approved by the College Senate and are being published in the Bulletin:



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# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home  
Buffalo State Home

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[back to top](#)

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[back to top](#)

Buffalo State  
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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 32  
April 24, 2003

## In this issue:

- From the President
  - Curricular Approvals
- SABRE Update
  - SABRE Training Sessions
- From the Vice President for Finance and Management
  - Faculty and Staff E-mail Distribution List
  - Catering on Campus
  - Student Holds and SABRE Online Registration
- From the Vice President for Institutional Advancement and Development
  - United Way Day of Caring
  - Faculty and Staff Annual Appeal
- From the Chair of the College Senate
  - Graduate Course Repeat Proposal

## From the President

### Curricular Approvals

I have approved the following new courses, course revisions, and program revision, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

#### New Courses:

NFS 300 Food Processing I  
PHY 502 Initial Physics Teaching Experience for Alternative Certification

#### Course Revisions:

CRS 610 Facilitation of Group Problem Solving  
CRS 625 Current Issues in Creativity Studies  
CRS 635 Creativity and Change Leadership  
CRS 670 Foundations in Teaching and Training Creativity  
CRS 690 Master's Project  
CRS 795 Master's Thesis

#### Program Revision:



**Creative Studies (6700)**[back to top](#)

## *SABRE Update*

### **SABRE Training Sessions**

The SABRE online registration process for summer and fall 2003 courses continues to be relatively problem free. Updates will continue to be posted on the SABRE Web site for faculty and staff, [www.buffalostate.edu/sabre/facstaff](http://www.buffalostate.edu/sabre/facstaff).

Some students have experienced difficulties logging on to the system. A new information page has been added to the student site to address this issue.

Five hands-on sessions for faculty and staff members are being offered in E. H. Butler Library 318 (CyberQuad), each in two parts:

**Part 1: Q & A**

See what students see when they register, view the SABRE video, and add/drop courses in a SABRE Student System training session (one hour).

**Part 2: Special Permission**

A walk-through session for faculty teaching courses that require special permission for registration (30 minutes).

[back to top](#)

No advance registration for these classes is required. Attend one or both sessions.

**Thursday, April 24**

Q &amp; A 10:00–11:00 a.m.

Special Permission 11:00–11:30 a.m.

**Friday, April 25**

Q &amp; A 11:00 a.m.–noon

Special Permission noon–12:30 p.m.

**Tuesday, April 29**

Q &amp; A noon–1:00 p.m.

Special Permission 1:00–1:30 p.m.

**Wednesday, April 30**

Q &amp; A 2:30–3:30 p.m.

Special Permission 3:30–4:00 p.m.

**Friday, May 2**

Q &amp; A 10:00–11:00 a.m.

Special Permission 11:00–11:30 a.m.

The SABRE team welcomes comments and questions. Contact information can be found at [www.buffalostate.edu/sabre/facstaff/help/#sab](http://www.buffalostate.edu/sabre/facstaff/help/#sab).

[back to top](#)

## *From the Vice President for Finance and Management*

### **Faculty and Staff E-mail Distribution List**

Excessive and improper use of the faculty and staff e-mail distribution list has, at times, strained server resources to a point of overload. The SABRE Student System requires a stable campuswide e-mail system. For this reason, use of the faculty and staff distribution list will be limited to authorized users only beginning Monday, May 5.

Authorized users include the president, vice presidents, senior advisers to the president, associate vice presidents, deans, associate deans, the College Senate chair, department chairs, program directors, and union representatives. Each authorized user may identify one delegate (secretary or other staff member) to send campuswide messages; however, the authorized user remains responsible for the accuracy and appropriateness of the message.

Messages sent to the faculty and staff e-mail distribution list should be limited to previously unannounced, official news of general interest whose urgency precludes its appearance in the *Bulletin*. The campus events calendar and weekly *Bulletin* are the preferred modes of electronic communication for campuswide announcements and events.

[back to top](#)

Users are urged to avoid superfluous or redundant messages. Messages should consist of simple text with no formatting (e.g., colored, large, or decorative fonts; backgrounds; wallpapers; or images). Messages should be limited to 250 words and should not include attachments. Messages should include a telephone number or e-mail address to contact for additional information.

Examples of messages not appropriate for campuswide distribution:

- Specialized information for a narrow audience (such as an academic department, an administrative unit, etc.)
- Personal news, such as birth or marriage announcements, illness-related updates, retirement announcements



- Commercial announcements, such as rental property, private-business offerings, sale of items to third parties
- Student news
- News from other organizations or campuses that does not directly pertain to Buffalo State faculty and staff
- Messages or material that is of questionable taste, has the potential to be divisive, or does not further the mission of the college.

