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Buffalo State
State University of New York

A publication
for official campus
announcements

Bulletin

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Vol. XLX, No. 1
August 12, 2004

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From the President

Curricular Approvals

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Program:

B.S. Food Technology

Program Revisions:

B.A. Art (0105)
B.A. Art History (0130)
B.F.A. Design (0180) Ceramic Design Concentration (4191)
B.F.A. Design (0180) Communication Design Concentration (4192)
B.F.A. Design (0180) Jewelry Design Concentration (4196)
B.F.A. Painting (0155)
B.F.A. Photography (0160)
B.F.A. Printmaking (0165)
B.F.A. Sculpture (0170)
Postbaccalaureate Teacher Certification - Biology Education 7-12 (7013)
C.A.S. Educational Leadership and Facilitation (9201)

Minor Revisions:

Art History (1130)
Geography (1715)
Planning (1738)

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New Courses:

ADE 665 Instructional Design
 BIO 350 Genes in Populations
 BIO 430 Stream Ecology
 BUS 305 Workforce Diversity in the Twenty-first Century
 CHE 471 Biochemistry II
 CHE 570 Biomolecules: Proteins, Nucleic Acids, and Enzymes
 ECO 630 International Finance
 ECO 660 Cost-Benefit Analysis
 ELF 630 Curriculum Leadership
 ENT 321 Analysis of Manufacturing Processes
 ENT 365 Manufacturing Systems Design
 ENT 392 Material Selection and Design for Manufacturing
 ENT 404 Design of Automated Manufacturing Systems
 ENT 414 Manufacturing Analysis
 FAR 351 Art of the Ancient World
 FAR 369 Art of the Middle Ages
 FAR 371 Art Criticism and Theory
 FST 304 Food Processing I
 FST 310 Introduction to Food Technology

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FST 320 Plant Sanitation and Quality Control
 FST 340 Food Analysis
 FST 370 Food Microbiology
 FST 404 Food Processing II
 FST 420 Sensory Evaluation in Foods
 FST 440 Personnel and Operations in Food Manufacturing
 FST 450 Quality Assurance
 FST 480 Food Product Development
 GEG 427 Corporate Applications in Geographic Information Systems
 GES 360 Forensic Geology
 HEW 279 Physical Adaptation to Exercise
 INS 101 Learning Community Integrated Hour
 NFS 280 Introduction to Complementary and Alternative Medicine
 PHY 105 Introduction to Physics
 PHY 507 Energy and Force Interactions for K-8 Teachers
 SLP 328 Audiology Lab
 SLP 329 Language Acquisition Lab
 SLP 405 Communication Disorders II
 SLP 428 Acoustics Lab

Course Revisions:

CHE 470 Biochemistry I
 ENT 321 Analysis of Manufacturing Processes
 ENT 365 Manufacturing Systems Design
 ENT 392 Material Selection and Design for Manufacturing
 ENT 404 Design of Automated Manufacturing Systems
 ENT 414 Manufacturing Analysis
 FAR 250 Art History I
 GES 401 Igneous and Metamorphic Petrology
 GES 404W Field Geology
 HEW 401 Assessment and Evaluation in Health Wellness
 NFS 102 Introductory Nutrition
 SLP 305 Communication Disorders I

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From the Vice President for Finance and Management

Appointments

I am pleased to announce the following appointments:

Therese M. Locher was appointed director of purchasing, effective June 1, 2004. She had served as interim director since July 31, 2003.

As part of the college reorganization, the Accounting Office and the Buffalo State College Foundation Accounting Office were merged. James A. Thor was appointed director of college and foundation accounting, effective July 1, 2004. Christine Miller serves as college accountant, and Robert L. Baumet was appointed foundation accountant.

Effective July 29, 2004, Claire S. Jones was promoted to associate vice president for college relations.

[back to top](#)**New Daily E-mail Digest**

Beginning Monday, August 16, a new publication, the *Daily*, will replace the faculty-staff distribution list on the Outlook e-mail system. The electronic newsletter, created *by* faculty and staff *for* faculty and staff at Buffalo State, will be distributed via e-mail at 7:00 a.m. Monday through Friday when the college is open. The deadline for submissions is 3:00 p.m. the previous business day.

All faculty and staff members with a current Buffalo State NT account may submit items for the *Daily* through a simple online form:
www.buffalostate.edu/dailyemail/submit.

The *Daily* will be sent to all Buffalo State faculty and staff members. Recipients may opt out of the *Daily* e-mail list at
www.buffalostate.edu/collegerelations/dailyoout.xml.

The *Daily* will provide a centralized source of information that should be shared with the campus. Official policies and notices will continue to be published in the weekly *Bulletin*, while faculty and staff achievements will continue to appear in the *Insider*.

The *Daily* eliminates the burden of numerous campuswide e-mail messages on the Outlook system. Faculty and staff will continue to have full use of the Outlook system; however, messages to more than 150 people at one time will be blocked.

Official, time-sensitive announcements and emergency notifications may still

be sent to the campus via e-mail by the president, a vice president, or the offices of News Services, College Relations, or Computing and Technology Services. Emergency notices also will be placed on the [home page](#) of the college Web site.

The *Daily* provides a timely, cost-efficient source for campus information. We encourage your participation. Please see www.buffalostate.edu/collegerelations/dailyguidelines.xml for a complete list of submission guidelines.

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From the Chair of the College Senate

Curricular Items

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

Program Revisions:

B.F.A. Design (0180) Fiber Design Concentration (4193)

B.F.A. Design (0180) Furniture Design Concentration (4194)

New Course:

PSY 375 Forensic Psychology

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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 2004–2005 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.

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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.

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Vol. XLX, No. 2
August 19, 2004

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 - Equity and Campus Diversity Minigrant Applications
 - SUNY Definition of Prohibited Acts and Behaviors

From the Editor

Correction

The following curricular approvals were erroneously listed as both new courses and course revisions in the August 12 *Bulletin*. The courses are new. We regret the error.

- ENT 321 Analysis of Manufacturing Processes
- ENT 365 Manufacturing Systems Design
- ENT 392 Material Selection and Design for Manufacturing
- ENT 404 Design of Automated Manufacturing Systems
- ENT 414 Manufacturing Analysis

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From the President

Curricular Approvals

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Courses:

AAS 100 Introduction to Africana Studies

AAS 485 Advanced Seminar in Africana Studies

Diversity Designation:

AAS 100 Introduction to Africana Studies

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From the Provost and Vice President for Academic Affairs

Position Announcement: StudyQuad Support Assistant

An announcement for the position of StudyQuad support assistant in E. H. Butler Library is posted at www.buffalostate.edu/library/sq_support.html.

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Newman Center Celebrations of Faith and Worship

The campus community is invited to join the Newman Center for Mass at noon on Friday, August 27, under the tent in the Student Union Quad (or the Margaret Grant Lounge in Caudell Hall in case of rain). Mass will be followed by a picnic lunch. Come, join friends, and be nourished in body and soul. R.S.V.P. if possible at 882-1080 by Monday, August 23.

The campus is also invited to celebrate the Annual Convocation and Mass of the Holy Spirit at 11:00 a.m. Sunday, September 19, in the Campbell Student Union Social Hall. The 2004 Newman Award will be presented to President Muriel A. Howard. Faculty and staff are invited to march in the procession; academic regalia is encouraged. A reception will follow. R.S.V.P. at 882-1080 by Friday, September 10.

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From the Vice President for Finance and Management

Van Driver Certification Course

University Police Officer Kenneth Herberger will again conduct the Van Driver Certification course from 8:00 a.m. to noon Wednesday, August 25, in Classroom Building B118.

This course fulfills a requirement from SUNY System Administration for liability issues in the operation of the 16 passenger vans owned, leased, and/or rented with New York State funds. Individuals who should participate in this training include UPSAs, Intercollegiate Athletics Department sports team drivers, and any drivers from departments or organizations that use college-owned vans. Departments and organizations that rent vans with United Students Government funds also should participate, as USG funding is technically held in a state account. Although participation is not required for the use of college-owned minivans, it is highly recommended.

There is no fee for participation. **Participants are required to bring their driver's license and a pen.** Departments and organizations planning to send participants to this course should contact Herberger, 110 Chase Hall, ext. 6333, by Monday, August 23, with the following information:

- * Department/Organization name
- * Contact name and telephone number
- * Number of people participating

The next session is scheduled for late October; other sessions may be arranged for groups of 15–20. Call Herberger with questions.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

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, a pen, and paper. 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 with questions.

Class Registration

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

PC Users

User Name: `bsclogonlyour user name (e.g., bsclogon\publicjq)`

Password: your password

Mac Users

User ID: your user ID (e.g., publicjq)

Password: your password

Domain: bsclogon

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September Classes

Advance registration is required. Graduate assistants may attend workshops.

Understanding Site Traffic Logs*	Wednesday, September 1	9:00–10:30 a.m.
Intermediate PowerPoint	Thursday, September 2	1:00–3:00 p.m.
Web Templates for Administrative Offices*	Friday, September 3	1:30–3:00 p.m.
Intermediate Access	Tuesday, September 7	9:00–11:00 a.m.
Introduction to Excel	Wednesday, September 8	9:00–11:00 a.m.
Mail Merge Using Word XP	Tuesday, September 14	1:00–3:00 p.m.
Customizing Your Web Site for Search Engines*	Wednesday, September 15	1:00–2:00 p.m.
Introduction to Adobe GoLive	Tuesday, September 21	1:00–3:00 p.m.
Web Templates for Academic Departments*	Thursday, September 23	9:30–11:00 a.m.
Web Templates for Administrative Offices*	Tuesday, September 28	9:30–11:00 a.m.

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

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Webmaster Training and Web Templates

Web templates are now available for office and department use. The FAST Development Center and the College Relations Office offer a five-course

sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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

Beyond the Numbers: Enhancing Diversity through Curriculum Reform

The President's Council on Equity and Campus Diversity and the Provost's Office, with support from the SUNY Affirmative Action and Diversity Systems Administration, are sponsoring a conference titled "Beyond the Numbers: Enhancing Diversity through Curriculum Reform" on October 15 at the Hyatt Regency Buffalo.

The keynote address will be given by Orlando Taylor, vice provost for research and dean of the graduate school at Howard University. Session leaders include Martha Stassen, director of assessment, and Grant Ingle, director of human relations, from the University of Massachusetts. Sessions will include how to deal with discussions on diversity that lead to confrontations in the classroom, diversity in the graduate and undergraduate curriculum, advancing diversity through student life, moving beyond admission to retention and graduation, and using assessment data to effect change.

Registration fee, which includes lunch, is \$50, \$25 for students. For more information, call Stephen Chris, chair of the President's Council on Equity and Campus Diversity, at ext. 4436, or Linda Gleckel, assistant to the dean, Faculty of Applied Science and Education, ext. 3478. Registration forms and additional information are available at www.buffalostate.edu/academics/cenc.

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Equity and Campus Diversity Minigrant Applications

The Equity and Campus Diversity Office will receive applications for Equity and Campus Diversity Minigrants to provide financial assistance for projects, workshops, and activities to strengthen excellence in diversity as described in the college mission, strategic directions, initiatives, and priorities.

Approximately 10 minigrants of \$500 to \$1,000 will be awarded to student

organizations, academic clubs, departments, programs, individual faculty or staff members, and student organizations. The average minigrant is expected to be \$850; however, projects of superior merit may be funded for up to \$1,500. Awards are contingent on available funds and approval by the president. Minigrant funds cannot be used to purchase food or beverages.

Applications will be reviewed by the President's Council on Equity and Campus Diversity for referral to the president on the following criteria:

1. The project has a sound conceptual framework that can be identified as strengthening the campus commitment to equity and diversity.
2. The project is related to issues of equity and diversity and reflects the mission and core values of the college.
3. The project involves a clearly defined process that has easily identified starting and ending points, a specific goal, and a measurable outcome.
4. The project has direct impact upon a significant portion of the campus community and broad visibility.
5. The project has a reasonable budget and can be completed with available resources.

Minigrants can be used to support activities such as the following:

- Materials and resources for increasing diversity in the curriculum.
- Guest speakers on diversity in a discipline.
- Special program(s) related to intercultural interaction.
- Enhancing the hiring, retention, and promotion of women and minority faculty and staff.

Projects must be completed before June 1, 2005. Applications for fall programs must be received by Friday, October 15, in the Equity and Campus Diversity Office, Cleveland Hall 415. Student applications must have the signature of the faculty or staff adviser.

For more information, call Michelle Douglas, assistant director of equity and campus diversity, at ext. 6235. Additional information and application forms are available at www.buffalostate.edu/equity/documents/miniapp.dot

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SUNY Definition of Prohibited Acts and Behaviors

The events in this country over the past three years have made it necessary to clarify the SUNY and college policies regarding discrimination and harassment on the basis of protected characteristics. According to the Equal Employment Opportunity Commission, charges of harassment based on national origin have tripled since 2001. SUNY has adopted the following definition of harassment on the basis of protected characteristics other than sex/gender.

"Harassment based on race, color, age, religion, national origin, disability, sexual orientation, or other protected characteristics is oral, written, graphic, or physical conduct relating to an individual's race, color, national origin (including an individual's ancestry, country of origin, and country of origin of the individual's parents, family members, or ancestors), or other protected characteristics that is sufficiently severe, pervasive, or persistent so as to

interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities."

Because linguistic characteristics are a component of national origin, faculty and staff should carefully scrutinize employment and educational decisions that are based on accent to ensure that they do not violate Title VII of the Civil Rights Act.

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General Policy against Discrimination and Harassment

Buffalo State College is committed to the need for 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 offers equal opportunity to all. Every member of the college community shares responsibility for addressing incidents of disrespect for the dignity of others, 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 discrimination and illegal discrimination of any sort limit the opportunity for individuals to realize their potential and deny 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 College 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 the terms of employment, education, or benefits of any program or activity at Buffalo State College.

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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.
- 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 go to the Equity and Campus Diversity Office and, if need be, to offer personal assistance to that person in making the visit to the Equity and Campus Diversity Office.
- All supervisory and management staff have a 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 is 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.
 - Monitor their behavior to ensure that their behavior offers an appropriate model regarding the policy for employees and students under their supervision.
 - Promptly and thoroughly respond to all reports or incidents of invidious discrimination or harassment in their area 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 area of responsibility or if they have concern about appropriate response to a concern or complaint.

Complaints and concerns regarding this policy can be reported to Dolores E. Battle, senior adviser to the president for equity and campus diversity, Cleveland Hall 415, ext. 6210. Complaints also may be reported to any dean, vice president, department chair, or director.

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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.

2004-2005 publication schedule:

Fall 2004	Spring 2005	Summer 2005
August 12, 19, 26	January 6, 13, 20, 27	June 16
September 2, 9, 16, 23, 30	February 3, 10, 17, 24	July 21
October 7, 14, 21, 28	March 3, 10, 17, 24	
November 4, 11, 18	April 7, 14, 21, 28	
December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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From the Provost and Vice President for Academic Affairs

New Faculty Members

I am pleased to announce the following tenured or tenure-track faculty appointments:

Kimberly A. Blessing

Kimberly Blessing accepted appointment as assistant professor of philosophy and religious studies. She has a doctorate from the University at Buffalo and has held faculty appointments at King's College, Siena Heights University, and Canisius College. Her research interests focus on Descartes and early modern philosophy.

Jill M. Gradwell

Jill Gradwell accepted appointment as assistant professor of social studies education. She is completing her doctorate at the University at Buffalo. Gradwell has taught at Canisius College and as a secondary social studies teacher.

Wende A. Mix

Wende Mix has been appointed associate professor of geography and

planning. She holds a doctorate from the University at Buffalo and recently was appointed senior research associate for statistical and GIS research at Westat Inc. Mix served on the faculty at Virginia Polytechnic Institute and State University and at Utah State University.

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Elizabeth Shapiro Peña

Elizabeth Shapiro Peña becomes the second director of the art conservation program at Buffalo State. She holds a doctorate from Boston University and most recently served as anthropologist and curator of anthropological collections at the Buffalo Museum of Science. Her research focus is in North American historical archeology and material cultural studies.

Gregory D. Smith

Gregory Smith is the college's first appointee to the grant-established position of Andrew W. Mellon Assistant Professor of Conservation Science. A well-published scholar, he received his doctorate from Duke University and has held postdoctoral appointments with both University College London and the National Gallery of Art. Smith will join Buffalo State in January 2005.

Elizabeth Szockyj

Elizabeth Szockyj was appointed associate professor of criminal justice. She earned her doctorate from the University of California, Irvine, and has held faculty appointments at Southern Illinois University, Buffalo State, and Simon Fraser University. Her scholarly interests include corporate victimization and insider trading. She was recently employed with an intellectual property law firm in Toronto.

Paul Theobald

Paul Theobald has been appointed the first Woods-Beals Endowed Chair in Urban and Rural Education. He recently served as dean of the School of Education and Counseling at Nebraska's Wayne State College, and he has held faculty and administrative positions at the University of Wisconsin - LaCrosse, South Dakota State University, and Texas A&M University. Theobald earned his doctorate from the University of Illinois. His scholarship interests are in the history and philosophy of education and rural education. He will also hold appointment as professor in the Elementary Education and Reading Department.

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University College

Beginning September 1, Buffalo State's "University College" will open its doors. University College, located primarily in South Wing and Twin Rise, will focus on campuswide efforts to create a more successful experience for first-year and undeclared students. It will actively encourage the partnership of faculty and staff in supporting students' positive transition to university life and smooth transition into majors, and lead campus implementation of Intellectual Foundations and other academic opportunities.

Janet Ramsey, associate vice president for undergraduate education, will become dean of University College.

Scott Johnson, associate professor of criminal justice, will become assistant dean for first-year academic programs and academic support.

Heather Maldonado, currently assistant director of residence life, will become the new assistant to the dean for academic standards and intervention.

With this reorganization, the Center for Interdisciplinary Studies will cease to exist, and the responsibility for Learning Communities will fall to Johnson. The Enrollment Support and Retention Programs office will also be eliminated and its work assumed by the new dean's office.

Other units and staff have been reorganized and clerical assistance reassigned. Three internal searches are still unresolved: assistant dean for Intellectual Foundations, director of Academic Support Programs, and assistant dean for the International and Exchange Office. Logistical issues are being addressed to establish the International and Exchange Office in contiguous space.

None of the leadership positions are management/confidential lines, and no new operating budgets have been created. All the work of the new unit is supported by resources from previously existing units.

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Phone numbers and locations of staff in University College are as follows:

Dean's Office	TR 100	5906
Janet Ramsey	TR 100	5906
Scott Johnson	TR 100	5906
Learning Communities	TR 100	5906
First-Year Seminars, Josie Adamo	SW 110	5505
Writing Program, Ralph Wahlstrom	KH 326	5416
Heather Maldonado	TR 100	5222
Academic Standards	TR 100	5222
Academic Intervention (AIM), Joanne Dina	SW 130	3734
Intellectual Foundations	TR 100	5906
Academic Support Programs	SW 310B	5303
Academic Skills Center, Tom Renzi	SW 320B	4196
Advising Center, Marie Ferraro and Josie Adamo	SW 110	5223
STAR, Karen Johnson	SW 530	4048
Academic Opportunities Cluster	SW 510	3093
CASTL, Cheryl Albers	SW 510	3093
C-STEP, Naomi Diaz-Slack	SW 220A	4197
All College Honors Program, Andrea Guiati	SW 510	3093
Undergraduate Research, Jill Singer	SW 510	3093
Educational Opportunity Program, Yanick Jenkins	SW 710	3904
Student Support Services Program, Florence Johnson	SW 210	4042
International and Exchange Office		
Center for China Studies, Zhang Jie	HB 310	6328
International Education, Lee Ann Grace	GC 416	4620
International Learning Styles, Carolyn Brunner	CH 102	6832
International Student Affairs, Jean Gounard	CU 400	5331
Special Programs, Wendel Wickland	GC 417	4328

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*From the Vice President
for Finance and Management*

Dr. Nuala McGann Drescher Leave Program

The State of New York/United University Professions Affirmative Action/Diversity Committee has announced that the Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program, under Article 10, No Discrimination, of the 2003-2007 State/UUP Agreement, has been renewed. Applications are now being accepted for leaves commencing in spring 2005. The deadline for applications is Friday, October 1.

This program is intended to enhance employment opportunities for minorities, women, persons with disabilities, and Vietnam-era veterans in the Professional Services Negotiating Unit by assisting them to prepare for permanent or continuing appointments within the State University of New York. Applicants must meet the eligibility requirements listed in the guidelines. In order to secure a leave, the applicant is responsible for requesting and obtaining approvals, as appropriate, from the campus president or designee.

Please refer to the State/UUP Joint Labor-Management Committee Web site at www.uup.lmc.state.ny.us for additional information, guidelines, and application forms. Please note: The Web site should be updated by September 1.

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From the Vice President for Student Affairs

Part-Time-Job Luau

The third annual Part-Time-Job Luau, open to all Buffalo State students, will be held from 11:30 a.m. to 1:30 p.m. Tuesday, September 7, in the Student Union Quad (if raining, the Campbell Student Union Social Hall).

The luau theme will allow students to explore part-time-job opportunities in a fun and casual atmosphere. More than 20 representatives from both campus departments and local businesses and organizations will be available. Please inform students of this free event and join in the festivities. Refreshments will be served.

The Part-Time-Job Luau is sponsored by the Career Development Center. For more information, contact the CDC, Cleveland Hall 306, ext. 5811, or www.buffalostate.edu/offices/cdc.

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

Information regarding Students with Disabilities

Nearly 10 percent of students on college campuses are identified as having a

disability. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act require reasonable accommodations be made for students with qualifying disabilities. The student bears the responsibility to disclose the disability to the college and to present the required documentation. Students may disclose their disability and need for accommodation to a faculty member or adviser. However, eligibility for special accommodations as a student with a disability is determined only by the Disability Services Office after the submission of appropriate documentation. Faculty and staff are obligated to provide reasonable accommodation for the student only when authorized by the Disability Services Office.

Questions about working with students with disabilities should be addressed to Marianne Savino, South Wing 210, ext. 4500. The Faculty and Staff Handbook for Working with Students with Disabilities is available from Savino, or from the Equity and Campus Diversity Office, Cleveland Hall 415, ext. 4210. Complaints or concerns regarding discrimination because of a disability should be reported to Dolores Battle, senior adviser to the president for equity and campus diversity and ADA compliance officer, Cleveland Hall 415, ext. 4210.

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College Policy regarding 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 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 Number 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, an employee, or a 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 related to disabilities should contact Marianne Savino, coordinator of special services for persons with disabilities, South Wing 210, ext. 4500. Faculty and staff with special needs related to a disability should contact the Human Resource Management Office, Cleveland Hall 403, ext. 3042.

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Complaints Related to Allegations of Discrimination Based on Disabilities

The State University College at Buffalo will follow the SUNY Complaint 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. Complaints also may be reported to any vice president, dean, director, or department chair.

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From the Chair of the College Senate

College Senate Meetings

College Senate meetings for the fall 2004 semester will be held at 3:00 p.m. Fridays, September 17, October 15, November 12, and December 10, in E. H. Butler Library 210.

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Curricular Items

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

New Courses:

ECO 104 History of Economic Development in the Third World
EDF 302 Educational Psychology (Elementary)
EDF 303 Educational Psychology (Secondary)

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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 2004–2005 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.

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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.

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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.

2004–2005 publication schedule:

Fall 2004	Spring 2005	Summer 2005
August 12, 19, 26	January 6, 13, 20, 27	June 16
September 2, 9, 16, 23, 30	February 3, 10, 17, 24	July 21
October 7, 14, 21, 28	March 3, 10, 17, 24	
November 4, 11, 18	April 7, 14, 21, 28	
December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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Vol. XLX, No. 4
September 2, 2004

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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.F.A. Design (0180) Fiber Design Concentration (4193)
B.F.A. Design (0180) Furniture Design Concentration (4194)

New Courses:

ECO 104 History of Economic Development in the Third World
PSY 375 Forensic Psychology

*Course Revisions:***EDF 302 Educational Psychology (Elementary)****EDF 303 Educational Psychology (Secondary)****ENT 301 Mechanics****ENT 302 Mechanics II****ENT 303 Kinematics****ENT 311 Thermodynamics****ENT 312 Fluid Mechanics****ENT 401 Stress Analysis****ENT 402 Shock and Vibration Analysis****ENT 411 Heat Transfer****ENT 421 Machine Design I****ENT 422 Machine Design II**[back to top](#)**2004–2005 College Senate Staff Liaisons
and Presidential Appointees**

I am pleased to announce the following staff liaisons and presidential appointees to the College Senate for 2004–2005:

Academic Plan	Dennis Ponton
Academic Services	Maryruth Glogowski
Academic Standards	Richard Podemski
Budget and Staff Allocation	Rebecca Schenk
Bylaws and Elections	Margaret Shaw Burnett
Curriculum Committee	Rosalyn Lindner
Instruction and Research	Janet Ramsey
International Education	Janet Ramsey
Professional Welfare	Yves Gachette
Standards for Students	Maryruth Glogowski
Student Welfare	Timothy Ecklund
Presidential Appointee	Claire Jones
Presidential Appointee	Emile Netzhammer

[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:

Lucy Andrus, Art Education; Lisa August, Career Development Center; Christopher Aviles, Social Work; Geraldine Bard, English; Stephen Chris, Counseling Center; Mark Fulk, English; Linda Gleckel, Dean's Office, FASE; Musa Abdul Hakim, E. H. Butler Library; Amitra Hodge, Sociology; Yanick Jenkins, Educational Opportunity Program; Heather Maldonado, University College; James Maxwell, Business; Michael Niman, Communication; Carol Patitu, Educational Foundations; Tamara Towles-Schwen, Psychology; Daniel Velez, Student Affairs; Barbara Weitzner-Lin, Speech-Language Pathology; Zhang Jie, Sociology; and students Estelle Hofschneider, Francisco Lopez, and Yakima Melton.

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 students and faculty, staff curriculum development, and student life on campus.

[back to top](#)*From the Provost
and Vice President
for Academic Affairs***Nominations for Distinguished Professorships,
Chancellor's and President's Awards**

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

October 18, 2004 (academic year 2004–2005)
October 17, 2005 (academic year 2005–2006)
October 16, 2006 (academic year 2006–2007)

Nominations with supporting materials for 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 7, 2005 (academic year 2004–2005)
March 6, 2006 (academic year 2005–2006)
March 5, 2007 (academic year 2006–2007)

[back to top](#)*From the Vice President
for Finance and Management*

Holiday Observance for College Employees

All eligible classified and unclassified employees may observe the following holidays in academic year 2004–2005 without charge to accruals:

Labor Day	Monday, September 6, 2004
Columbus Day	Monday, October 11, 2004
*Election Day	Tuesday, November 2, 2004
*Veterans Day	Thursday, November 11, 2004
Thanksgiving Day	Thursday, November 25, 2004
**Christmas Day	Saturday, December 25, 2004
**New Year's Day	Saturday, January 1, 2005
Martin Luther King Jr. Day	Monday, January 17, 2005
Lincoln's Birthday	Saturday, February 12, 2005
Washington's Birthday	Monday, February 21, 2005
Memorial Day	Monday, May 30, 2005
Independence Day	Monday, July 4, 2005

*Election Day and Lincoln's Birthday have been designated as "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 26. **All other employees** may arrange with their supervisors to take off Election Day and Lincoln's Birthday or, if required to work (classes are in session), take another day off in the future before the holiday recurs.

** Full-time employees entitled to observe holidays and for whom Saturday, December 25, 2004, and/or January 1, 2005, is a regular day off will be credited with holiday compensatory time in lieu of the holiday (holiday leave) or vacation for Council 82-represented employees. Classified part-time employees who are regularly scheduled to work at least half time, and who do not work on a holiday that falls on a Saturday but who are regularly scheduled to work on the Friday immediately preceding the Saturday holiday, shall be credited with holiday leave equivalent to the number of hours in the employee's regular Friday schedule.

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United Way Day of Caring

Sixty-three members of the Buffalo State community participated in the United Way Day of Caring on Wednesday, August 18. The annual event serves as the official kickoff for the United Way Campaign, and this year, more than 6,000 area volunteers united to work on numerous community projects. Buffalo State volunteers were assigned to projects at Riverside Park, Buffalo Therapeutic Riding Center, Buffalo Food Bank, and Lakeshore Behavioral Health Center.

The following employees contributed their time and energy on the Day of Caring, reminding all of us to reach out and help our neighbors during the upcoming 2004 SEFA/United Way Campaign:

Angeline Angolwisye, Debra Bechtel, Anthony Billoni, Adam Bink, Lily Bink, Pamela Cercone, Linda Chilson, Catherine Cook, Sharon Cramer, David Czekaj, Michelle Douglas, Perry Edinger, Cheryl Fellows, Carolyn Fusco, Carlene (Rita) Gallagher, Alfred Galone, Janet Ganley, Donna Gesel-Youngs, Rose Gilmore, Maryruth Glogowski, Tami Goodgain, Mary Jo

Graham, Hurculine Guthrie, Abdollah Hajikandi, Maria Hejna, Daniel Herr, Shavaun Higgins, Wendy Higgins, Laura Hill, Mark Hodgson, Frederick Howe, Linda Kaczmarek, Stephanie Kindzia, Ashley Kravitz, Linda Kravitz, Janice Kuhn, Sara LaPorte, Donna Limburg, Maureen Lindner, Terri Locher, Lori Mabry, Eileen Marino, Catherine McCoy, Emma McFayden, Barbara Meyer, Lisa Morrison, Marsha Moses, Renee Phillips, Jill Powell, Kathleen Rockey, Melanie Roman, Evelyn Rosario, Marianne Savino, Jennie Silverman, Irene Sipos, Linda Smalley, Anne Marie Sokol, Betty Spencer, Elizabeth Stevens, Karla Warburton, Cynthia Wong, Sarah Velez, Sharon Zolnowski

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New York State Ethics Commission Annual Financial Disclosure for Academic Employees

In early October, the New York State Ethics Commission will contact all SUNY academic employees who earn a minimum annual salary of \$70,851 regarding a requirement to file a financial disclosure statement by November 15, 2004, for the academic year September 1, 2003–August 31, 2004. Specific instructions and information about using the commission's Internet-based online filing system will be included in the commission's letters to employees.

Non-policy-making employees who are required to file financial disclosure statements are eligible to apply for individual exemptions from the filing requirement. Exemption requests must be received by the Ethics Commission by Friday, October 15. Application forms are available on the commission's Web site at www.dos.state.ny.us/ethc/ethics.html ("Click Here to Download Paper Forms: Exemption from FDS Filing Requirement: Individual") or from the Human Resource Management Office, Cleveland Hall 403, ext. 3042.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

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, a pen, and paper. 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 with questions.

Class Registration

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

PC Users

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

Password: your password

Mac Users

User ID: your user ID (e.g., publicjg)
 Password: your password
 Domain: bsclogon

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September Classes

Advance registration is required. Graduate assistants may attend workshops.

Intermediate PowerPoint	Thursday, September 2	1:00–3:00 p.m.
Web Templates for Administrative Offices*	Friday, September 3	1:30–3:00 p.m.
Intermediate Access	Tuesday, September 7	9:00–11:00 a.m.
Introduction to Excel	Wednesday, September 8	9:00–11:00 a.m.
Mail Merge Using Word XP	Tuesday, September 14	1:00–3:00 p.m.
Customizing Your Web Site for Search Engines*	Wednesday, September 15	1:00–2:00 p.m.
Introduction to Adobe GoLive	Tuesday, September 21	1:00–3:00 p.m.
Web Templates for Academic Departments*	Thursday, September 23	9:30–11:00 a.m.
Web Templates for Administrative Offices*	Tuesday, September 28	9:30–11:00 a.m.

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

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Webmaster Training and Web Templates

Web templates are now available for office and department use. The FAST Development Center and the College Relations Office offer a five-course

sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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

SUNY Definition of Sexual Harassment in Employment and Educational Settings

Recent rulings by the federal courts have resulted in revised definitions of sexual harassment in employment settings. SUNY has adopted the following definitions of prohibited acts and behaviors.

Sexual harassment in the employment setting is defined as:

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term of condition of an individual's continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment in the educational setting is defined as:

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or receive benefits, services, or opportunities in the educational institution's program.

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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 follows:

...Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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, we do not condone or tolerate any verbal or physical conduct that would constitute sexual harassment of any member of the college or college community. Buffalo State College 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 of 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 supervisor and subordinate. 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.

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II. Policy

It is the policy of Buffalo State College 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.

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 other 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.
- To 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.
- To disregard or fail to investigate allegations of sexual harassment

whether reported by the employee or member of the college community who is the subject of the alleged harassment or a witness, or to fail to take immediate corrective action in the event misconduct has occurred.

It shall also 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 discipline 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 discipline 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.

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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 or conduct or communication that such conduct or communication is offensive and must stop.
- Aggrieved individuals who do not wish to communicate directly with the person whose conduct or communication is offensive, 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 anyone with supervisory authority, or failure by a supervisor to take immediate action on the individual's complaint, may also 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 Buffalo State College Complaint Procedure for the Review of Allegations of Unlawful Discrimination has specific timetables for filing complaints and a process for adjudicating the complaint. A copy of the procedure is available through the vice presidents, deans, and Equity and Campus Diversity offices.

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.

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 individuals' remedial measures that have been undertaken, 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.

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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.

Education and Training

Sexual harassment may range from sexual innuendoes made at inappropriate times, perhaps in the guise of humor, to coerce 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.

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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 a

supervisory or executive capacity. Each is also encouraged to hold educational workshops and otherwise seek to sensitize persons within their areas of responsibility as to 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 laws and the 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

In the implementation of this policy, it is expected that questions may arise concerning the interpretation of the prohibitions against sexual harassment, grievance procedures, the methods and procedures to be followed in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, please contact Dolores E. Battle, senior adviser to the president for equity and campus diversity, Equity and Campus Diversity Office, Cleveland Hall415, ext. 6210.

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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 College faculty, staff members, and supervisors exercise power and authority over Buffalo State College students and employees over 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 which 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 Buffalo State College, to possible legal charges and liability.

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Therefore, to avoid the breakdown of mutual trust and respect, this may result within the academic community from such sexual or amorous 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 College faculty or staff member who nevertheless engages in a sexual or amorous relationship shall be required to remove him or herself from any evaluation of the student and from any activity or decision which 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 from any such sexual or amorous relationship. It shall also 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 made aware of the relationship, to assure that the foregoing steps are taken.
 - In addition to being required to take the foregoing steps, any faculty or staff member who engages in a sexual or amorous relationship with a student or student employee shall be subject to but not limited to, counseling, reprimand, probation, suspension, and 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 the position to a similar position, without demotion or other adverse effect on the benefits, terms, or conditions of employment and making alternative arrangements, if feasible, to prevent interference with educational opportunities, which gives 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 she/he 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.
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- **Sexual or amorous relationships between a faculty or staff member and a student to whom the faculty or staff member does not have a current professional responsibility are strongly discouraged.**

• **Sexual or amorous relationships between a supervisor and a non-student employee to whom such supervisor has current or reasonable foreseeable professional responsibility are strongly discouraged.** Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor and their supervisor, to remove the supervisor from any evaluation of the employee, and from any activity or decision which 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.