The campuswide e-mail policy can be found at  
[www.buffalostate.edu/offices/collegerelations/cwemail](http://www.buffalostate.edu/offices/collegerelations/cwemail).

[back to top](#)

### Catering on Campus

To ensure the health and safety of all, only caterers approved by the Events Management Office may be used for campus events, meetings, or functions. Events Management maintains a list of caterers who have met the criteria to provide catering services. Other caterers may be added to the list if they submit the requisite insurance and health department certifications. Call the Events Management Office at ext. 6114, ext. 2, with questions.

[back to top](#)

### Student Holds and SABRE Online Registration

The implementation of the SABRE Student System this month has allowed us to achieve a campuswide objective: online registration for students.

College policy and practice maintain that students must resolve all outstanding holds (financial or otherwise) prior to registering. Thirty-one different kinds of holds can be placed on students' records. Students were informed of their holds via registration notices sent to them at the end of March and were urged to resolve all holds by April 10.

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Please strongly encourage students to resolve outstanding holds.

[back to top](#)

## *From the Vice President for Institutional Advancement and Development*

### United Way Day of Caring

The 2003 United Way Day of Caring will take place on Wednesday, August 13. Volunteers are needed to assist local community agencies with hands-on service projects. You can make a difference in your community by joining thousands of area volunteers in giving needed assistance to hundreds of nonprofit organizations that provide help to our neighbors each day.

To participate in the Day of Caring, send e-mail to SEFA campus coordinator Jill Powell at [powellja@buffalostate.edu](mailto:powellja@buffalostate.edu).

[back to top](#)

### Faculty and Staff Annual Appeal

As the Faculty and Staff Annual Appeal nears its midpoint, more of your colleagues than ever before are choosing to help Buffalo State College help itself. Your generosity is so important, especially in helping to establish the new Professional Growth Fund, which will provide awards for the college's UUP, CSEA, and Foundation employees.

Go to [www.buffalostate.edu/alumnifoundation/giving](http://www.buffalostate.edu/alumnifoundation/giving) and click on Special Appeals for a payroll deduction form and list of funds.

[back to top](#)

## *From the Chair of the College Senate*



## Graduate Course Repeat Proposal

Susan Leist, chair of the College Senate Instruction and Research Committee, has posted a proposal for a graduate course repeat policy on the College Senate Discussion Board. Faculty and staff are encouraged to review the proposal at [www.buffalostate.edu/orgs/senate/questions/first.html](http://www.buffalostate.edu/orgs/senate/questions/first.html) and send comments to Leist at [leistm@buffalostate.edu](mailto:leistm@buffalostate.edu) or ext. 5401, or to Lee Ann Grace at [gracela@buffalostate.edu](mailto:gracela@buffalostate.edu) or ext. 4620.

[back to top](#)

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

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 announcements

# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)  
[Buffalo State Home](#)

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[back to top](#)

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[back to top](#)



Buffalo State  
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announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 33  
May 1, 2003

## In this issue:

From the President  
College Council Meeting  
SABRE Update  
Instructor Permission  
From the Provost and Vice President for Academic Affairs  
Research Council Stakeholders Meeting  
From the Vice President for Finance and Management  
Computer Training, SkillSoft E-Learning,  
and Webmaster Training

## From the President

### College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Wednesday, May 7 in E. H. Butler Library 315.

#### Agenda

1. Call to Order
2. Action Items  
Approval of Minutes: March 12, 2003
3. Council Chair's Report
4. President's Report
5. Reports by College Council Committees  
Facilities Development  
Governmental Relations/Advocacy  
Student Affairs
6. Announcements
7. Adjournment

[back to top](#)



## *SABRE Update*

### **Instructor Permission**

Soon all students will have had an opportunity to register for summer and fall 2003 courses through the SABRE Student System. Historically, about 70 percent of eligible students would have registered by this time, and that percentage has remained consistent through the transition to online registration.

Many students are waiting to hear from faculty regarding special permission. Roughly 120 instructors are teaching 300 to 400 classes that require instructor permission for registration, but instructors have acted on only 58 percent of these courses. Faculty members are urged to respond to these students before the semester's end.

[back to top](#)

## *From the Provost and Vice President for Academic Affairs*

### **Research Council Stakeholders Meeting**

As part of the college's strategic plan, the Research Council has been charged with developing recommendations and implementation strategies to enhance faculty and staff research and creative accomplishments. Toward that end, the Research Council will hold a stakeholders meeting from 10:00 to 11:00 a.m. Wednesday, May 14 in E. H. Butler Library 210 to seek comments and suggestions regarding ways to better support and promote research and creativity. Refreshments will be served.