• **Sexual or amorous relationships between a faculty or staff member and a student to whom the faculty or staff member does not have a current professional responsibility are strongly discouraged.**

• **Sexual or amorous relationships between a supervisor and a non-student employee to whom such supervisor has current or reasonable foreseeable professional responsibility are strongly discouraged.** Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor and their supervisor, to remove the supervisor from any evaluation of the employee, and from any activity or decision which 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 from any sexual or amorous relationship. 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) which 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 which 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 a preponderance of the 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 who is not the complainant, 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.

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Grievance Procedure

- This policy with respect to sexual and amorous relations 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 in Section A above, as they apply to the particular circumstances being considered.

- Any person may make an inquiry or request for consultation to the Office of Equity and Campus Diversity 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.

Approved July 29, 1997

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Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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Vol. XLX, No. 5
September 9, 2004

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From the President

Welcome Back

Welcome back for the 2004–2005 academic year. I hope everyone had a rewarding and restful summer. Building on our orientation theme, this will be a year of "thinking big." We expect to see the culmination of a great deal of planning and preparation as we continue to implement our strategic plan. A major element of this is the reorganization proposal, which is forthcoming. We will also respond to SUNY's Mission Review II and to the requirements outlined in our Middle States report. Both of these are due in November.

These initiatives will help us focus our efforts on student success by addressing such important issues as retention and the academic profile of incoming students. As part of this process, we will establish curricular and other priorities, and will examine the meaning and importance of scholars in the classroom, academic advisement, scheduling practices, and other student support issues that have an impact on the academic success of our students.

As you may know, we have not received our budget for this fiscal year. We believe it will be made available to us in the days ahead. It appears likely that we will receive our capital budget allocation, and that the Burchfield-Penney Art Center project will receive funding support. We are still awaiting details from the governor regarding a \$100 million appropriation to the Richardson Complex-Burchfield-Penney Art Center project.

I encourage every member of the faculty and staff to attend Academic Convocation on Thursday, September 23, at 12:15 p.m. in Warren Enters Theatre. Garrick Utley, journalist and president of SUNY's Neil D. Levin Graduate Institute of International Relations and Commerce, will deliver the Bonnie and Vern L. Bullough Academic Convocation Address. Actor André De Shields will receive an honorary doctorate of fine arts. Members of the faculty and staff will be honored for outstanding accomplishment and service. This event marks the ceremonial beginning of our academic year.

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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 *professor*, effective September 1, 2004, and *continuing appointment* effective September 1, 2005:

James Maxwell (Business)

Promotion to *associate professor*, effective September 1, 2004, and *continuing appointment* effective September 1, 2005:

Harriet Blitzter (Fine Arts)

Lori Quigley (Elementary Education and Reading)

Karen Sands-O'Connor (English)

Tingyao Zheng (Mathematics)

Continuing appointment, effective September 1, 2005:

Drew Kahn (Performing Arts)

Promotion to *librarian*, effective September 1, 2004:

Gail Marinaccio (E. H. Butler Library)

Promotion to *associate librarian*, effective September 1, 2004:

Marianne Foley (E. H. Butler Library)

Continuing appointment, effective August 8, 2005:

Musa Abdul Hakim (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 23.

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From the Vice President for Finance and Management

Hiring Freeze: Applicant Pool for Internal Searches Defined

The governor recently approved the fiscal year 2004-2005 New York State Budget. It includes largely what was specified in the Executive Budget and line-item vetoes all legislative additions. The veto that most affects Buffalo State relates to the SUNY-wide Educational Opportunity Program and whether it will be fully funded. And, although the \$58 million sought for SUNY remains in the budget, it appears SUNY will be authorized to expend only a portion of that this year. While SUNY is actively working on calculating final budgetary allocations for the campuses, the college has not yet received confirmation of this year's budget, and we must therefore continue to plan for a year in which total resources will not satisfy all institutional priorities.

Consequently, and until further notice, we must continue current expenditure controls. This includes a general hiring freeze to contain total payroll costs on state payrolls. Containing overall payroll costs this past year has been accomplished by the general hiring freeze, as well as the use of *internal searches* for those vacant positions approved for searches. Please note that during this period of constrained hiring, full-scope searches for institutional priority positions have been, and will continue to be, conducted with the president's approval.

To assist campus managers in identifying appropriate applicant pools for authorized searches, the following definition is provided:

Internal Search

An *internal search* process is limited to those employees at Buffalo State who are currently paid from any State-Appropriated Funds payroll (i.e., State Funds, Income Fund Reimbursable, Residence Halls, Summer Session). Part-time and temporary employees on state lines may be considered candidates for full-time positions. Employees of the Research Foundation and the Buffalo State College Foundation are not state employees.

Questions may be directed to Rebecca Schenk, director of the Budget Office, ext. 4312.

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SEFA/United Way Campaign Kickoff

Please join the SEFA Campaign Committee at the Day of Sharing, the kickoff to the 2004 SEFA/United Way Campaign, from 12:15 to 1:30 p.m. Thursday, September 16, in E. H. Butler Library 210. At the kickoff, faculty and staff will have the opportunity to visit with representatives from local not-for-profit agencies and learn how the State Employees Federated Appeal helps strengthen the community. Refreshments will be served. Please join

us!

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From the Vice President for Student Affairs

Women's Soccer Wins LaRoche Tournament

Buffalo State defeated Albright 2-0 and tied Juniata 1-1 over the weekend to win the LaRoche Tournament Championship in Pittsburgh, Pennsylvania. The Bengals are now 2-0-1 to start the season.

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Home Athletic Events

Volleyball

Buffalo State vs. Penn State Behrend

Tuesday, September 14

7:00 p.m.

Sports Arena

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

Religious Holidays

Rosh Hashanah begins at sundown on Wednesday, September 15. This period of penitence and spiritual renewal marks the beginning of the Jewish New Year and commemorates the creation of the world. Although the period of observance lasts 10 days, the most holy period of Rosh Hashanah can last one to two days and is celebrated with prayers and religious services. People observing Rosh Hashanah can be expected to be absent from classes and/or work from sundown Wednesday, September 15, through sundown Friday, September 17. Yom Kippur, the Jewish Day of Atonement, is the holiest and most solemn day on the Jewish calendar. Yom Kippur begins at sundown on Friday September 24, and ends at sundown Saturday, September 25.

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College Policy on Students Unable because of Religious Beliefs to Attend Classes on Certain Days

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, 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, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, 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, study, or work requirements held on other days.
5. In effectuating the provisions of the Education Law, it is expected that faculty and the 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 member 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 institutions 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, which 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 (September 15-16, 2004) Yom Kippur (September 24-25, 2004), and Good Friday (March 25, 2005) will not be permitted.

Complaints regarding violation of this policy can be reported to Dolores E. Battle, Equity and Campus Diversity Office, Cleveland Hall 415, ext. 6210. Complaints also can be reported to any vice president, dean, director, or department chair.

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From the Chair of the College Senate

College Senate Meetings

College Senate meetings for the fall 2004 semester will be held at 3:00 p.m. Fridays, September 17, October 15, November 12, and December 10, in E. H. Butler Library 210.M

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Curricular Items

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

Program Revision:

Mathematics Education 7-12, Postbaccalaureate Teacher Certification (7055)

Minor Revision:

Biology (1725)

Course Revision:

MAT 581 Mathematics for Teachers: Probability and Statistics.

Probability, probability distributions, sampling, design of experiments, hypothesis testing, regression, analysis of variance, nonparametric statistics.

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Dr. Nuala McGann Drescher Leave Program

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 librarian*, September 1, 2004, and *continuing appointment*, effective August 8, 2005:

Musa Abdul Hakim (E. H. Butler Library)

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Curricular Approval

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

New Course:

EXE 380 Participation for Early Childhood Special Education

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From the Provost and Vice President for Academic Affairs

ANGEL Course Management System

As Buffalo State nears the end of its current contract with Blackboard, the college is exploring other course management systems. Those under consideration are Blackboard's Enterprise Version, SUNY's CourseSpace, and ANGEL (A New Global Environment for Learning).

Cyber Learning Labs, developers of ANGEL, will be on campus on Tuesday, September 21, for presentations throughout the day.

David Mills, CTO of Cyber Learning Labs, will provide an overview of the ANGEL system from 9:30 to 10:30 a.m. in E. H. Butler Library 210. Coffee will be provided.

Craig Lending, associate professor of molecular and cell biology, and Shannon Bradford, director of the Center for Excellence in Learning and Teaching, both from SUNY Brockport, will meet from 12:15 to 1:30 p.m. in E. H. Butler Library 210 to discuss how they use ANGEL for teaching. Refreshments will be provided; please feel free to bring your lunch.

Participants can test-drive the ANGEL system from 2:00 to 3:15 p.m. in Butler Library's new PC lab, CyberQuad 316. Cathy Fowler of Cyber Learning Labs will lead the session. Seating is limited; please register online at <http://bscintra.buffalostate.edu/registration/default2.asp>.

The new course management system should be chosen by the faculty. A decision must be reached by December 1, as company support for our current version of Blackboard expires in 2005.

See the Electronic Learning Web site for more information on ANGEL:
www.buffalostate.edu/offices/elearning/angelday.htm.

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From the Vice President for Finance and Management

Winter Pause 2004–2005: Saving Energy for Tomorrow

Buffalo State College will limit campus operations from the close of business Thursday, December 23, 2004, through the beginning of business Monday, January 3, 2005. During this time, employees may elect to use leave accruals (annual leave or personal leave) for days off, and departments may remain closed. The two state holidays (December 25 and January 1) fall on Saturdays this year; therefore, employees will receive two compensatory days that can be used after each holiday.

Details regarding this year's Winter Pause will be published at a later date. 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.

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NYS Flex Spending Account 2005 Open Enrollment

Open enrollment for the 2005 New York State Flex Spending Account is September 27–November 10. 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. Over-the-counter (OTC) drug expenses are now reimbursable for management/confidential employees and those represented by CSEA and UUP. Pending conclusion of contract negotiations, OTC reimbursement may be extended to additional state employee groups during the 2005 plan year. Reimbursable expenses include allergy remedies, antacids, cold remedies, pain remedies, and other remedy items.

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. The employer contribution will be reinstated for the 2005 plan year, providing up to \$600 for participating employees who are management/confidential or represented by CSEA or UUP. The employer contribution may be extended to employees in other state bargaining units pending conclusion of contract negotiations.

Participants currently enrolled in the HCSAccount or DCAAccount must reenroll to continue benefits in 2005. Reenrollment instructions will be sent directly from the Fringe Benefits Management Company.

A brochure describing these benefits will be distributed with the September 22 paychecks. Representatives from the NYS Flex Spending Account will be available at 2:00 p.m. Wednesday, October 12, in the first-floor training room of 508 Main Street in Buffalo.

Paperless enrollment is quick, easy, and secure. Apply online at www.flexspend.state.ny.us or call the Flex Spending Account hotline at (800) 358-7202. No enrollment applications will be accepted by the plan administrator after the open enrollment period.

Call the Human Resource Management Office at ext. 4821 with questions.

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LifeWorks

The Governor's Office of Employee Relations has announced that LifeWorks is again available to state employees, as of September 1. LifeWorks provides confidential consultation, customized research, and referrals to community resources anywhere in the country, 24 hours a day, seven days a week.

Employees may call (800) 362-9874 to speak with a professional consultant on a wide range of issues such as personal budgeting, living with a disability, parenting skills, adoption, college planning, child and elder care, and home improvement. Free educational materials are also available at www.lifeworks.com. The user ID is NYS; the password is 2670.

For more information, call Human Resource Management at ext. 4821.

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Flu Shots

Flu shots will be given in the Campbell Student Union lobby from 11:00 a.m. to 3:00 p.m. Tuesday, September 21; from 10:00 a.m. to 1:00 p.m. Thursday, September 30; and from noon to 3:00 p.m. Thursday, October 14. No appointment is necessary.

The shot is free for employees covered by Univera, Independent Health, Community Blue, Blue Choice, Preferred Care, and Medicare Part B. Employees must show a valid insurance card. Faculty and staff members not covered by any of these plans will be charged a \$20 co-pay.

Please call the Human Resource Management Office at ext. 4821 with questions regarding your health insurance coverage.

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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 position 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 in part by any federal loan or grant.

Questions on the above may be referred to Susan Earshen, director of human resource management, at ext. 3042.

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From the Vice President for Student Affairs

Residence Hall Opening

Kris Kaufman, director of residence life, and I wish to thank the faculty and staff for their willingness to allow students to park in their reserved parking spaces during the residence hall move-in process. Parents were very appreciative of their ability to park closer to their child's assigned residence hall. We also thank the various campus departments that assisted with the move-in process and/or provided additional services on Saturday, August 28.

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Graduate School Fair

The Career Development Center is proud to sponsor the Graduate School Fair from 11:00 a.m. to 1:30 p.m. Thursday, October 7, in the Campbell Student Union Social Hall.

Students can meet with representatives from more than 70 local and national graduate and professional school programs to learn more about postbaccalaureate educational opportunities. All students—from freshmen to seniors—are encouraged to attend the Graduate School Fair.

For more information, including a list of participating schools, please call the Career Development Center at ext. 5811, or visit www.buffalostate.edu/offices/cdc/gsa.html.

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Free Fitness Classes

Sponsored by Buffalo State recreation and intramurals

Pilates*

Mondays
11:00 a.m.–noon
Instructor: Jenn

Tae-Bo*

Mondays and Thursdays
7:00–8:00 p.m.
Instructor: Jessica

Karate

Tuesdays and Thursdays
4:30–6:30 p.m.
Instructor: Curtis Haynes

Abs Class*

Wednesdays
7:30–8:30 p.m.
Instructor: Jessica

* Classes started September 13.

All classes meet in the dance studio in Houston Gym. Call Christian Ozolins at ext. 3679 with questions.

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Home Athletic Events

Women's Soccer

Buffalo State vs. Oneonta
Friday, September 17
4:00 p.m.
Coyer Field

Buffalo State vs. New Paltz
Saturday, September 18
1:00 p.m.
Towers Field

Football

Buffalo State vs. Wesley
Saturday, September 18
1:00 p.m.
Coyer Field

Volleyball

Buffalo State vs. Nazareth
Tuesday, September 21
7:00 p.m.
Sports Arena

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

College Policy on Bias and Hate Crimes

According to the New York State Hate Crimes Act of 2000, a person commits a hate crime when he or she commits a specified offense and either:

(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct, or

(b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

It is a violation of college policy and the code of Rights, Freedoms, and Responsibilities for Students to engage in harassment or threats of violence based on a person's race, ethnicity, national origin, religion, creed, sexual orientation, disability, age, or gender that is intended to create a situation on college property or at college-sponsored activities that produces mental discomfort, harm, or injury. Persons who believe they are the victims of a bias-related or hate crime should immediately report the incident or offense to University Police, Chase Hall 110, ext. 6333, or to the Equity and Campus Diversity Office, Cleveland Hall 415, ext. 6210.

For additional information, see the University Police Web site at www.buffalostate.edu/offices/police or the Equity and Campus Diversity Office Web site at www.buffalostate.edu/equity.

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Equity and Campus Diversity Minigrant Applications

Applications for fall 2004 Equity and Campus Diversity Minigrants are due Friday, October 15. Please see www.buffalostate.edu/equity/documents/miniapp.dot for details. For more information, call Michelle Douglas, assistant director of equity and campus diversity, at ext. 6235.

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Beyond the Numbers: Enhancing Diversity through Curriculum Reform

The President's Council on Equity and Campus Diversity and the Provost's Office are sponsoring the conference "Beyond the Numbers: Enhancing Diversity through Curriculum Reform" on Friday, October 15, at the Hyatt Regency Buffalo.

The deadline for early registration is Thursday, September 30. A limited number of complimentary registrations are available. Additional information and registration forms are available at www.buffalostate.edu/academics/cenc/htm/pdf/equitybrochure%20Final.pdf. Call the Equity and Campus Diversity Office at ext. 6210 with questions.

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Dr. Nuala McGann Drescher Leave Program

The State of New York/United University Professions Affirmative Action/Diversity Committee has announced that the Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program, under Article 10, No Discrimination, of the 2003-2007 State/UUP Agreement, has been renewed. Applications are now being accepted for leaves commencing in spring 2005. The deadline for applications is Friday, October 1.

This program is intended to enhance employment opportunities for minorities, women, persons with disabilities, and Vietnam-era veterans in the Professional Services Negotiating Unit by assisting them to prepare for permanent or continuing appointments within the State University of New York. Applicants must meet the eligibility requirements listed in the guidelines. In order to secure a leave, the applicant is responsible for requesting and obtaining approvals, as appropriate, from the campus president or designee.

Please refer to the State/UUP Joint Labor-Management Committee Web site at www.uup.lmc.state.ny.us for additional information, guidelines, and application forms.

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From the Provost and Vice President for Academic Affairs

Erratum

The course number for Biochemistry II, which appeared as a curricular approval from the president in the August 12 issue of the *Bulletin*, was erroneously listed as CHE 471. The correct course number is **CHE 472 Biochemistry II**.

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From the Vice President for Finance and Management

Honoraria Reporting

To comply with the New York State Ethics Commission regulations (Title 19 NYCRR Part 930 of the Public Officers Law), the college is required to annually report honoraria received by full-time faculty and professional and management/confidential employees. An honorarium is defined as "a payment, fee, or other compensation given to an individual for services rendered not related to the individual's official state duties." It also includes payment for travel expenses when the expenses incurred are unrelated to the employee's duties.

Examples of honoraria include compensation for delivering a speech, writing an article, or attending a meeting. Salary, wages, or fees earned from outside employment are not considered honoraria. Faculty members are not required to declare honoraria received within their academic disciplines.

Reporting honoraria is required. Obtaining prior approval of requests to receive honoraria is optional; however, the college encourages employees to seek prior approval from their respective vice presidents (who act as the president's designees) before engaging in activities that lead to the receipt of honoraria.

Faculty and staff members who receive honoraria from April 1, 2004, through March 31, 2005, and do not request prior approval from their vice presidents will be required to report the source, date, and amount of honoraria received to their vice presidents by May 15, 2005.

More information regarding honoraria reporting can be found at www.dos.state.ny.us/ethc/rules/Part930.htm. Questions should be directed to Susan Earshen, director of Human Resource Management, at ext. 3042.

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SUNY B-140W Tuition Assistance Deadline

The deadline to submit applications for the SUNY B-140W Tuition Assistance Program for the fall 2004 semester is Thursday, September 30.

Staff members may apply for tuition assistance after six months of service; faculty members may apply after one semester of service. The following employees are eligible:

- Full-time Buffalo State faculty and professional or classified employees.
- Part-time and/or temporary Buffalo State faculty and professional or classified employees who are employed at least half time (faculty must teach at least two courses in the semester).
- Full-time Research Foundation employees, provided they work on the Buffalo State campus.

Program funds may be used for courses at SUNY campuses only.

Eligible employees may apply for a 50 percent waiver of SUNY tuition for up to two courses per semester, to a maximum of 15 credit hours per academic year. Tuition assistance is limited to regular in-state undergraduate or graduate tuition rates. The level of support may be adjusted when necessary if funding is not adequate to cover applications received.

Contact the Human Resource Management Office, Cleveland Hall 410, ext. 4821, for applications, program guidelines, or information about other tuition assistance programs.

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Fire Evacuation Drills

In compliance with New York State Education Law 807, fire evacuation drills will be held in various buildings throughout the campus September 27–October 1. 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 college personnel conducting the drill.

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 those people 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. Thank you for your cooperation.

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2004 SEFA/United Way Campaign

The Buffalo State SEFA/United Way Campaign began September 16 and continues through October 15. A SEFA Campaign volunteer in your department will soon ask you to give to this worthwhile community effort. When you contribute to the SEFA Campaign, your dollars help people in our community, across the nation, and around the world.

Consider the impact of the following gifts:

- \$1 per pay period will provide 16 hours of shelter, counseling, and other supportive services for a homeless family or victims of domestic violence.
- \$3 per pay period will provide 44 pounds of food from a local food pantry.
- \$5 per pay period will provide a replacement battery for a powered wheelchair.
- \$10 per pay period will provide a week of summer camp for a child with muscular dystrophy.

Visit www.buffalostate.edu/sefa for more information about the Buffalo State SEFA/United Way Campaign.

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From the Vice President for Institutional Advancement and Development

Young Alumnus Achievement Awards Reception

The Buffalo State Alumni Association cordially invites the campus community to attend the Young Alumnus Achievement Awards Reception at 6:00 p.m. Friday, October 1, in the Rockwell Hall lobby. This prestigious award, recognizing the achievements of graduates over the last 20 years, will be presented to the following individuals for their professional advancement, dedication to the community, and commitment to the college and its mission:

Anthony Capece Jr., '87
Executive Director
Central District Management Association Inc.

Claudine Ewing, '92
News Reporter
WGRZ-TV 2

Robert Gonzalez, '86
Men's Basketball Head Coach
Manhattan College

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Brian Higgins, '85
New York State Assemblyman
145th District

Aileen Hoffman, '88
Director, Family Services
Federated Employment and Guidance Services

Uchenna Smith, '99
Principal
KIPP Sankofa Charter School

Arrive early and tour the *New York Collects Buffalo State* exhibition at the Burchfield-Penney Art Center from 5:00 to 5:45 p.m. This outstanding exhibition of artwork by Buffalo State alumni closes October 3.

The cost of \$15 per person includes a champagne toast, hors d'oeuvre and dessert reception, and special memento. For reservations, contact the Alumni Affairs Office at ext. 6001 or alumni@buffalostate.edu.

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2005 Entertainment Books

The Buffalo State Alumni Association is selling 2005 Entertainment Books at a discounted price of \$23. After December 5, the books will be \$28. Contact the Alumni Affairs Office, Cleveland Hall 214, ext. 6001, to purchase. Thank you for your support.

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From the Vice President for Student Affairs

Men's Soccer

Buffalo State's men's soccer team is off to its best start since 1970 with a 7-0 record. Looking for its first winning season since 1984, and its first playoff appearance since 1998, Buffalo State has been led by timely offense and steady defense. Richard Namulala leads the team with six goals, and Shawn McDonnell has seen all but 40 minutes in goal, recording a 0.77 goals-against-average, and a .854 save percentage. The Bengals have outscored their opponents 18-6 overall, and 11-3 in the first half of games.

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Home Athletic Events

Football

Buffalo State vs. Cortland
Saturday, September 25
1:00 p.m.
Coyer Field

Women's Soccer

Buffalo State vs. SUNYIT
Saturday, September 25
1:00 p.m.
Towers Field

Men's Soccer

Buffalo State vs. RIT
Tuesday, September 28
4:00 p.m.
Coyer Field

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From the Chair of the College Senate

The Buffalo State Bulletin, a publication for official campus announcements

Curricular Items

Correction:

The following courses were erroneously listed in the August 26 *Bulletin* as new courses. They are course revisions:

EDF 302 Educational Psychology (Elementary)
EDF 303 Educational Psychology (Secondary)

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

New Courses:

GEG 516 Watershed Pollution
GEG 616 Atmospheric Deposition Monitoring and Modeling
GEG 617 Hydrologic Modeling
GEG 618 Fluid Dynamics and Sediment Transport

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From the Vice President for Student Affairs

Paws to Roar: Homecoming 2004
Grant Allocation Committee Program Funding Applications
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From the President

College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Tuesday, October 5, in Cleveland Hall 518.

Agenda

1. Call to Order
2. Action Items
 - Approval of Minutes: April 27, 2004
 - Approval of Annual Report
3. Council Chair's Report
4. President's Report
5. Reports by College Council Committees
6. Announcements
7. Adjournment

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Personnel Transactions

In order to expedite processes, I am delegating final-decision authority for

certain personnel transactions to the vice presidents. For personnel actions initiated on or after October 1, 2004, I am authorizing each vice president to function as the last administrative officer on recommendations regarding full-time faculty and professional staff appointments, and renewal or nonrenewal of term appointments. I will receive a monthly list of all personnel transactions, and will retain final-decision authority for recommendation of continuing and permanent appointments (or nonrenewal of term appointments when an employee is up for continuing or permanent appointment), promotions, and salary increases exceeding 10 percent for full-time faculty and professional staff.

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Curricular Approvals

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

New Courses:

CIS 390 Information Systems Project Management

GEG 516 Watershed Pollution

GEG 616 Atmospheric Deposition Monitoring and Modeling

GEG 617 Hydrologic Modeling

GEG 618 Fluid Dynamics and Sediment Transport

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Commencement Committee

I am pleased to announce the members of the 2004–2005 Buffalo State College Commencement Committee:

Chair: John DeNisco, associate professor, Business; vice chair: Cheryl Hamilton, associate professor, Art Education; Mark Bausili, registrar; Patricia Chambers, senior staff associate, Academic Affairs; Thomas Coates, director, Events Management; Robert Delprino, associate professor, Psychology; Lee Ann Grace, director, International Education; Amitra Hodge, assistant professor, Sociology; Deborah Insalaco, assistant professor, Speech-Language Pathology; Lydia Kawaler, technical support coordinator, Human Resource Management; Marsha Moses, assistant to the dean, Graduate Studies and Research; Richard Podemski, dean, Graduate Studies and Research; Jill Powell, senior assistant to the vice president, Institutional Advancement and Development; Jean Salisbury, secretary 2, Academic Affairs; Peter Sowiski, professor, Fine Arts; Gail Wells, director, Student Life; Craig Werner, associate professor, English; Rita Zientek, interim associate dean, Applied Science and Education.

This committee serves in an advisory capacity to the president, reviewing and forwarding recommendations for procedural and operational changes to the commencement ceremony and other processes involved with commencement.

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From the Provost and Vice President for Academic Affairs

Reassignment

As part of the college reorganization, Cheryl Burns has been reassigned from the Strategic Planning Office to the Teacher Certification Office, Caudell Hall 101. Burns has served in this capacity in the past, and brings her many years of experience to the position of teacher certification officer.

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Blackboard Demonstrations

Blackboard Inc. will visit Buffalo State on Tuesday, October 5, for two hour-long demonstrations at 1:00 and 2:00 p.m. in CyberQuad, E. H. Butler Library 316.

Blackboard's version 6.2 is one of the course management systems under consideration as the campus nears the end of its current contract with Blackboard.

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From the Vice President for Finance and Management

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 SUNY Counsel's Office for the purpose of receipt of service of legal papers on the college, notification of the area of the college affected (required to respond), and 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 or the college, the campus liaison should be contacted immediately and the legal papers should be 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 request personnel files or information on students or are requests made under the USA Patriot Act. Various other 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 those situations.

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Position Announcement: Staff Assistant, Traffic Office

Applications are now being accepted for the position of staff assistant in the Traffic Office. Details may be found at

www.buffalostate.edu/offices/hr/vacancy_pro.asp?page=4

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From the Vice President for Student Affairs

Paws to Roar: Homecoming 2004

Paws to Roar, Homecoming 2004, will take place Thursday, September 30, through Saturday, October 2, with plenty of events for students, faculty, and staff.

Thursday features the annual Pep Rally/USG Chicken Barbecue in the Student Union Quad during Bengal Pause (12:15–1:30 p.m.) and the King and Queen competition at 7:00 p.m. in Warren Enters Theatre. Registration for the King and Queen competition is available at the Student Union Information Desk or through Tom Koller at ext. 6514.

Friday night is the Parent-Student Dinner in the Campbell Student Union Social Hall. Call ext. 5336 for tickets and information.

Dat Phan, the 2003 winner of NBC's Last Comic Standing, will perform Friday at 8:00 p.m. in Warren Enters Theater. Call the Performing Arts Center at Rockwell Hall Box Office for tickets; if available, tickets also will be sold at the door the night of the show.

Saturday begins with the Shopping Cart Float Competition. Last year, more than 40 groups and organizations participated. All floats take part in the Homecoming Parade, which starts at 11:00 a.m. from Lot G. Call Tom Koller at ext. 6514, to reserve your cart.

The parade route ends at the Tailgate Tent in Lot L-1, featuring a Chiavetta's chicken barbecue, beer and wine tasting, gourmet desserts, specialty coffee and tea, an interactive ice-carving display, live music, and more.

Following the parade, the campus community can enjoy the football game against Frostburg State on Coyer Field or the men's soccer game against SUNY Cortland on Towers Field.

The Athletics Hall of Fame Induction Ceremony will be held in the Sports Arena foyer at 4:30 p.m.

Students can cap off the weekend at Club Homecoming, a free dance-club event from Big Wave Entertainment, in the Student Union Social Hall from 10:00 p.m. to 2:00 a.m.

For more information and a complete listing of events, see www.buffalostate.edu/homecoming.

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Grant Allocation Committee Program Funding Applications

The Auxiliary Services Grant Allocation Committee is accepting applications for funding of program proposals for the 2004–2005 academic year. Proposals should contribute to the college's vision, mission, core values, and strategic directions as presented in the 2003–2008 Strategic Plan for Buffalo State College, located at <http://proxy.buffalostate.edu:2082/president/strategy/pdf/strategicplannew.pdf>.

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 Student Union Information Desk.

Deadlines

Proposals will be reviewed twice in the fall semester and once in the spring semester during 2004–2005. In general, requests for funding made during the fall semester should be for programs taking place the following spring. Requests for funding made during the spring semester should be for programs taking place the following summer or fall. However, the committee will consider proposals that fall outside these general parameters. Deadlines in 2004–2005 are as follows:

Friday, October 15, 2004
Friday, November 19, 2004
Friday, February 25, 2005

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Home Athletics Events

Friday, October 1

Men's Soccer
Buffalo State vs. Oswego
4:00 p.m.
Coyer Field

Saturday, October 2

Homecoming
Men's Soccer
Buffalo State vs. Cortland
1:00 p.m.
Towers Field

Football
Buffalo State vs. Frostburg
1:00 p.m.
Coyer Field

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 - College Senate Meeting
 - Curricular Items

From the Provost and Vice President for Academic Affairs

Study-Abroad Fair

The International Education Office will sponsor its annual Study-Abroad Fair from 10:30 a.m. to 1:30 p.m. Thursday, October 14, in the Campbell Student Union Social Hall. Students can meet with representatives of overseas programs administered by Buffalo State and other SUNY campuses, find out how financial aid applies to study-abroad, receive information on available scholarships, and learn about internships and work abroad.

Buffalo State regularly offers programs in Australia, Canada, England, Italy, the Netherlands, Puerto Rico, and Spain, as well as other short-term programs that vary from year to year. This year's short-term programs are expected to include art history in India during the January intersession and a science expedition to the Galapagos Islands in July.

Advisers from eight other SUNY campuses will be on hand to provide details of some of the other more than 400 SUNY-sponsored study-abroad programs in nearly 60 countries.

Students visiting the fair will receive "passports" that will be stamped as they visit the various program booths. Stamped passports will be entered into a drawing for prizes, including a \$100 voucher toward travel anywhere in the world, travel guides, and useful travel gear. Refreshments will be served.

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From the Vice President for Finance and Management

SEFA Parking Space Raffle

One of this year's SEFA/United Way Campaign goals is to increase participation by encouraging every employee to make a gift to SEFA. As an incentive, each employee who donates any amount to this year's campaign will have a chance to win a reserved parking space.

Employees who pledge any amount up to \$25 will receive one raffle ticket. Three raffle tickets will be allotted for pledges of \$26 (\$1 per paycheck) to \$51, and five tickets will be given for pledges of \$52 or more. See the SEFA volunteer in your area for more information about the raffle, or call Finance and Management at ext. 4311. Raffle tickets must be returned to Cleveland Hall 505, along with completed pledge cards, by Tuesday, October 19, at noon.

The drawing will be held Wednesday, October 20.

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Internal Control Standards and Public Officers Law

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.

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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.

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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.

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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.

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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.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC, formerly 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, a pen, and paper. 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 with questions.

Class Registration

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

PC Users

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

Mac Users

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

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October Classes

Advance registration is required. Graduate assistants may attend most workshops.

Using the Web Template System: Administrative Offices*	Thursday, October 7	9:30–11:00 a.m.
Office XP: Introduction to Access	Friday, October 8	9:00–11:00 a.m.
Introduction to the Buffalo State Web Site	Friday, October 8	12:30–1:00 p.m.
Office XP: Introduction to Word	Friday, October 8	1:00–3:00 p.m.
Writing for the Web*	Tuesday, October 12	1:00–2:00 p.m.
Office XP: Intermediate PowerPoint	Thursday, October 14	1:00–3:00 p.m.
Introduction to Mail Merge	Monday, October 18	1:30–3:00 p.m.
Introduction to HTML*	Wednesday, October 20	9:00–11:00 a.m.
Introduction to the Buffalo State Web Site	Wednesday, October 20	12:30–1:00 p.m.
Office XP: Introduction to Excel	Thursday, October 21	1:00–3:00 p.m.
Office XP: Introduction to Publisher	Friday, October 22	1:00–3:00 p.m.

Introduction to Outlook 2003

Friday, October 29

1:00-3:00
p.m.

*Webmaster Certification course

[back to top](#)**SkillSoft E-Learning**

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

[back to top](#)**Webmaster Training and Web Templates**

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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From the Chair of the College Senate

College Senate Meeting

The next meeting of the College Senate will be held at 3:00 p.m. Friday, October 15, in E. H. Butler Library 210.

[back to top](#)**Curricular Items**

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

*Program Revision:***Fashion and Textile Technology (0401)***New Courses:*

FTT 100 Construction Fundamentals. Fundamental construction techniques used in the apparel industry; proficiency in basic construction details using both domestic and industrial sewing equipment.

FTT 200 Introduction to Hand Knitting. Experience in beginning hand-knit design; emphasis on the basic principles of hand knitting, structure and types of hand stitches, traditional and ethnic knit designs, and development of original hand-knit designs.

FTT 329 Designing Knit Apparel. Design/construction of garments utilizing various types of knit fabrics; pattern-making practices of the knitwear industry, including industrial methods of measuring, sewing, and finishing original knit designs.

FTT 355 Research in Fashion Merchandising. Introduction to merchandising research; exploration of various research techniques; characteristics of qualitative and quantitative studies.

FTT 455 Issues in Merchandising and Fashion Retailing. Theory, principles, and practice of apparel merchandising to retail sector; marketing structures at retail level; responsibilities at management level; financial and control function; case-study analysis.