Those unable to attend may send comments or suggestions via e-mail to Dennis Mike, chair of the Research Council, at [mikedg@buffalostate.edu](mailto:mikedg@buffalostate.edu) or Richard Podemski, dean of graduate studies and research, at [podemsr@buffalostate.edu](mailto:podemsr@buffalostate.edu).

[back to top](#)

## *From the Vice President for Finance and Management*

### **Computer Training, SkillSoft E-Learning, and Webmaster Training**

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/register>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

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Password: your password

Domain: bsclogon

#### **Netscape**

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)

Password: your password

[back to top](#)

#### **SkillSoft E-Learning**

Employees also may participate in SkillSoft, an online learning program that offers 106 courses and a variety of certificate programs that allow participants to demonstrate mastery of a set of skills.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site, [www.buffalostate.edu/offices/hr](http://www.buffalostate.edu/offices/hr). Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff Workroom, E. H. Butler Library 310, by appointment only; call Debbie Riservato at ext. 4060. Please check in at E. H. Butler Library 315 (CyberQuad) before starting.

[back to top](#)

#### **Webmaster Training**

The FAST Development Center and the College Relations Office offer a sequential training program especially for campus Web developers. Faculty and staff are welcome to take any or all of the 10 courses offered. More information about the Webmaster Training Program is available from the College Relations Web site, [www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=cam\\_pusr&subint=webtrain](http://www.buffalostate.edu/offices/collegerelations/webtools/index.asp?sub=cam_pusr&subint=webtrain). Employees may register for courses at <http://bscintra.buffalostate.edu/registration>

[back to top](#)



About the *Bulletin*  
 Past Issues  
 Search the *Bulletin*  
 Buffalo State Home

Buffalo State  
 State University of New York

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 announcements

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Past Issues  
 Search the *Bulletin*  
 Bulletin Home  
 Buffalo State Home

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[back to top](#)

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[back to top](#)



Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 34  
May 8, 2003

## In this issue:

From the Chancellor  
SUNY Mentoring Program  
From the President  
All-College Meeting  
From the Vice President for Finance and Management  
Summer Office Hours  
Keeping Health Insurance Records Current  
Computer Training, SkillSoft E-Learning,  
and Webmaster Training  
From the Vice President for Student Affairs  
Campbell Student Union Summer Hours  
From the Senior Adviser to the President for Equity and Campus Diversity  
New Procedure for the Review  
of Allegations of Discrimination

## From the Chancellor

### SUNY Mentoring Program

It is with pleasure that I announce the SUNY Mentoring Program for management staff of the State University of New York, the SUNY Research Foundation, and the SUNY Construction Fund. This professional development opportunity is designed to prepare management staff for leadership roles, and can benefit new employees as well as those seeking to advance their careers.

Participation in the program is voluntary. A management employee seeking a mentoring experience will be paired with another management employee from a different SUNY campus, or an element of the State University Plaza, willing to share his or her knowledge and experience. This cross-campus exchange will benefit participants, as well as foster a greater sense of understanding of each other's environments within the SUNY community.

I hope you will support this initiative by recommending candidates who will benefit from a mentoring experience. Likewise, I hope you will nominate respected members of your staff who are willing to share their knowledge and expertise to serve as mentors. Through our joint efforts, we can aid in



the personal and professional development of our staff and simultaneously build a stronger, better-prepared workforce to meet the challenges of the future.

[Click here](#) for an overview of the program and information on how to apply. Please share the information widely. Thank you in advance for your support in investing in our greatest resource—our people.

[back to top](#)

## *From the President*

### **All-College Meeting**

In view of the recent resignation of Gary Marotta as provost, President Muriel Howard and Associate Vice President Dennis Ponton will provide an update on the budget and the future of Academic Affairs, and answer questions at 10:00 a.m. Thursday, May 22 in Bulger Communication Center North. All members of the campus community are invited to attend.

[back to top](#)

## *From the Vice President for Finance and Management*

### **Summer Office Hours**

Standard summer office hours of 8:00 a.m. to 4:15 p.m. will be in effect Monday, May 19 through Friday, August 8. All offices are expected to maintain at least minimal staffing during these core hours. Offices may extend hours to meet the needs of students or other clients. All office schedules are subject to the approval of department heads. Regular office hours of 8:30 a.m. to 5:00 p.m. will resume Monday, August 11, two weeks prior to the start of the academic year.

Employees who wish to work a four-day workweek during the summer may request to use vacation accruals for one day each week for a specified period. As always, such requests are subject to supervisors' approval and contingent upon departments' operational needs.

[back to top](#)

## **Keeping Health Insurance Records Current**

It is important to keep New York State employee health insurance records current. Please notify the Human Resource Management Office if:

- Any of your dependents loses eligibility (i.e., reaches age 19 and is not a full-time student, graduates, leaves college, or marries).
- Your home address changes.
- You marry or divorce.
- You acquire a new dependent (e.g., a new baby or a 19- to 25-year-old who returns to full-time-student status).
- You have a disabled dependent.
- You or a covered dependent under age 65 becomes eligible for Medicare because of a disability.
- You become disabled.
- A dependent dies.
- You plan to take a leave without pay.
- You plan to retire.

Certain deadlines apply. Some changes may result in higher or lower health insurance premiums. Covered dependents who lose eligibility (e.g., a former spouse upon divorce or a child who turns 19 and is not a full-time student) may pay the full cost to maintain coverage through federal COBRA provisions, but must do so within 60 days of the date coverage ends.

If any of the above changes occurs, promptly notify Human Resource Management to prevent unnecessary arrears or overpayments, late-enrollment waiting periods, loss of coverage, or misdirected mail. To report changes or to obtain further information, contact the Human Resource Management Office, Cleveland Hall 410, ext. 4821.

[back to top](#)

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[back to top](#)

## *From the Vice President for Student Affairs*

**Campbell Student Union Summer Hours**

Monday, May 12–Friday, May 23  
7:00 a.m.–4:30 p.m.

Monday, May 26–Thursday, August 7  
7:00 a.m.–7:00 p.m.

Friday, August 8  
7:00 a.m.–4:30 p.m.

Monday, August 11–Tuesday, August 19  
7:00 a.m.–4:30 p.m.

Wednesday, August 20  
Regular hours resume

**Closed**

Saturdays and Sundays  
Monday, May 26 (Memorial Day)  
Friday, July 4 (Independence Day)

[back to top](#)

## *From the Senior Adviser to the President for Equity and Campus Diversity*

**New Procedures for the Review  
of Allegations of Discrimination**

The State University of New York has provided a revised university-wide internal discrimination complaint procedure that is consistent with current law and recent court decisions. The new procedure is to be used by all state-operated SUNY campuses for review of allegations of discrimination unless an alternative campus-based procedure has been reviewed and approved by the Office of University Counsel.

Substantive changes in the new procedure include the following:

1. The procedure is to be used for review of "allegations of unlawful discrimination/harassment." (Adds harassment. The procedure provides clear definitions of discrimination and harassment.)
2. Filing with an external agency will not terminate the internal procedure. However, the matter will be referred to the Office of University Counsel for review and supervision.
3. Employees must file a written complaint with the affirmative action officer (senior adviser to the president for equity and campus diversity) **within 90 calendar days** following the alleged discriminatory act or the date on which the complainant first knew or reasonably should have known of such act. (This increases the period for filing a formal complaint from 45 to 90 calendar days.)
4. Students must file a complaint **within 90 calendar days** following the alleged discriminatory act or 90 calendar days after a final grade is received for the semester during which the discriminatory act occurred, if that date is later. (This increases the period for filing a formal complaint from 45 to 90 calendar days.)

Full text of the revised procedure is available on the Equity and Campus Diversity Web page at [www.buffalostate.edu/offices/equity/rev.htm](http://www.buffalostate.edu/offices/equity/rev.htm). For additional information or printed copies of the revised procedures, contact the Equity and Campus Diversity Office, Cleveland Hall 415, ext. 6210.

[back to top](#)



About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

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State University of New York

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announcements

# Bulletin

Past Issues  
Search the *Bulletin*  
*Bulletin* Home  
Buffalo State Home

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[back to top](#)

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[back to top](#)



Buffalo State  
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for official campus  
announcements

# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 35  
May 15, 2003

## In this issue:

### From the President

Commencement Thank-You  
All-College Meeting

### SABRE Update

Open Seats and Off-Site Access

### From the Provost and Vice President for Academic Affairs

CASTL Faculty Development Fellowships

### From the Vice President for Finance and Management

Requisition Deadline

### From the Vice President for Institutional Advancement and Development

United Way Day of Caring

### From the Chair of the College Senate

Curricular Items

## From the President

### Commencement Thank-You

Many thanks to the faculty and staff who marched or volunteered for this year's Buffalo State College commencement ceremonies. In addition to being the most important ceremonial occasion of our academic year, commencement becomes a treasured memory for our graduates and their families and friends. The participation of faculty and staff helps underscore the value we place on this occasion. We also are grateful for the participation of student and alumni volunteers. Your demonstration of support for Buffalo State shows the community that ours is a valuable and beloved institution.