[back to top](#)*Course Revisions:*

FTT 109 Design Room Techniques. *Prerequisites:* Basic-construction competencies (set-in sleeve, collar, button and buttonholes, zipper, waistband, and knit projects); FTT 100 or approval of program coordinator. Advanced apparel assembly processes; emphasis on knowledge of sizing systems used in the apparel industry, essentials of a good fit, alteration techniques, and mastery of industrial construction processes.

FTT 110 Survey of Fashion and Textile Industry (previously FTT 107). Survey course of the textile and fashion industry; overview of the textile/apparel product development process; design principles and elements, terminology; industrial construction processes; quality of the finished product; career opportunities in the field.

FTT 150 Introduction to Fashion Merchandising. Basic market structure, operational patterns in merchandising, and the marketing of fashion.

FTT 206 Introduction to Textiles. Care, selection, and use of textile products; study of fibers, yarns, fabric construction, color application, and finishes in relation to fabric behavior, fabric maintenance, and

fabric performance. Appropriate for majors and nonmajors with little or no background in chemistry.

FTT 208 Introduction to Fashion Technologies. Introduction to a variety of off-the-shelf software programs; preliminary multidisciplinary hands-on experience of how they are specifically used in the fashion industry.

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FTT 250 Fashion Buying and Merchandising Principles.

Mathematical factors involved in profitable merchandising; concepts, practices, and procedures, as well as the calculations and interpretations of figures related to operations of stores.

FTT 300 Knit Technology I (previously FTT 414). Basic principles of computerized machine weft knitting; understanding the relationships of yarn, color, stitch types, and gauge; charting and producing stitch designs by machine.

FTT 303 Fashion Illustration or Drawing I. Foundation skills in fashion illustration; the fashion figure, poses, and garment and fabric sketching; includes illustration of a garment collection for professional portfolio development.

FTT 304 Pattern Rendering for Industry. Creation of original painted designs for printed fashion fabrics that are marketable for women's, men's, or children's wear; professional methods of transforming a variety of media into digital format to develop basic repeats and color combinations based on awareness of current trends, color impact, marketability, and industry standards.

FTT 306 Textile Evaluation. Advanced-level course in textiles; provides an understanding of fabric performance evaluation; emphasis on standard test methods used by textile/apparel industry; equipment and techniques used in determining selected physical and aesthetic properties of textile products.

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FTT 308 Fashion CAD. Intermediate, multidisciplinary skill expansion for textile design, development, and presentation using world-standard off-the-shelf design software and specialized plug-ins.

FTT 309 Technical Fashion Drawing. Encompasses technical drawing knowledge and digital skills for entrance into computerized apparel industry, technical spec development, and employment positions.

FTT 310 Sewn Products Industry. Overview of the apparel manufacturing industry: structure and organization of the industry; design sources; techniques of pattern development; selection of raw materials; manufacturing processes; and quality specifications of the finished product.

FTT 325 Pattern Drafting and Grading. Introduction to technical pattern-making skills; emphasis on the development of basic drafting

and grading skills; students produce a drafted sloper that will be graded into a nest.

FTT 326 Apparel Design I: Flat Pattern. Introduction to flat-pattern method of pattern making; emphasis on design and completion of selected items of apparel developed from a master pattern.

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FTT 327 Apparel Design II: Computerized Flat Pattern. Apparel patterns modified and graded through the use of industrial CAD/CAM software; hand pattern drafting techniques adapted to the computer by grading a basic sloper and applying pattern manipulations in order to create a variety of garment style patterns for mass production.

FTT 328 Apparel Design III: Draping. Visual and aesthetic pattern-making method of clothing design using the draping technique; emphasis on the creation of basic garment patterns via draping method; experience with the manipulation of a variety of two-dimensional fabrics to cover three-dimensional forms to achieve individualized designs.

FTT 348 History of Costume. Survey of dress from earliest period to the present with emphasis on the societal influences that evoke changes in and recurrence of fashion trends.

FTT 349 History of Textiles. Political, cultural, and economic effects of textile production throughout the world; use of fibers, yarns, fabric construction, color application, and finishes in relation to development of technology, labor movements, and social issues during historic periods on a global basis.

FTT 350 Fashion Merchandising Application. Hands-on experience with spreadsheet package used in the retailing industry for tasks such as inventory management, pricing, assortment planning, and preparation of financial statements. Presentation of financial report.

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FTT 358 Fashion Forecasting and Consumer Issues. Study of designer's work; consumer segmentation and adoption process; analysis of current trends in apparel in order to forecast for specific markets; storyboard presentation.

FTT 400 Knit Technology II. Computerized knit fabrication using commercial software; includes review of basic knit construction; use of commercial computer technology related to knit design. Program allows knits to be designed and illustrated through multiple computer techniques. Students design original knit garments and produce computer printouts for portfolio inclusion.

FTT 410 Advanced Product Development. Advanced apparel production; principles and practices of sourcing raw materials and the costing of finished garments; types of production systems and the sequence of construction operations used to produce selected items of apparel.

FTT 411 CAM: Apparel Manufacturing Software Systems.

Computer-aided apparel manufacturing simulates the production of industrial apparel patterns for the ready-to-wear market; emphasis on computer-aided grading, development of garment specifications, preparations of markers, and plotting completed patterns.

FTT 412 CAD: Apparel/Textile Design for Industry. Advanced techniques for off-the-shelf design software; development of basic understanding and design skills on an industrial print pattern design system; market research relative to textile/apparel coordinate product development; advanced textile/apparel coordinate product development; advanced apparel/textile design portfolio development for professional product presentation.

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FTT 413 CAD Weave for Industry. Transition of woven designs on paper to industrial design software; development of colorways for repeat designs on eight- to 24-harness looms; application of designs to end products for merchandising collections targeting specific markets; advanced portfolio-quality presentations.

FTT 450 Issues in Fashion/Textile Industry. Integration of tracks in fashion textile technology; overview of global issues facing the textile/apparel industry; differing methods of organization and their inherent structural characteristics; national and international scope of the industry related to textiles, merchandising, and apparel manufacturing companies. Discussion of contemporary issues in American textile/apparel industry, including governmental controls, global trade policies, and labor issues.

FTT 451 Senior Project*. Fashion students must have completed: (1) up to and including all FTT 300-level core courses, and (2) all 300-level courses required for their respective areas of concentration: apparel design, fashion merchandising, and product development.

*Visiting students exempt.

FTT 452 Fashion Show Production. Planning and production of a fashion promotion event; students utilize their fashion skills to participate in individual and group activities leading to the presentation of a major fashion show.

FTT 488 Internship. Prerequisites: Minimum cumulative GPA of 2.5 and background in area of interest.

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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.

2004-2005 publication schedule:

Fall 2004	Spring 2005	Summer 2005
August 12, 19, 26	January 6, 13, 20, 27	June 16
September 2, 9, 16, 23, 30	February 3, 10, 17, 24	July 21
October 7, 14, 21, 28	March 3, 10, 17, 24	
November 4, 11, 18	April 7, 14, 21, 28	
December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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October 14, 2004

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From the Chair of the College Council

College Council Appointments

I am pleased to announce that Howard A. Zemsky, managing partner of Taurus Partners LLC, and Arlene F. Kaukus, president of the United Way of Buffalo & Erie County, have been appointed to the Buffalo State College Council by Gov. George Pataki. Zemsky will serve until June 30, 2008, replacing Louis Ciminelli. Kaukus replaces Joanne Mikulec and will serve until June 30, 2007.

Zemsky holds a bachelor's degree from Michigan State University and a master's degree in business from the University of Rochester. Prior to his involvement with Taurus Capital, he was president and owner of Russer Foods and president of the IBP Deli Group of Companies, which acquired Russer Foods in 1999. He serves on several local business and advisory boards, including ABC Companies Inc., Medical Recovery Management, MOD-PAC Corp., and Summer Street Capital. Zemsky is president of the Martin House Restoration Corporation and is a director of the Buffalo Niagara Partnership, the Roswell Park Alliance, the WNY Technology Development Center, and the United

Way.

Kaukus is an alumna of Buffalo State College, where she earned a bachelor's degree in social work. She also holds a master's degree in social administration from Case Western Reserve University and a master's degree in business administration from the University at Buffalo. Kaukus has been a United Way professional for more than 20 years, with experience in resource development, agency relations, marketing community relations, organizational development, and community partnerships. She is a board member of the Independent Health Foundation, the Western New York Planned Giving Consortium, Western New York Grantmakers, and Good Schools for All.

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From the Provost and Vice President for Academic Affairs

Faulkner Lecture

Kevin Railey, chair and professor, English, will present "Stretching Our Hearts and Minds: William Faulkner Probes an American Legacy" during Bengal Pause (12:15–1:30 p.m.) on Tuesday, October 19, in the Flexible Theater of the campus's Theater Arts Building. The lecture, part of the 2004–2005 Academic Theme topic for October, "Creative Expression: Medium and Message," is open to faculty, staff, and students.

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From the Vice President for Finance and Management

University Policy on Fees, Charges, and Deposits

University policy prohibits the assessment of general science fees, laboratory fees, and fees for course materials, i.e., texts and/or supplies, as university tuition guarantees students access to the facilities and supplies considered necessary for their courses. However, campuses may establish deposits in science courses requiring laboratory work as collateral against which replacement costs for damage may be assessed.

University policy also requires that students purchase supplies and materials necessary for credit-bearing courses at the campus store or other appropriate commercial outlet. When this is not feasible in terms of efficiency, cost containment, or method of distribution, a request may be submitted to establish a course-related fee if students will retain the end product of the laboratory coursework, e.g., sculpture/ceramics, photography.

Please review your department fee schedule for compliance with university fee policy. Fees not in accordance with the above directives should be discontinued.

Contact Comptroller Gary Phillips at ext. 4312 with questions concerning this policy.

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College Policy on the Use of Electronic Resources

Introduction

Buffalo State electronic resources (including such services as e-mail, Internet access, and file and print services) are made available to employees to facilitate the official work of the college. These electronic resources are provided for employees and persons legitimately affiliated with the college for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the college.

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

Principles of Acceptable Use

Buffalo State users of campus electronic resources are required:

- To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files or data belonging to other users, unless explicit permission to do so has been obtained.
- To respect the legal protection provided to programs and data by copyright and license.
- To protect data from unauthorized use or disclosure as required by state and federal laws, and SUNY and college regulations.
- To respect the integrity of computing systems: for example, users shall not use or develop programs that harass other users or infiltrate a computer or computing system or damage or alter the software components of a computer or computing system.
- To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

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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 materials or correspondence.
- For unauthorized distribution of NYS data and 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.

E-mail Privacy and Access

E-mail messages are not personal or private. E-mail system administrators will not routinely monitor individual staff members' e-mail and will take reasonable precautions to protect the privacy of e-mail. However, program managers and technical staff may access an employee's e-mail:

- For a legitimate business purpose (e.g., the need to access information when 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.

Staff members are prohibited from accessing another user's e-mail without his or her permission.

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

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

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

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Management and Retention of E-mail Communications

Applicable to all e-mail messages and attachments:

Since e-mail is a communication system, messages should not be retained for extended periods of time. If a user needs to retain

information in an e-mail message for an extended period, the message should be transferred from the e-mail system to an appropriate electronic or other filing system.

Applicable to records communicated via e-mail:

E-mail created in the normal course of official business and retained as evidence of official policies, actions, decisions, or transactions are records subject to records management requirements under the New York State 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 is available at <http://www.buffalostate.edu/collegerelations/x550.xml> and should be used in Word or e-mail documents that are to be distributed in electronic format only. Questions regarding electronic letterhead usage should be directed to the College Relations Office: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

Examples of messages sent by e-mail that typically are 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.
- Any document that initiates, authorizes, or completes a business transaction.
- Final reports or recommendations.

Some examples of messages that typically do not constitute records are:

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

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Record Retention

Records communicated using e-mail need to be identified, managed, protected, and retained as long as they are needed to meet operational, legal, audit, research, or other requirements. Records needed to support program functions should be retained, managed, and accessible in existing filing system outside the e-mail system in accordance with the appropriate program unit's standard practices.

Users should:

- Dispose of copies of records in e-mail after they have been filed in a record-keeping system.

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

Agency Rights

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq), notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications.

The college reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files lost due to violation of file server space allotments.

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

The college will not be responsible for any damages that result from the use of campus electronic resources. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained is at the user's risk.

Enforcement and Violations

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the electronic facilities 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 your supervisor.

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

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EVERGREEN: Environmental Sustainability Initiative

The college is embarking on its first comprehensive environmental sustainability initiative, called EVERGREEN. Developed with assistance from Ecology and Environment Inc. (E & E), EVERGREEN will promote awareness of environmental issues related to college and personal resource use and conservation. EVERGREEN's goal is to reduce college energy and resource use by 10 percent over the next four years and to sustain or exceed that reduction indefinitely.

During the academic year, representatives from E & E will be contacting staff, faculty, students, and administrators to provide information and elicit feedback that will help shape future reduction measures. Program success will depend on our collective willingness

to act upon practicable recommendations for resource-use reductions and fulfill our environmental mission as follows:

Environmental Mission Statement

Buffalo State College is committed to operating in an environmentally responsible manner, both as an institution of higher education and as a community leader. To fulfill its mission, the college shall continually strive to improve its environmental relationships by employing and promoting energy efficiency, recycling, and other low-impact environmental practices, thus enhancing the quality of life. It is Buffalo State College's environmental volition to balance its educational mission with its responsibility to future generations.

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From the Vice President for Student Affairs

Manners Matter: A Professional Etiquette & Networking Workshop

Manners Matter: A Professional Etiquette & Networking Workshop, Buffalo State's third annual "mocktail" party and etiquette dinner, will be held from 4:00 to 7:30 p.m. Friday, November 5, in the Campbell Student Union.

Professional etiquette and networking skills are essential for students to succeed in the world of work. This workshop will provide students with expert advice on common etiquette questions such as, "Which piece of silverware should I use for different courses?" or "How do I make small talk and conversation with new people?"

A "mocktail" party with appetizers in the Fireside Lounge will give students the opportunity to learn how to mingle with employers and make positive first impressions. A five-course gourmet dinner, guaranteed to provide plenty of eating challenges, will immediately follow in the Assembly Hall. Instruction will be provided throughout the evening by etiquette speakers and a certified protocol expert. Prominent community and campus leaders also will offer advice during the students' dining experience.

Tickets are \$10 per person, nonrefundable, and must be purchased by Friday, October 29, from Buffalo State Dining Services, Campbell Student Union 223. Meal cards may be used. Students are encouraged to purchase tickets early; the last two years' events have sold out. For more information, contact the Career Development Center, Cleveland Hall 306 or ext. 5811. Please encourage students to attend this excellent learning opportunity.

The etiquette workshop is presented by the Career Development Center, the Hospitality and Tourism Department, the National Society

for Minorities in Hospitality, Auxiliary Services, and Buffalo State Dining Services and is funded by an Auxiliary Services grant.

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Home Athletic Events

Wednesday, October 20

Men's Soccer

Buffalo State vs. Fredonia "Senior Day"

3:00 p.m.

Coyer Field

Saturday, October 23

Swimming and Diving

Buffalo State vs. Geneseo

1:00 p.m.

Kissinger Pool

Sunday, October 24

Women's Hockey

Buffalo State vs. Buffalo Bisons

1:00 p.m.

Ice Arena

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From the Chair of the College Senate

College Senate Meeting

The next meeting of the College Senate will be held at 3:00 p.m.

Friday, October 15, in E. H. Butler Library 210.

Curricular Item

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

Minor Revision:

Coaching

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From the President and Vice President for Academic Affairs

2005 Faculty/Staff Scholarship Celebration: Call for Papers

Buffalo State will hold its 10th annual Faculty/Staff Scholarship Celebration on Tuesday, February 22, 2005, in the E. H. Butler Library, Room 210. The celebration will recognize the achievements of our faculty and staff members who have been awarded scholarships by the College. The celebration will be held from 10:00 a.m. to 12:00 p.m. and will include a luncheon and awards ceremony. We invite all faculty and staff members to submit a paper for consideration. The deadline for submission is November 15, 2004. For more information, please contact the Office of Faculty/Staff Scholarship at (716) 875-1234 or visit our website at [http://www.buffalostate.edu/faculty-staff-scholarship](#).

The College Scholarship Celebration is a time to recognize the achievements of our faculty and staff members who have been awarded scholarships by the College. The celebration will be held from 10:00 a.m. to 12:00 p.m. and will include a luncheon and awards ceremony. We invite all faculty and staff members to submit a paper for consideration. The deadline for submission is November 15, 2004. For more information, please contact the Office of Faculty/Staff Scholarship at (716) 875-1234 or visit our website at [http://www.buffalostate.edu/faculty-staff-scholarship](#).

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From the Provost and Vice President for Academic Affairs

2005 Faculty/Staff Scholarship and Creativity Celebration: Call for Papers

Buffalo State will hold its sixth annual Faculty/Staff Scholarship and Creativity Celebration from 10:30 a.m. to 2:30 p.m. Tuesday, February 8, 2005, in Houston Gym. All presentations will be poster sessions.

The Creativity Celebration highlights the quality and diversity of the campus community's scholarly and creative activities, and provides an excellent opportunity to network with colleagues. Lunch will be served. To participate in a presentation, please complete and return the form at www.buffalostate.edu/graduatestudies/appl/call_for_papers.doc by Friday, November 12. Contact Gina Game in the Research Foundation at gameg@rf.buffalostate.edu or ext. 6700 with questions.