[back to top](#)

## From the President

### All-College Meeting



In view of the recent resignation of Gary Marotta as provost, President Muriel Howard and Associate Vice President Dennis Ponton will provide an update on the budget and the future of Academic Affairs, and answer questions at 10:00 a.m. Thursday, May 22 in Bulger Communication Center North. All members of the campus community are invited to attend.

[back to top](#)

## SABRE Update

### Open Seats and Off-Site Access

The first phase of SABRE Web-based registration has concluded, with the number of students registering for summer and fall courses approximately equaling that of previous semesters. Preliminary debriefing activities have identified two areas of concern:

#### 1. Searching for Classes with Open Seats

Approximately 60 percent of the courses for summer and fall have been filled. Please encourage students to use one or both of the following methods to find open seats to fill or modify their schedules:

##### a. Use the online course addenda at

[www.buffalostate.edu/offices/registrar/courses.htm](http://www.buffalostate.edu/offices/registrar/courses.htm). Hard-copy class schedules are printed several months in advance and do not reflect recent updates.

##### b. Use the "Search for Courses" feature of the SABRE System. Instructions are available in the "Test Drive" resource

([www.buffalostate.edu/sabre/students/resources/#test](http://www.buffalostate.edu/sabre/students/resources/#test)), as a frequently asked question, and immediately before students log in. Orientation students will be instructed to use catalog numbers (EXE 100) rather than call numbers (1607) to find open seats.

#### 2. Problems Accessing SABRE

Faculty and students using dial-up (rather than high-speed) connections, systems with firewalls, or certain Internet service providers (e.g., AOL) experienced problems with SABRE. These individuals are encouraged to use a computer on campus or in a public setting (e.g., public library, Internet café) to access SABRE.

Thanks to everyone who sent questions or reported problems to [sabresupport@buffalostate.edu](mailto:sabresupport@buffalostate.edu) or ext. 3434. Support will continue to be available, as will the frequently asked questions page (recently updated) at [www.buffalostate.edu/sabre/facstaff](http://www.buffalostate.edu/sabre/facstaff).

[back to top](#)

## From the Provost and Vice President for Academic Affairs

### CASTL Faculty Development Fellowships

Buffalo State's Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) Advisory Committee announces two one-year, \$3,000 faculty development fellowships to promote the scholarship of teaching and learning on campus. Open to full-time Buffalo State faculty members, the fellowships will recognize strengths in the following areas:

1. Applied learning: Includes internships, service learning, and student research.
2. Reflective practice: Includes teaching circles, peer review of instruction, action research, and accommodating student diversity.
3. Assessment: Includes effective course assessment, measuring student outcomes, assessing effectiveness of instruction, and working with departments to institute guidelines for the promotion and evaluation of the scholarship of teaching and learning.
4. Collaborative teaching: Includes planning for institutional support for mechanisms for communication, implementation of learning communities, team teaching, and interdisciplinary coursework.

Fellows will conduct research related to their specialty areas during 2003-2004. They will continually evaluate the impact of their scholarly work and promote faculty development efforts on campus. They also will work closely with the associate vice president for undergraduate studies and serve as members of the CASTL Advisory Committee.

Applications will be accepted until Monday, June 2.

Application guidelines, selection criteria, and more information about the fellowships are available on the Buffalo State CASTL Web site: [www.buffalostate.edu/orgs/castl/news.htm](http://www.buffalostate.edu/orgs/castl/news.htm).

[back to top](#)



## *From the Vice President for Finance and Management*

### Requisition Deadline

Purchase requisitions for supplies, materials, services, and equipment from fiscal year 2002–2003 funds must be received in the Purchasing Office by the close of business Friday, June 13.

Requisitions for computer equipment and equipment replacement requirements, purchases through Boise Cascade for office supplies and paper, and American Express (AMEX) purchases must adhere to this deadline as well.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2002–2003 are received in the Purchasing Office by the deadline. Late requisitions will not be processed. Requisitions received after the deadline will be returned.

Call Marcia Slawinski or Terri Locher in the Purchasing Office at ext. 4113 with questions.

[back to top](#)

## *From the Vice President for Institutional Advancement and Development*

### United Way Day of Caring

The 2003 United Way Day of Caring will take place on Wednesday, August 13. Volunteers are needed to assist local community agencies with hands-on service projects. You can make a difference in your community by joining thousands of area volunteers in giving needed assistance to hundreds of not-for-profit organizations that provide help to our neighbors each day.

To participate in the Day of Caring, please contact SEFA campus coordinator Jill Powell at [powellja@buffalostate.edu](mailto:powellja@buffalostate.edu).

[back to top](#)

## *From the Chair of the College Senate*

### Curricular Items

The following have been received in the College Senate Office and will be forwarded to the Curriculum Committee for review and approval:

#### *New Programs:*

**Postmaster's Certification, Literacy Specialist (Birth–Grade 6)**

**Postmaster's Certification, Literacy Specialist (Grades 5–12)**

[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)

## *From the President*

### Curricular Approval

I have approved the following curricular items for submission to the College Senate for review and approval:

#### *Course Changes*

Any 300-level course changes

and 400-level



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# Bulletin

[Past Issues](#)  
[Search the Bulletin](#)  
[Bulletin Home](#)  
[Buffalo State Home](#)

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[back to top](#)

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[back to top](#)

Buffalo State  
State University of New York

A publication  
for official campus  
announcements

# Bulletin

[About the Bulletin](#)  
[Past Issues](#)  
[Search the Bulletin](#)  
[Buffalo State Home](#)

Vol. XLVIII, No. 36  
May 22, 2003

## In this issue:

[From the President](#)  
[Curricular Approval](#)  
[From the Provost and Vice President for Academic Affairs](#)  
[Graduate Certificate Program](#)  
[in Human Resource Development](#)  
[CASTL Faculty Development Fellowships](#)  
[From the Vice President for Finance and Management](#)  
[Computer Training, SkillSoft E-Learning,](#)  
[and Webmaster Training](#)  
[From the Chair of the College Senate](#)  
[Curricular Items](#)  
[Election Results](#)

## From the President

### Curricular Approval

I have approved the following course revision, which has been recommended by the College Senate, the dean of the Faculty of Natural and Social Sciences, and the provost and vice president for academic affairs. This course also is being submitted to SUNY for consideration and approval as a Trustees' Designation.

**Course Revision:**  
**ANT 327 Medical Anthropology**

[back to top](#)



## *From the Provost and Vice President for Academic Affairs*

### **Graduate Certificate Program in Human Resource Development**

A new graduate certificate program in human resource development has been approved by SUNY and registered with the State Education Department. The program is designed to prepare staff-development trainers for public- and private-sector organizations and businesses. The program is housed in the adult education sector of the Educational Foundations Department.

[back to top](#)

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[back to top](#)

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Domain: bsclogon

#### **Netscape**

User Name: bsclogon\your user name (e.g., bsclogon\publicjq)  
Password: your password

[back to top](#)

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[back to top](#)

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[back to top](#)

## From the Chair of the College Senate

### Curricular Items

The following have been approved by the College Senate Curriculum Committee and forwarded to the provost and president for final review and approval:

#### Program Revisions:

- B.A. in Broadcasting (0707)**
- B.A. in Journalism (0708)**
- B.A. in Public Communication (0703)**
- C.A.S. in Educational Leadership and Facilitation (9201)**

#### New Minor:

**Forensic Anthropology**

#### Minor Revision:

**Coaching**

#### New Courses:

- ANT 102 Mathematical Techniques in Ethnology**
- GEG 359 Arctic Geography from an Inuit Perspective**
- GES 465 Tectonics**
- MUS 120 Accompanying Voice in the Music Classroom**
- MUS 265 Techniques and Observation in Music Education**
- MUS 345 Elementary Music Methods**
- MUS 360 Secondary Music Methods**
- MUS 457 Student Teaching in Elementary Music**
- MUS 458 Student Teaching in Secondary Music**
- MUS 460 Student Teaching Seminar**

#### Course Revisions:

- ANT 320 Human Growth in Anthropological Perspective**
- ANT 325 Forensic Anthropology**
- BIO 300 Biostatistics**
- COM 100 Media Literacy**
- COM 327 Broadcast News Writing and Producing**
- COM 329 TV Studio Production I**
- COM 405 News Reporting**
- COM 429 TV Studio Production II**

### COM 440 Electronic Newsgathering COM 488 Internship

[back to top](#)

### Election Results

The following people were elected in the recent College Senate election. All terms are for 2003–2006 academic years, unless otherwise noted.