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From the Vice President for Finance and Management

Internal Controls: Grading

The Internal Control Act of the State of New York establishes certain standards that define a minimum level of quality acceptable for internal control systems. These internal control standards apply to all operations and administrative functions.

Among these standards is one for execution of transactions and events. Specifically, transactions and other events are to be authorized and executed only by persons acting within the scope of their authority. Another standard provides that all transactions and other significant events must be clearly documented and that the documentation be readily available for examination.

Grading and grades constitute administrative functions that are subject to the internal control standards. The advent of online grading makes it all the more important that these standards be explicated and followed.

Therefore, effective immediately:

- The entry of grades for students taking any coursework at Buffalo State College or any subsidiary thereof must be carried out by the faculty member in whose course the student is registered.
- In the event the faculty member is for any reason unable to personally enter these grades, a delegate must be named. This delegation must be approved in advance by the faculty member's department chair and dean. The process for this approval will be as follows:

The faculty member shall, no later than two weeks prior to CEP, petition in writing to the dean via the department chair for permission to delegate to a specific individual. If approved, the faculty member and the delegate shall be advised in writing. The original request to delegate grading and a proven copy of the approval shall be retained in the dean's office for inspection as needed. The two-week deadline may be waived by the dean in emergency situations.

- Under no circumstances may a faculty member delegate grading entry responsibility to an employee who is a student at the college.

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Emergencies on Campus

For all emergencies on campus, call University Police directly at ext. 6333.

Calls to 911 will be redirected by the City of Buffalo 911 operator to University Police and could waste valuable response time. The Blue Light Phones located throughout the campus and in most campus parking lots are a direct link to University Police and will ensure an immediate response. Please call University Police at ext. 6333 with questions or concerns regarding campus safety.

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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 communications 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.

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Emergency College Closings

Preface

This serves as a notice to new employees and a reminder to others of the procedures to follow during snow emergencies and other extraordinary circumstances. Offices and other facilities operated by the state 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 close the college and cancel classes is made before the start of the workday, the vice president for finance and management will

inform University Police. If the decision to close is made once classes are in session, the vice president for finance and management will consult with the vice president for academic affairs and notify University Police of the decision. University Police will notify the following broadcast stations in either case:

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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
WHLD-AM 1270	WBLK-FM 93.7	WKBW-TV 7
WLVL-AM 1340	WJYE-FM 96.1	
WJJL-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	

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University Police also will inform the following:

1. All vice presidents' offices
2. The college switchboard operator, ext. 4000
3. The Campbell Student Union Information Desk, ext. 6511
4. The Residence Life director, ext. 3000
5. United Students Government Office, ext. 6701

An early decision to close the college and cancel classes will be relayed to the stations listed above by about 6:00 a.m. For information concerning cancellation of classes, please check the main page of the Buffalo State Web site, www.buffalostate.edu, or 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.)

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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. Again, essential service* employees are required to remain on the job or report to work as scheduled in this instance. 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.

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 the 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.)

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*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 and maintenance of greenhouse facilities

All employees who are designated essential service will be notified in writing by their department heads.

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Directed Absences

Any employee who has reported to work and because of extraordinary circumstances beyond the employee's control (i.e., 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 any right to equivalent time off to 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. Employees also must sign the sheet before leaving campus.
2. Employees report to regular work locations and perform regular duties, even if their 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. 3000, for assignment.

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

United Way Board Governance Project for Women

The Volunteer Services Committee of the United Way of Buffalo and Erie County is accepting applications for the Class of 2005—Board Governance Project for Women. Over the past several years, more than 220 local professional women have participated in this exciting leadership program that brings together women interested in obtaining or enhancing their knowledge of board governance. Several women from Buffalo State College have participated in the project in the past few years, including Karen Bailey-Jones, Susan Earshen, Carolyn Fusco, Amitra Hodge, Yanick Jenkins, Joan McCool, Carol Patitu, Raquel Schmidt, Margaret Shaw-Burnett, and Gwendolyn Veira.

Women selected for the 2005 project will:

- Address the issue of underrepresentation of women on many nonprofit and community boards.
- Gain networking opportunities and learn from board-experienced women about developing leadership skills.
- Learn about board membership responsibilities, strategic planning, legal/financial responsibilities, group dynamics, diversity, board/staff relationships, and more.
- Dialog and problem-solve about challenging issues facing all boards.

Approximately 30 women will be selected to participate in the program. Classes begin January 26, 2005, and are held every Wednesday from 8:00 a.m. to noon, concluding with a graduation ceremony March 16, 2005.

The application deadline is Monday, November 15. Applications are available at www.uwbec.org/volcentr.htm.

For more information, contact any of the previous participants or Dolores E. Battle, at ext. 6210.

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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 Senate Curriculum Committee for approval:

New Courses:

BUS 366 Management Information Systems. A balanced framework for the successful management of today's increasingly complex array of information. Tools for dealing with and improving the management of information in a variety of business settings using application software such as Microsoft Office.

ENG 346 Non-Western Literature after 1945. Non-Western literature: poetry, fiction, and drama along with historical and cultural backgrounds of literature outside Europe and North America.

SLP 607 Dysphagia across the Life Span. Congenital and acquired swallowing disorders, their neurological and physical bases, differential diagnoses, prevention, and treatments, and associated cultural and ethical issues across the life span.

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Course Revisions:

ENG 360 Children's Literature. History and types of literature for children, with emphasis on the picture book and on the novel for young readers.

ENG 461 Young Adult Literature. Literature appropriate to students in grades 7–12.

SLP 608 Neuromotor Speech Disorders across the Life Span. Child and adult neuromotor speech disorders including neurological bases, differential diagnoses, prevention, and treatments across the life span and with culturally and linguistically diverse populations.

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 - Call for Nominations: 2005 Distinguished Alumnus Award

From the President

2004–2005 Honorary Degree Committee

I am pleased to announce that the following individuals will serve on the 2004–2005 Honorary Degree Committee:

Suk Oh, Dietetics and Nutrition, chair; Claire Collier, Institutional Advancement and Development; James Hamm, Art Conservation; Maria Hejna, Computing and Technology Services; Charles Kenyon, Student Affairs; Carole Knuth, English; Raquel Schmidt, Exceptional Education; Jill Singer, Earth Sciences and Science Education; John Song, Criminal Justice; Peter Sowiski, Fine Arts; Ed Standora, Biology; and Tingyao Zheng, Mathematics. Anthony Chase, President's Office, and Maryruth Glogowski, E. H. Butler Library, 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 that 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 Suk Oh, c/o Maryruth Glogowski, E. H. Butler Library 133 or glogowmf@buffalostate.edu, or Anthony Chase, Cleveland Hall 517 or chaseaj@buffalostate.edu.

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Curricular Approval

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

Course Revision:

COM 100 Media Literacy

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From the Provost and Vice President for Academic Affairs

National Science Foundation Award

The National Science Foundation has made a five-year \$1 million award to Buffalo State for the project "Creating Opportunities through Recruitment, Retention, and Faculty Development." Seven campus academic departments—Biology, Chemistry, Computer Information Systems, Earth Sciences and Science Education, Mathematics, Physics, and Technology—will work to achieve the project's goal: increasing the number of students graduating in science, technology, engineering, and mathematics (STEM) disciplines.

Jill Singer, director of undergraduate research and professor of earth sciences and science education, will serve as principal investigator of the project; Robin Sanders, chair and associate professor of mathematics, and Kerran Sanger, associate professor of communication, will serve as co-principal investigators.

The project will entail a variety of efforts to increase the number of students entering and graduating from STEM majors at Buffalo State, including intensive outreach and recruitment, a year-long STEM learning community, first-year STEM seminars, an early research

opportunity for STEM students, and peer tutoring. A number of faculty-development activities are also planned. During year four of the project, Buffalo State will host a regional conference on "lessons learned."

It's expected that at least 18 Buffalo State faculty members will be closely involved in making the project a success, defined as increasing STEM majors here by 25 percent and graduates by 20 percent.

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Art Conservation Department Open House

The Art Conservation Department invites all faculty, staff, and students to its annual Open House from 2:00 to 4:00 p.m. Friday, October 29, in the department's teaching and research facility in Rockwell Hall. The event will provide an opportunity to view works of art in various stages of conservation. Faculty and students will be on hand to explain and demonstrate aspects of conservation principles and practice.

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From the Vice President for Finance and Management

Employee Benefit Enrollment/Change Deadlines

Friday, October 29

- Productivity Enhancement Program (PEP)
Eligible CSEA, PEF, and classified M/C employees may forfeit three days of vacation or personal leave in exchange for a credit of up to \$400 to be applied toward their health insurance premiums in 2005.

Wednesday, November 10

- Health Care Spending Account
- Dependent Care Advantage Account
Call (800) 358-7202 or visit www.flexspend.state.ny.us to enroll.

Tuesday, November 30

- Cancel health insurance
- Change from family to individual coverage
- Change pretax 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. Call the Human Resource Management Office at ext. 4821 with questions or to make changes to

health insurance coverage

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EAP Committee and Coordinators

The Buffalo State Employee Assistance Program (EAP) seeks volunteers to serve as EAP coordinators or EAP Committee members.

EAP is a free, voluntary, confidential information and referral service available to all New York State employees, their family members, and retirees. 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.

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.

Coordinators 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 sense of confidentiality. Coordinators report to and work with the EAP Committee to increase awareness of EAP on site, expand referral services, and help coordinate activities on campus. Coordinators must attend training sessions, including monthly regional trainings, as well as the five-day New Coordinator Institute and campus EAP Committee meetings. Candidates must have supervisory support and approval to assume this role. Faculty members are strongly encouraged to apply.

The EAP Committee is the executive body that administers the EAP. The committee meets regularly to implement and monitor all aspects of the program, including outreach, education, and evaluation.

Please contact Sam Lunetta, Employee Assistance Program chair, at ext. 6333 or lunetts@buffalostate.edu, by Friday, November 19, to apply or for more information.

If you need help with a personal or family problem, please call one of the following campus coordinators. All calls and discussions are strictly confidential.

David Cummings	ext. 5122
Ann Ellement	ext. 4811
Warren Hoffman	ext. 4169
Confidential voice mail	ext. 6699

EAP Web site: www.buffalostate.edu/offices/hr/eap.asp.

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From the Vice President for Institutional Advancement and Development

Call for Nominations: 2005 Distinguished Alumnus Award

The Buffalo State College Alumni Association seeks nominations for the 2005 Distinguished Alumnus Award, presented annually at commencement. This prestigious award is given to graduates who meet the following criteria: (1) Significant professional achievement or recognition in his or her field; (2) Dedication to community service and volunteerism; (3) Demonstrated ongoing support for and loyalty to the college. Recipients also must be able to attend the commencement ceremony on Saturday, May 14, 2005.

This is an excellent opportunity to recognize and honor an outstanding graduate of Buffalo State College. For a nomination form or more information, contact Kate Ward at ext. 6001 or wardka@buffalostate.edu, or visit www.buffalostate.edu/alumnifoundation; click on "Are You a Graduate" and "Alumnus Awards" to submit an application online.

The deadline for nominations is Monday, November 29.

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David Cunniff
Ann Clement
Wanda K...
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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

From the Provost and Vice President for Academic Affairs

Reminder: Faculty/Staff Scholarship and Creativity Celebration: Call for Papers

The deadline to submit proposals for the sixth annual Faculty/Staff Scholarship and Creativity Celebration is Friday, November 12. To participate, please complete and return the form at www.buffalostate.edu/graduatestudies/appl/call_for_papers.doc.

The Scholarship and Creativity Celebration takes place from 10:30 a.m. to 2:30 p.m. Tuesday, February 8, 2005, in Houston Gym. All presentations will be poster sessions. The event highlights the quality and diversity of the campus community's scholarly and creative activities, and provides an excellent opportunity to network with colleagues. Lunch will be served. Contact Gina Game in the Research Foundation at gameg@rf.buffalostate.edu or ext. 6700 with questions.

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From the Vice President for Finance and Management

Campus Crime Statistics

A copy of the Buffalo State College campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request. Please direct all such requests to the Chief of University Police, Chase Hall, Buffalo State College, 1300 Elmwood Avenue, Buffalo, NY 14222, (716) 878-6332. Information can also be obtained from the U.S. Department of Education Web site at <http://ope.ed.gov/security> or the Buffalo State Web site at www.buffalostate.edu/offices/police/safety.

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Dr. Nuala McGann Drescher Leave Program

The State of New York/United University Professions Affirmative Action/Diversity Committee is accepting applications for the Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program for leaves commencing in fall 2005. The deadline for applications is Wednesday, December 1.

This program is intended to enhance employment opportunities for minorities, women, persons with disabilities, and Vietnam-era veterans in the Professional Services Negotiating Unit by assisting them to prepare for permanent or continuing appointments within the State University of New York. Applicants must meet the eligibility requirements listed in the guidelines. In order to secure a leave, the applicant is responsible for requesting and obtaining approvals, as appropriate, from the campus president or designee.

Please refer to the State/UUP Joint Labor-Management Committee Web site at www.uup.lmc.state.ny.us for additional information, guidelines, and application forms.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC, formerly 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, a pen, and paper. 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 with questions.

Class Registration

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

PC Users

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

Mac Users

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

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November Classes

Advance registration is required. Student assistants, work-study students, and graduate assistants may also attend these workshops.

Introduction to Word	Tuesday, November 9	9:00–11:00 a.m.
Introduction to the Faculty/Staff Bulletin Board Note: Meets in CyberQuad 316	Tuesday, November 9	2:00–3:00 p.m.
Using the Web Template System: Administrative Offices*	Wednesday, November 10	9:30–11:00 a.m.
Intermediate Word: Creating Tables of Contents and Indexes	Friday, November 12	9:00–10:00 a.m.
Introduction to Outlook 2003	Friday, November 12	1:00–3:00 p.m.
Introduction to Excel	Monday, November 15	9:00–11:00 a.m.
Writing for the Web*	Tuesday, November 16	10:00– 11:30 a.m.
Introduction to the Buffalo State College Web Site	Tuesday, November 16	12:30–1:00 p.m.
Excel Functions	Tuesday, November 16	1:00–2:00 p.m.
Intermediate PowerPoint	Monday, November 22	1:00–3:00 p.m.
Introduction to Outlook 2003	Tuesday, November 23	9:00–11:00 a.m.

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

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Webmaster Training and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC, formerly the TASC Development Center) offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 315. Please bring an IBM-compatible 3.5" disk, CD-ROM, and keyboard. Faculty, staff, and students also may participate in SkillSoft E-Learning program that offers more than 600 courses and a 24-hour self-paced learning program that allows participants to learn at their own pace. For more information, contact TASC at 3361 or 3362.

[Class Registration](#)

More information about the SkillSoft E-Learning program is available

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About the Bulletin

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2004–2005 publication schedule:

Fall 2004	Spring 2005	Summer 2005
August 12, 19, 26	January 6, 13, 20, 27	June 16
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November 4, 11, 18	April 7, 14, 21, 28	
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Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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Harvard University Biologist to Speak

In celebration of the 100th birthday of twentieth-century "big thinker" and evolutionary biologist Ernst Mayr, the Biology and Chemistry departments are sponsoring a lecture by Meredith Esther Protas, Harvard University biologist, from 12:15 to 1:30 p.m. Thursday, November 18, in Science Building 213.

Mayr was among the scientists who led the conceptual synthesis of

Mendelian genetics and Darwinian evolution. Mayr's central argument was that species developed "isolating mechanisms" when they separated, which discouraged interbreeding and allowed the separate groups to become genetically distinct new species. For this work and many other contributions to modern biology, Mayr was awarded the National Medal of Science.

Protas is part of the next generation of scientists who are extending our understanding of Darwinian evolution by studying how genes affect adaptive traits. In her seminar, Protas will introduce evolution and evolutionary studies, and describe her studies on the fascinating story of how blind cave fish lose their eyes and gain in the long run.

This lecture is sponsored by a Merck/American Association for the Advancement of Science grant.

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Information Session on U.S. Student Fulbright Program

Lee Ann Grace, assistant dean for international and exchange programs and Buffalo State's Fulbright program adviser, will conduct an information session from 12:15 to 1:30 p.m. Thursday, November 18, in Bacon Hall 117 on the opportunities for U.S. students to secure fellowships for overseas graduate study or research, or for assistantships to teach English in a number of other countries.

Given the competitiveness of the Fulbright program, students are advised to begin working on proposals a year in advance. Thus, this session is particularly aimed at students who will be eligible to apply in October 2005 for the 2006–2007 academic year (i.e., those receiving bachelor's degrees in December 2004 or May 2005 or currently enrolled in graduate programs).

Faculty are welcome and are asked to encourage promising students to attend.

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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, 2003–June 30, 2005. 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 \$43,335 for the two years.

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 for each year.

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Award Period

The award period covers professional development activities commenced on or after September 1, 2003, and completed on or before June 30, 2005.

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 for a minimum of 15 percent of the available funds to employees holding part-time appointments at the time of their activity 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.

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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.

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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 \$181 per undergraduate credit or \$288 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.

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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 7, 2005. Applications and guidelines are available at www.buffalostate.edu/offices/hr/ida.asp or in the Equity and Campus Diversity Office. The committee strongly encourages the electronic submission of applications to dalydf@buffalostate.edu. Questions regarding the application process should be directed to Deborah Daly at ext. 6210.

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

- A current curriculum vitae.
- An official job description (professional staff).
- 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.

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Notification of Awards

Applicants will be notified of award decisions by Friday, February 25, 2005.

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 Thursday, June 30, 2005.