#### At-Large Senators

- J. Patrick Dexter
- Linda K. Gleckel
- Arlette J. Klaric
- Mark K. Warford (fall-semester replacement)

#### Professional Staff

- Carolyn M. Murphy
- Gwendolyn Veira
- Camille A. Spyra (one-year replacement term)

#### Faculty of Applied Science and Education

- Warren L. Gleckel
- Ilya Y. Grinberg

#### Faculty of Arts and Humanities

- Kevin Railey
- Lucy M. Schwartz

#### Faculty of Natural and Social Sciences

- Lydia M. Fish
- M. Stephen Pendleton

[back to top](#)

#### About the Bulletin

- [Past Issues](#)
- [Search the Bulletin](#)
- [Buffalo State Home](#)



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# Bulletin

Past Issues  
Search the *Bulletin*  
[Bulletin Home](#)  
[Buffalo State Home](#)

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[back to top](#)

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[back to top](#)

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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
[Buffalo State Home](#)

Vol. XLVIII, No. 37  
June 19, 2003

## In this issue:

From the President  
Curricular Approvals  
From the Provost and Vice President for Academic Affairs  
Appointment: Multidisciplinary Studies Coordinator  
From the Vice President for Finance and Management  
Computer Training, SkillSoft E-Learning,  
and Webmaster Training  
From the Chair of the College Senate  
Correction  
Senate Standing Committees

## From the President

### Curricular Approvals

I have approved the following program revisions, new courses, and course revisions, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

#### Program Revisions:

B.A. Public Communication (0703)  
B.A. in Broadcasting (0707)  
B.A. in Journalism (0708)  
C.A.S. in Educational Leadership and Facilitation (9201)

#### New Courses:

GES 465 Tectonics  
MUS 120 Accompanying Voice in the Music Classroom  
MUS 265 Techniques and Observation in Music Education  
MUS 345 Elementary Music Methods  
MUS 360 Secondary Music Methods  
MUS 457 Student Teaching in Elementary Music  
MUS 458 Student Teaching in Secondary Music  
MUS 460 Student Teaching Seminar

#### Course Revisions:

ANT 320 Human Growth in Anthropological Perspective



**ANT 325 Forensic Anthropology**  
**BIO 300 Biostatistics**  
**COM 329 TV Studio Production I**  
**COM 337 Broadcast Newswriting and Producing**  
**COM 405 News Reporting**  
**COM 429 TV Studio Production II**  
**COM 440 Electronic Newsgathering**  
**COM 488 Internship**

**New Minor:**  
**Forensic Anthropology**

**Minor Revision:**  
**Coaching**

**Trustees' Designation - Other World Civilizations** (approved by SUNY, effective fall 2003):

**ANT 101 Understanding Culture**  
**ANT 329 World Prehistory**  
**HIS 230 World Civilization to 1600**  
**HIS 307 History of India**  
**HIS 310 History of Asia: The Traditional Era**  
**HIS 320 Modern History of Japan and Korea**  
**HIS 338 Modern History of China**

[back to top](#)

## *From the Provost and Vice President for Academic Affairs*

**Appointment: Multidisciplinary Studies Coordinator**  
 John T. Thompson, assistant professor of Computer Information Systems, has agreed to serve as coordinator of the multidisciplinary studies program. His appointment is effective immediately.

[back to top](#)

## *From the Vice President for Finance and Management*

Computer Training, SkillSoft E- Learning,

### **and Webmaster Training**

Computing and Technology Services and the FAST Development Center offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring an IBM-formatted 3.5" disk. For a complete list of courses and registration information, visit <http://bscintra.buffalostate.edu/registration>. Contact Debbie Riservato at ext. 4060 or [risedl78@buffalostate.edu](mailto:risedl78@buffalostate.edu) with questions.

Internet Explorer 5.0 (or higher) or Netscape 4.7 (or higher) is necessary for online registration. Enter the following information in the required fields:

#### **Explorer**

User Name: your user name (e.g., publicjq)  
 Password: your password  
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User Name: bsclogon\your user name (e.g., bsclogon\publicjq)  
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[back to top](#)

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[back to top](#)

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[back to top](#)



## From the Chair of the College Senate

### Correction

The May 22, 2003, issue of the *Bulletin* should have listed **GEG 359: Arctic Geography from an Inuit Perspective** as a new course proposal. The catalog number was erroneously listed as GES 359.

[back to top](#)

### Senate Standing Committees

The College Senate always needs faculty and staff representation on its standing committees. Below are the names of committees and brief descriptions of their basic missions. If you wish to serve on a committee for the 2003-2004 academic year, please print this form and return it to the College Senate Office, Cleveland Hall 211.

#### Academic Plan

Assumes leadership in the intermediate- and long-range planning of the overall academic function of the college. Areas include the mission of the college, master plan, regionalism, enrollment projections, and accreditation.