Individual Development Award Committee

Individual Development Award Committee members are Alex Ratkowski, Barbara Vaughan, and Gwendolyn Veira representing UUP, and Susan Earshen, Lawrence Flood, and Kris Kaufman representing management.

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Software Installation Policy

Computing and Technology Services will install software in labs and on other machines provided the software is appropriately licensed. It is the policy of the college to install software only on those computers for which the software is properly licensed. It is the responsibility of the department chair or the department lab coordinator to provide Computing and Technology Services with a copy of a valid software license with the media to be installed in a department lab. Any previously installed software for which an appropriate license cannot be verified is subject to removal.

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Guidelines for Maintaining the Security, Confidentiality, and Integrity of Customer Information

In compliance with the Gramm-Leach-Bliley Act and the rules promulgated

therein by the Federal Trade Commission, Buffalo State College requires that all employees receive the following guidelines to ensure the security and confidentiality of customer records and information:

Control access to rooms and file cabinets where paper records are kept:

- All doors to office areas must be locked during nonbusiness hours.
- Work areas where customer information is processed must be behind locked doors or otherwise secured during business hours.
- Guests should be escorted in areas where customer information is being processed.
- Guests should be restricted to areas that do not have customer information in plain view. Conversely, customer information should be kept out of areas accessible to students and the public.
- File cabinets used to store customer information must be secured in locked areas.
- The fireproof cabinets used to store promissory notes must be locked during nonbusiness hours.
- Records containing customer information are to be retained only as long as they are valid, useful, and required to be retained. When no longer needed, paper, microfilm, and microfiche records must be destroyed by shredding. Electronic records must be destroyed according to current guidelines available from Computing and Technology Services. Retention guidelines are available at the Campus Services and Facilities Office.

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Control access to information stored electronically:

- Work stations should be behind locked doors or otherwise secured.
- "Minimize" any windows not in use to prevent inadvertent breaches.
- Employees are encouraged to password protect their workstations when not in use.
- Employees should use strong passwords for all systems (at least eight characters, alphanumeric).
- Employees should change their passwords every 60 days or less.
- Employees must not post passwords on or near their computers.
- Access to student and employee records systems will be granted only to those employees whose job duties require them to access customer information.

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Protect our customers' information:

- Employees should respond to requests for customer information in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA questions or potential violations should be referred to the Registrar's Office.
- Employees should refer to the appropriate security policies as needed to ensure compliance.
- Employees must report any fraudulent attempt to obtain customer information to management, who should then report the attempt to the Vice President for Finance and Management's Office.

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2004 SEFA Campaign

The 2004 Buffalo State SEFA/United Way Campaign raised more than \$154,000 to date, exceeding its goal of \$144,200. Thank you to all the faculty, staff, and emeriti faculty and staff whose generosity made this year's campaign a success. Thank you also to the many faculty and staff who volunteered their time and made success possible.

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Health Insurance Rates and Option Transfer Period

Health insurance rates for 2005 have been established and are listed below:

HEALTH PLAN	CSEA, UUP, M/C, PEF, Council 82		NYSOPBA	
	Individual	Family	Individual	Family
Community Blue	\$14.33	\$84.61	\$14.33	\$81.53
Empire Plan	\$19.11	\$78.24	\$20.08	\$81.68
Independent Health	\$12.80	\$68.33	\$12.80	\$68.33
Univera	\$12.27	\$66.59	\$12.27	\$66.59

Employees who wish to change health insurance plans for the coming year have until Friday, December 17. Employees are encouraged to complete the option transfer forms as soon as possible to avoid retroactive premium adjustments and to allow for receipt of new health insurance identification cards by the effective date of coverage, Thursday, December 30.

"Choices," a summary and comparison of health insurance plans, is expected to arrive on campus Wednesday, November 17. Employees may wish to review this booklet before making decisions about health insurance for 2005. For a copy of the booklet, please contact Human Resource Management at ext. 4821 or kravittl@buffalostate.edu.

Please call Human Resource Management at ext. 4821 with questions or for option transfer forms.

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NYS Employee Health Benefits Fair

Representatives from Community Blue, the Empire Plan, Independent Health, and Univera will be on campus from 11:00 a.m. to 2:00 p.m. Thursday, December 2, in E. H. Butler Library 210 to answer questions about health insurance plans and changes in coverage for 2005.

Staff members from the employee benefits division of Buffalo State's Human Resource Management Office also will be present to assist employees in

making changes to health insurance coverage.

Learn how to maximize dental and vision care benefits from representatives of the CSEA and UUP Benefit Trust Funds. Obtain information about the Employee Assistance Program and meet EAP volunteers. And learn more about LifeWorks, the NYS resource and referral program.

Call Human Resource Management at ext. 4821 with questions.

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

Beyond the Numbers: Enhancing Campus Diversity through Curriculum Reform—Follow-Up

The President's Council on Equity and Campus Diversity thanks the more than 90 faculty, staff, and students from Buffalo State who joined more than 100 colleagues from across the state for this conference, held October 15. A special thank you to the conference committee; Stephen Chris, senior counselor, Counseling Center; Linda Gleckel, assistant to the dean, Faculty of Applied Science and Education; Deborah Daly, administrative assistant, Equity and Campus Diversity; and the McNair Scholars Program for volunteer support.

As suggested by the more than 200 people who attended the conference, the council is planning a series of follow-up activities, retreats, and workshops to be held during the spring semester. Please plan to continue the dialog started during the conference.

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Veterans Day

There will be no classes on Thursday, November 11, as we pay special tribute to those who have served in the armed forces. At Buffalo State, we are proud to recognize the faculty, staff, and students who have served or are serving at home and abroad to protect our freedoms.

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Students' Award for the Promotion of Respect for Diversity and Individual Differences

The President's Council on Equity and Campus Diversity seeks nominations from students of faculty, librarians, and professional staff who have

embraced the college's core value of respect for diversity and individual differences. The individuals nominated will be recognized for steps they have taken to increase students' awareness of diversity and pluralism in the United States and/or have explored prejudice, bigotry, and stereotyping in an academic classroom or out-of-classroom forum or experience.

Nomination forms may be obtained at
www.buffalostate.edu/equity/documents/Nominationform.doc.

Nominations will be accepted until Friday, March 11, 2005. Those selected to receive the award and their nominators will be recognized at a special program on Tuesday, April 12, 2005, during Bengal Pause.

Please contact Michelle Douglas, assistant director of equity and campus diversity, at ext. 6235 or douglamb@buffalostate.edu with questions.

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From the Chair of the College Senate

College Senate Meeting

The next College Senate meeting will be held at 3:00 p.m. Friday, November 12, in E. H. Butler Library 210.

Curricular Item

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

New Course:

CSP 670 The College Student Movement 1955–1975. Overview of the history and linkages between the American student, civil, and human rights movements of the 1960s and 1970s. This pedagogical perspective can be applied to American history, educational history, rhetorical studies, American higher education, women's studies, African American and Latino studies, and other areas concerned with the social sciences and the humanities.

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From the Provost and Vice President for Academic Affairs

Call for Nominations: Graduate Student Awards President's Medal for Outstanding Graduate Student

The President's Medal 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 14, 2005. Students completing graduate programs in December 2004, May 2005, or August 2005 are eligible for nomination.

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 by SUNY upon a graduate student. This award recognizes those who have integrated academic excellence with achievement 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 at Commencement. Students completing graduate programs in June–August 2004, December 2004, or May 2005 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. Documented local, state, national, or international recognition for excellence, i.e., recipient of major national scholarship/athletic awards and/or recognition by national and international associations and honor societies.

Students must be nominated by a graduate faculty member. Forms are available in the Graduate Studies Office, Cleveland Hall 204. Nominations and supporting materials must be submitted to Cleveland Hall 204 by Tuesday, January 18, 2005.

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Awards Ceremony for Outstanding Master's Thesis and Outstanding Master's Project

The Graduate Advisory Committee recently initiated Outstanding Master's Thesis and Outstanding Master's Project awards to recognize excellence in the completion of this significant master's culminating activity. Please join the Graduate Advisory Committee members as they present the 2003 awards to the following recipients at 3:00 p.m. Friday, December 3, in the Margaret Grant Lounge, Caudell Hall 115:

Outstanding Master's Thesis

Steven A. Gill

The Decline in Crown Management of the Early Stuart House of Commons: 1604-1629

Dr. Andrew Nicholls, Thesis Adviser

Diane M. Steele

The Influence of Cognitive Style on Insight Problem Solving

Dr. Gerard Puccio, Thesis Adviser

Outstanding Master's Project

James P. Grover

Science Writing: Writing in a Sixth Grade Science Classroom

Dr. Robin Harris, Project Adviser

Kori Grasha

Latin 2 Curriculum Frameworks: Using the ECCE Romani Text Series

Dr. Eliane McKee, Project Adviser

All faculty, staff, and students are encouraged to attend. Refreshments will be served.

An announcement regarding the 2004 Outstanding Master's Thesis and Outstanding Master's Project competition will be distributed in January. Faculty are encouraged to begin identifying students they wish to nominate for this important recognition.

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Faculty and Graduate Student Travel Support

The Graduate Studies and Research Office will provide travel support to faculty and graduate students to present at state, national, or international conferences. Faculty members are eligible if they have graduate faculty appointment. Graduate students are eligible if their presentation reflects research, scholarship, or creative activities conducted as part of their graduate degree program. Requests for funding should include documentation that the presentation has been accepted. Graduate students also should include a statement from their faculty adviser/mentor that the presentation is related to research, scholarship, or creative activities conducted as part of the student's graduate degree program. Submit written requests to:

Richard S. Podemski

Dean of Graduate Studies and Research

Cleveland Hall 204

Funding is intended to supplement support from departmental and other sources; thus, in most cases, only partial funding will be awarded.

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From the Vice President for Finance and Management

Position Announcement: Senior Staff Assistant, Student Accounts

Applications are now being accepted for the position of senior staff assistant in the Student Accounts Office. Details may be found at www.buffalostate.edu/offices/hr/vacancy_pro.asp?page=1.

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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 14, 2005. The President's Medal is the highest honor awarded to an undergraduate student by Buffalo State College. This award is given to a student who, through use of his or her natural talents and acquired skills, has demonstrated a commitment toward meeting the goals of higher education as set forth in the college's mission

statement. A grade point average of at least 3.5 is required for consideration for this award. The recipient will deliver the student address at Commencement.

SUNY Chancellor's Award for Student Excellence

The Chancellor's Award, sponsored by Chancellor Robert L. King, is the highest honor bestowed by SUNY upon a student. This award recognizes model students who have integrated academic excellence with achievement in areas such as athletics, community service, creative and performing arts, entrepreneurship, leadership, and career achievement. Although there is no prescribed grade point average for this award, it is assumed that recipients will have high academic achievement. Award recipients will be recognized at a ceremony in Albany and at Commencement.

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 2004–2005 academic year will be considered.

Selection criteria are the same for each award. A student may be nominated for either or both awards.

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Selection Criteria for Both Awards

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 Residence Life and Auxiliary Services Office, Campbell Student Union 222. Nominations and supporting documentation must be forwarded to Timothy Ecklund, associate vice president for residence life and auxiliary services, Campbell Student Union 222, by **Tuesday, January 18, 2005**.

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Orientation and First-Year Programs Office Receives National Awards

The Orientation and First-Year Programs Office was recently honored with three national awards from the National Orientation Directors Association (NODA):

Outstanding General Brochure

For the 2004 "Think Big" publication inviting students to attend orientation

Outstanding Multimedia/Emerging Technologies

For the Academic Theme CD

Outstanding Use of Theme

For overall consistency and originality in the use of a theme

The awards were presented to Buffalo State at the NODA annual conference in Chicago on October 31.

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Grant Allocation Committee Funding Application Deadline Extended

The deadline for submitting funding applications to the Grant Allocation Committee has been extended to Tuesday, November 30. Proposals should contribute to the college's vision, mission, core values, and strategic directions, as presented in the 2003–2008 Strategic Plan for Buffalo State College: www.buffalostate.edu/strategicplanning/pdf/strategicplan-final.pdf.

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 Student Union Information Desk.

Deadlines

Proposals will be reviewed twice in the fall semester and once in the spring semester during 2004–2005. In general, requests for funding made during the fall semester should be for programs taking place in the following spring, and requests for funding made during the spring semester should be for programs taking place in the following summer or fall; however, the committee will consider proposals that fall outside these general parameters.

Deadlines remaining for 2004–2005 are **Tuesday, November 30, 2004** (Revised Date) and **Friday, February 25, 2005**

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Home Athletic Events

Friday, November 19

Men's Basketball
Coles Classic
RPI vs. Capital: 6:00 p.m.
Buffalo State vs. Clark: 8:00 p.m.
Sports Arena

Saturday, November 20

Men's Basketball
Coles Classic
Consolation Game: 1:00 p.m.
Championship Game: 3:00 p.m.
Sports Arena

Women's Basketball
Abgott Invitational
Elmira vs. Mt. St. Vincent: 6:00 p.m.
Buffalo State vs. D'Youville: 8:00 p.m.
Sports Arena

Women's Hockey
Buffalo State vs. Michigan State
4:00 p.m.

Ice Arena

Sunday, November 21

Women's Basketball

Abgott Invitational

Consolation Game: 1:00 p.m.

Championship Game: 3:00 p.m.

Sports Arena

Women's Hockey

Buffalo State vs. Michigan State

1:00 p.m.

Ice Arena

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Selection Criteria for Each Award

1. Academic Achievement - A student who has achieved a high level of academic achievement during the semester should be considered for this award.

2. Community Service - A student who has demonstrated a commitment to community service during the semester should be considered for this award.

3. Leadership - A student who has demonstrated leadership skills during the semester should be considered for this award.

4. Student Life and Activities - A student who has demonstrated a commitment to student life and activities during the semester should be considered for this award.

Orientation and First-Year Programs Office

Receives National Awards

The Orientation and First-Year Programs Office was recently honored with three national awards from the National Orientation Directors Association (NODA).

Outstanding General Specimen

For the 2004 "Think Big" publication inviting students to attend orientation.

Outstanding Multicultural Emerging Technologies

For the Academic Theme CD.

Outstanding Use of Theme

For overall consistency and originality in the use of a theme.

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February 3, 10, 17, 24
March 3, 10, 17, 24
April 7, 14, 21, 28
May 5, 12, 19

Summer 2005

June 16
July 21

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December 2, 2004

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Tuition Billing and Payment Process Changed
Winter Pause 2004-2005: Saving Energy for Tomorrow
Computer Training, SkillSoft E-Learning,
Webmaster Training, and Web Templates

From the Vice President for Institutional Advancement and Development

Season's Greetings from the Buffalo State Alumni Association

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Empire Plan Deductibles for 2005

Effective January 1, 2005, Empire Plan annual deductibles for **M/C**, **UUP**, **PEF**, **NYSCOPBA**, and **Council 82** employees will increase to \$309 per enrollee, \$309 per enrolled spouse/domestic partner, and \$309 for all dependent children combined. This change reflects the 4.7 percent increase in the medical care component of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the period July 1, 2003, through June 30, 2004.

The annual deductible will increase to \$225 for **CSEA** employees.

Empire Plan Coinsurance

Effective January 1, 2005, the maximum coinsurance (out-of-pocket expenses) for employees in the following bargaining units will increase to reflect the change in the Consumer Price Index:

M/C, UUP and PEF	\$1,486
NYSCOPBA and Council 82	\$1,145
CSEA	\$900

Coinsurance will be reduced to \$500 for calendar year 2005 for CSEA employees in (or equated to) salary grade 6 or below as of January 1. Please contact Human Resource Management to apply to the Department of Civil Service for this reduction.

Note: There is no deductible or coinsurance when employees use the Empire Plan Participating Provider Network.

Please contact Human Resource Management at ext. 4821 with questions.

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Tuition Billing and Payment Process Changed

Effective for the spring 2005 semester, the college will not cancel students from their classes due to nonpayment. Students who do not attend classes and do not drop their courses will be obligated to pay tuition and fees. Students who are not planning to attend the spring 2005 semester must drop their courses (including waitlisted courses) in SABRE prior to January 28, 2005. Failure to pay all charges in full by the payment due date will result in late-payment fees.

Winter Pause 2004–2005: Saving Energy for Tomorrow

Buffalo State College will limit campus operations from the close of business Thursday, December 23, 2004, through the beginning of business Monday, January 3, 2005. 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 the college to conserve energy and save resources.

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.

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Services

- The **Payroll Office** will be closed during Winter Pause. Employees who wish to have their December 15 and/or December 29 paychecks or direct-deposit stubs mailed to their homes must make written requests to the Payroll Office, Cleveland Hall 408 or galoneac@buffalostate.edu, by 3:00 p.m. Friday, December 10.

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 will be distributed on Wednesday, December 22. Checks not picked up by the end of that day will be mailed to students at the addresses shown on their pay stubs. Students who wish to have their paychecks mailed to an alternative address must supply the Payroll Office with that address by Wednesday, December 15. 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.
- The University Police Department will remain open, and officers will be on duty, patrolling campus grounds and buildings.

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Registrar

The deadline to submit grades (as listed in the academic calendar) is 8:00 p.m. Monday, December 20.

Employee Options

Participation in Winter Pause is voluntary, and employees who wish to work may do so. Employees should review work plans with their supervisors or department heads in advance of Winter Pause. 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.

For safety and security reasons, employees who work during Winter

Pause may be asked to sign in and out with University Police. In order to ensure that only authorized people are provided access to campus buildings, employees may be asked to show campus identification cards. Any employee who wishes to work and does not have a current identification card should obtain one from the SUNYCard Office in E. H. Butler Library before Winter Pause.