#### Academic Services

Recommends policies designed to make academic support services more useful and available to academic programs.

#### Budget and Staff Allocation

Gathers, analyzes, and recommends criteria for all data and policies needed to determine budget and staff allocations.

#### Bylaws and Elections

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#### Curriculum

Receives, reviews, and recommends approval or nonapproval of all courses and programs offered by the college, consistent with Senate policies and procedures.

#### Instruction and Research

Concerns itself with aspects of policy that relate to the improvement of instruction and the development of services and resources necessary to carry out or enhance instruction and research.

#### International Education

Develops the content of overseas academic and faculty exchange programs and makes recommendations regarding admission of and services to foreign students attending Buffalo State.

### Professional Welfare

Responsible for matters concerning faculty and staff welfare and well-being.

### Standards for Students

Reviews and recommends policies dealing with student admission, readmission, retention, and probation, as well as with graduation standards for undergraduate and graduate students.

### Student Welfare

Examines matters and recommends policy concerning aspects of student life.

[back to top](#)

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home



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Past Issues  
Search the *Bulletin*  
*Bulletin* Home  
Buffalo State Home

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[back to top](#)

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# Bulletin

About the *Bulletin*  
Past Issues  
Search the *Bulletin*  
Buffalo State Home

Vol. XLVIII, No. 38  
July 24, 2003

## In this issue:

From the Provost and Vice President for Academic Affairs

Academic Affairs Administration

From the Vice President for Institutional Advancement and Development

Call for Nominations: Young Alumnus Achievement Awards

From the Chair of the College Senate

Senate Standing Committees

## From the Provost and Vice President for Academic Affairs

### Academic Affairs Administration

Wanda M. Davis will leave her position as associate vice president for undergraduate studies to return to the Educational Foundations Department's graduate faculty on August 1. Davis provided leadership to Academic Affairs in retention, curriculum, creation of provost incentive grants, evolution of academic support initiatives, new-faculty orientation, and expansion of the Carnegie Academy for the Scholarship of Teaching and Learning program.

Davis's responsibilities, as well as those of Provost Dennis Ponton, former associate vice president for budget and planning, will be reassigned as follows. All changes are effective August 1:

Tasks related to curriculum, accreditation, program reviews, general education revision, and academic data books will be assigned to Rosalyn Lindner, in addition to her existing responsibility for campus assessment. The Academic Information and Assessment Office will relocate from the Bulger Communication Center to the Academic Affairs Office, Cleveland Hall 519.

Leadership for academic technology and management of the Student Computing Access Program (SCAP) and technology and equipment expenditures will be reassigned to Maryruth Glogowski. Glogowski also



will continue to supervise E. H. Butler Library and Instructional Technology.

Janet Ramsey, distinguished service professor of communication, will join Academic Affairs to lead academic initiatives for faculty and staff development, undergraduate education, and strategic planning and to provide supervision to academic support offices.

These assignments provide continuity, expand services, and save resources during challenging fiscal times.

[back to top](#)

## *From the Vice President for Institutional Advancement and Development*

### Call for Nominations: Young Alumnus Achievement Awards

The Buffalo State College Alumni Association seeks nominations for the 2003 Young Alumnus Achievement Awards, presented annually during Homecoming Weekend. This year's awards reception will be held at 7:00 p.m. Friday, October 3 in the Campbell Student Union Fireside Lounge.

Given for the first time last year, the awards recognize young alumni who have demonstrated records of achievement since graduating from the college. Nominees must be graduates of the class of 1983 or later who have (1) achieved significant professional advancement; (2) provided outstanding service to the community; and (3) demonstrated loyalty and commitment to Buffalo State. Recipients also must be able to attend the awards reception.

Last year's inaugural award winners were Byron Brown, '83; Francisco Guzmán, '90; Mylous Hairston, '86; Gregory Hoffman, '86; and Kirsten Moysich, '92. Representing the fields of public service, architecture, broadcasting, finance, and scientific research, these recipients demonstrated the wide range of careers pursued by successful Buffalo State graduates and served as superb examples of generosity and service to the college and the community.

This is a wonderful opportunity to recognize and honor an outstanding young graduate of Buffalo State College. For nomination forms and more information, contact Jennifer Small, alumni events coordinator, at ext. 6001 or [smalljl@buffalostate.edu](mailto:smalljl@buffalostate.edu). The deadline for nominations is Monday, August 4.

[back to top](#)

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[back to top](#)

[About the Bulletin](#)

[Past Issues](#)

[Search the Bulletin](#)

[Buffalo State Home](#)