Employees who plan to work during Winter Pause are encouraged to arrange their schedules so that they will be working with other employees whenever possible. If you plan to work on a particular day that would involve being alone or in an isolated building (such as a building that consists primarily of classrooms), please contact Human Resource Management, who will assist you in identifying an alternate work site for that time.

Employees not working during Winter Pause must charge appropriate leave accruals or request leave without pay (except for the December 25 and January 1 holidays). Approved compensatory time also may be used to cover absences during this period. Employees who are requesting leave without pay during Winter Pause should notify the Payroll Office by January 11, 2005, that they have taken such leave, so that their paycheck for that period can be appropriately adjusted.

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

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC, formerly 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, a pen, and paper. 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 with questions.

Class Registration

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

PC Users

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

Mac Users

User ID: your user ID (e.g., `publicjq`)
Password: your password
Domain: `bsclogon`

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December Workshops

Advance registration is required. Student assistants, work-study students, and graduate assistants may also attend these workshops. Please tell students working in your area about this opportunity.

Introduction to Access	Friday, December 3	9:00–11:00 a.m.
Introduction to Outlook 2003	Friday, December 3	1:00–3:00 p.m.
Using the Web Template System: Administrative Offices*	Monday, December 6	9:30–11:00 a.m.
Adobe GoLive	Tuesday, December 7	1:00–3:00 p.m.
Introduction to MS Publisher	Thursday, December 9	1:00–3:00 p.m.
Hardware 101 (or How to Buy a Computer)	Friday, December 10	9:00–11:00 a.m.
Introduction to Outlook 2003	Friday, December 10	1:00–3:00 p.m.
Introduction to Excel	Monday, December 13	9:00–11:00 a.m.
Introduction to PowerPoint	Tuesday, December 14	9:00–11:00 a.m.
Introduction to Mail Merge Using Word	Wednesday, December 15	1:00–3:00 p.m.

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

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Webmaster Training and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>.

Those who complete all five workshops will receive Webmaster Certification.

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From the Vice President for Institutional Advancement and Development

Season's Greetings from the Buffalo State Alumni Association

The Buffalo State Alumni Association invites you to linger in the magic of the holiday season and enjoy the gift of music. Join Paul Homer, professor emeritus of performing arts, and the Silas L. Boyd Memorial A Cappella Alumni Choir for a holiday concert on Thursday, December 9, in the lower lobby of the Campbell Student Union. The choir will be singing a variety of sacred and popular holiday music during two performances, at 12:15 and 1:00 p.m.

In keeping with the holiday spirit of giving, we also wish to provide you with a great gift-giving idea. For just \$9 (\$2 off the retail price, and no sales tax), you can purchase a Delta Sonic Super Kiss Car or Truck Wash ticket, including the 5-Day Guarantee Wash Again Free. These tickets have no expiration date and make great gifts for family and friends; \$2 from each sale directly supports the Buffalo State Alumni Association and/or alumni chapter of your choice.

For more information, contact the Alumni Affairs Office: Cleveland Hall 305, ext. 6001, or alumni@buffalostate.edu.

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From the Chair of the College Senate

College Senate Meeting: Time Change

The final meeting of the College Senate for the fall 2004 semester will be held at 2:00 p.m. Friday, December 10, in E. H. Butler Library 210. Please note the time change, exclusive to this meeting.

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Curricular Items

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

New Course:

BSC 100 Learning in College. Strategies and skills for success at Buffalo State College; overview of the benefits of a college education, a liberal arts education, and a Buffalo State College education. Includes specific information about offices and procedures at Buffalo State College to facilitate students' registration and matriculation.

Course Revision:

PSY 450 Research Methods in Psychology I: Introduction to Research Methods. Introduction to laboratory and observational investigation in behavioral science. Topics include various approaches to research, the application of statistical techniques, ethics in research, and the interpretation and communication of research findings. Several laboratory experiences and reports are required. Required for psychology majors.

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

New Courses:

FST 485 Seminar in Food Technology
FST 488 Internship

Course Revision:

MAT 581 Mathematics for Teachers: Probability and Statistics

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From the President

Curricular Approvals

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Courses:

FST 485 Seminar in Food Technology
FST 488 Internship

Course Revision:

MAT 581 Mathematics for Teachers: Probability and Statistics

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From the Provost and Vice President for Academic Affairs

Student Art Show and Sale

The eighth annual Student Art Show and Sale continues today from 10:00 a.m. to 4:00 p.m. in Upton Gallery. This much-anticipated special Arts and Humanities event highlights student work from the Art Education, Design, and Fine Arts departments. The sale features an exciting collection of work in many different media at reasonable prices. This is a wonderful opportunity to find unusual holiday gifts or to decorate your home or office and show support for Buffalo State students.

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From the Vice President for Finance and Management

Supplemental Retirement Accounts

The maximum amount an employee may contribute to his or her Supplemental Retirement Account has been increased to \$14,000 for 2005. Employees age 50 or older may contribute an additional \$4,000. Employees with 15 years of full-time service also may be eligible to contribute an additional \$3,000. Employees may contribute additional money above the maximum through the [New York State Deferred Compensation Plan](#).

Those who wish to change their contribution levels must complete a Salary-Reduction Agreement, available here or in the Payroll Office, Cleveland Hall 408. Completed agreements must be received in the Payroll Office by Wednesday, December 22, for the change to be reflected in the first paycheck of 2005. Please contact Al Galone at ext. 4124 or galoneac@buffalostate.edu for more information.

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Health Insurance Option Transfer Period Extended

The Human Resource Management Employee Benefits Office has been notified that the annual option transfer period, when employees may change their health insurance plans for the coming year, has been extended to Friday, December 24; however, since Winter Pause begins at the close of business Thursday, December 23, employees are encouraged to complete change forms as soon as possible to avoid retroactive premium adjustments and to allow for receipt of new health insurance identification cards by Thursday, December 30, the effective

date of coverage. Forms are available in the Employee Benefits Office, Cleveland Hall 410, ext. 4821, or www.buffalostate.edu/offices/hr.

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Position Announcement: Web Publications Editor, College Relations

Applications are now being accepted for the position of Web publications editor in the College Relations Office. Details may be found at www.buffalostate.edu/offices/hr/jobs.asp#Professional.

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From the Chair of the College Senate

College Senate Meeting: Time Change

The final meeting of the College Senate for the fall 2004 semester will be held at 2:00 p.m. Friday, December 10, in E. H. Butler Library 210. Please note the time change, exclusive to this meeting.

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From the President

College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Tuesday, December 21, in Cleveland Hall 518.

Agenda

1. Call to Order
2. Action Items
 - Approval of Minutes: October 5, 2004
3. Council Chair's Report
4. President's Report
5. Reports by College Council Committees
6. Announcements
7. Adjournment

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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 inquiries from concerned persons.

Members of the forum for 2004–2005 are faculty and staff members Catherine Ansuini, Health and Wellness; Sandra Burnham, Admissions; Cynthia Eggleston, Elementary Education and Reading; Stephanie Goldberg, Technology; Anthony Hotchkiss, Technology; Tammy Kresge, Weigel Health Center; Maureen Lindstrom, E. H. Butler Library; Samuel Lunetta, University Police; Harold Mattie, Exceptional Education; James Maxwell, Business; Carolyn Murphy, Admissions; Paul Murphy, Custodial Services; James Shea, Technology; and Meymenat Yeoh, Residence Life; and students Janice Andrews, James Edgar, Erica Jackson, Jude Jayatilleke, Vanessa Linton, Courtney Love, and Viviane Ouedraogo.

Dolores Battle, Equity and Campus Diversity, serves as chair; Charles Kenyon, Student Affairs, 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, including the chair and liaison.

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SABRE Update

The SABRE Project

After accomplishments including online registration, introduction of electronic waitlists, and online grading, the SABRE Project will move into a new phase for implementation of the remainder of the SABRE System (using the Oracle Student System). Effective January 1, 2005, SABRE Project team members will continue work on the project from their home units. Although the locus of their activities will change, they will continue to function as a unit for the purposes of the implementation. Their highest priority will remain the SABRE implementation.

Don Erwin, director of divisional technology, Enrollment Management, will assume the role of project manager. In the spring semester, an update/report will be presented at a meeting of the College Senate, which will include a tentative timeline for the remainder of the project. This timeline, depending on the resolution of outstanding issues and the accomplishment of project goals, concludes with implementation of Financial Aid for the 06–07 year, approximately one year from now. All other modules (including the loading of legacy data) will be implemented between now and then.

SABRE support for faculty/staff was transitioned from the SABRE Project team to Computing and Technology Services, and will continue to be offered through SABRE help (via telephone: ext. 3434; e-mail: sabresupport@buffalostate.edu; and the Web: www.buffalostate.edu/sabre/facstaff). Students should continue to contact the Registrar's Office for assistance.

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From the Provost and Vice President for Academic Affairs

Provost Incentive Grants

Applications are now being accepted for the 2004–2005 Provost Incentive Grants. Awards of up to \$1,000 are available to tenured and tenure-track faculty members to assist with travel, research, exhibitions, and other scholarly activities. Preference will be given to those projects that result in refereed publications, juried exhibitions or invitational solo showings, and/or presentations at professional conferences.

A selection committee of Buffalo State faculty members will read and evaluate all applications. An important consideration in the selection of grant awardees will be the likelihood that the applicant will benefit professionally. Awardees will be asked to participate in the 2005–2006 Faculty and Staff Scholarship and Creativity Celebration.

Application information is available in the Academic Affairs Office, Cleveland Hall 519; applications must be returned to that office by Monday, January 31, 2005. Please call Janet Ramsey, ext. 4554, with questions.

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Call for Nominations: Outstanding Master's Theses and Projects

The Graduate Advisory Council announces a call for nominations for awards for Outstanding Master's Thesis and Outstanding Master's Project. The purpose of these awards is to recognize outstanding student research and applied scholarship. Up to three thesis awards and three project awards will be made. Eligible students must have completed the thesis or project in spring, summer, or fall 2004. Nominations may be made by students' thesis or project advisers, or students may self-nominate. Additional reviews are required from the department chair and one external evaluator.

Guidelines and forms are available on the Graduate Studies and Research Web site at www.buffalostate.edu/graduatestudies/forms/index.asp?sub=forms. The deadline for submission of nominations and evaluation forms is Friday, February 25, 2005. Please direct questions to Richard Podemski, dean of graduate studies and research, at podemsrs@buffalostate.edu or ext. 5609.

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From the Vice President for Student Affairs

Awards for Outstanding Community Service

The Volunteer and Service Learning Center presented seven awards for

Outstanding Community Service to recognize faculty, students, and community partners for exceptional service during the fall 2004 semester. Please join the center in congratulating the following individuals and organizations who received awards at the VSLC's Celebration of Service on Thursday, December 2, in the Burchfield-Penney Art Center:

Outstanding Student Academic Achievement in a Service Learning Course

Presented to Meggan Fox, a hospitality and tourism major who, through participation in HTR 480, Advanced Hospitality Administration, assisted West Side Neighborhood Housing Services with planning a gala event to take place in June 2005.

Outstanding Student Community Service in a Service Learning Course

Presented to Dewanda Sabbs, a hospitality and tourism major who, through participation in HTR 480, Advanced Hospitality Administration, assisted Journey's End Refugee Services with planning and implementing a special event for immigrants and refugees.

Outstanding Student Community Work-Study Participant

Presented to Troy Wood for his work in tutoring and mentoring youth at the Learning Disabilities Association of Western New York.

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Outstanding Student Volunteer

Presented to Mary Flores for 125 hours of volunteer efforts at Journey's End Refugee Services providing translation and assistance to the Cuban/Haitian program.

Outstanding Service Learning Course

Presented to HTR 480, Advanced Hospitality Administration, facilitated by Kathleen O'Brien, for special-event planning for three agencies: West Side Neighborhood Housing Services, Journey's End Refugee Services, and Massachusetts Avenue Project.

Outstanding Faculty Commitment to Service Learning

Presented to Harriet Sacks, EDU 211, Introduction to Literacy Instruction, for her dedication and commitment to providing learning opportunities for her students while at the same time meeting the needs of children at School 38 by incorporating tutoring for fifth- and sixth-grade students into her course.

Outstanding Service Learning Community Partner

Presented to the Somali Community of Buffalo, Salub Kahin, president, for its commitment to providing Buffalo State College students with an educational opportunity through direct experience with a culturally diverse group of people.

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Reminder: 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 14, 2005. The President's Medal is the highest honor awarded to an undergraduate student by Buffalo State College. This award is given to a student who, through use of his or her natural talents and acquired skills, has demonstrated a commitment toward meeting the goals of higher education as set forth in the college's mission statement. A grade point average of at least 3.5 is required for consideration

for this award. The recipient will deliver the student address at Commencement.

SUNY Chancellor's Award for Student Excellence

The Chancellor's Award, sponsored by Chancellor Robert L. King, is the highest honor bestowed by SUNY upon a student. This award recognizes model students who have integrated academic excellence with achievement in areas such as athletics, community service, creative and performing arts, entrepreneurship, leadership, and career achievement. Although there is no prescribed grade point average for this award, it is assumed that recipients will have high academic achievement. Award recipients will be recognized at a ceremony in Albany and at Commencement.

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 2004–2005 academic year will be considered.

Selection criteria are the same for each award. A student may be nominated for either or both awards.

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Selection Criteria for Both Awards

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 Residence Life and Auxiliary Services Office, Campbell Student Union 222. Nominations and supporting documentation must be forwarded to Timothy Ecklund, associate vice president for residence life and auxiliary services, Campbell Student Union 222, by **Tuesday, January 18, 2005**.

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.

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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 approval:

New Course:

ADE/CTE 675 Postsecondary Teaching. Promotes expertise in teaching in such settings as human resource development, adult continuing education, workforce training, community colleges, and GED and career technical education programs. Students fulfill extended teaching assignments with the assistance of a coach/mentor; participate in seminar-type discussions in which they reflect on the learning and development of the learners they taught, principles of teaching, their teaching behaviors, and strategies for promoting continuing growth as teachers; and analyze significant issues in teaching such as diversity, technology, exceptionality, and promoting social justice.

Course Revisions:

CIS 375 Programming for the Internet Environment I. Overview of the Internet and its components, protocols, and software. Students create and maintain Web pages to distribute and collect information and to validate user input, and write applications specifically for the Internet environment.

CIS 425 Object-Oriented Development. Object-oriented approach to programming and design including its history and rationale. Students gain hands-on programming experience using an appropriate object-oriented language.

CIS 470 Data Communications. A comprehensive study of data transmission, packet transmission, and internetworking concentrating principles. Topics include underlying hardware, packet switching, Internet protocols, and network applications.

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

New Courses:

BUS 366 Management Information Systems
SLP 607 Dysphagia across the Life Span

Course Revision:

SLP 608 Neuromotor Speech Disorders across the Life Span

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2004-2005 publication schedule:

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December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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Vol. L, No. 19
January 6, 2005

In this issue:

- From the President
 - Campus Safety Forum
- From the Provost and Vice President for Academic Affairs
 - Provost's Incentive Grants
for Faculty Research, Scholarship, and Creativity
- From the Vice President for Finance and Management
 - Winterim Workshops, Computer Training,
SkillSoft E-Learning, Webmaster Training,
and Web Templates

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 inquiries from concerned persons.

Members of the forum for 2004–2005 are faculty and staff members Catherine Ansuini, Health and Wellness; Sandra Burnham, Admissions; Cynthia Eggleston, Elementary Education and Reading; Stephanie Goldberg, Technology; Tammy Kresge, Weigel Health Center; Maureen Lindstrom, E. H. Butler Library; Samuel Lunetta, University Police; Harold Mattie, Exceptional Education; James Maxwell, Business; Carolyn Murphy, Admissions; Paul Murphy, Custodial Services; James Shea, Technology; and Meymenat Yeoh, Residence Life; and students Janice Andrews, James Edgar, Erica Jackson, Jude Jayatilleke, Vanessa Linton, Courtney Love, and Viviane Ouedraogo.

Anthony Hotchkiss, Technology, serves as chair; Charles Kenyon, Student Affairs, 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, including the chair and liaison.

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From the Provost and Vice President for Academic Affairs

Provost's Incentive Grants for Faculty Research, Scholarship, and Creativity

Applications are now being accepted for the 2004–2005 Provost's Incentive Grants for Faculty Research, Scholarship, and Creativity. Awards of up to \$1,000 are available for tenured and tenure-track faculty members to assist with travel, research, exhibitions, and other scholarly activities. Preference will be given to those projects that result in refereed publications, juried exhibitions or invitational solo showings, and/or presentations at professional conferences.

A selection committee of Buffalo State faculty members will read and evaluate all applications. An important consideration in the selection of grant awardees will be the likelihood that the applicant will benefit professionally. Awardees will be asked to participate in the 2005–2006 Faculty and Staff Scholarship and Creativity Celebration.

Application information is available in the Academic Affairs Office, Cleveland Hall 519; applications must be returned to that office by Monday, January 31. Please call Janet Ramsey, ext. 4554, with questions.

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From the Vice President for Finance and Management

Winterim Workshops, Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC, formerly the FAST Development Center) offer monthly computer training classes. 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 with questions.

Class Registration

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

PC Users

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

Mac Users

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

January Workshops

Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops. Please tell students working in your area about this opportunity.

Payroll 101: Processing Paperwork for Our Student Workforce	Monday, January 10	10:00–11:00 a.m.	E. H. Butler Library 210
Library Survivor	Tuesday, January 11	10:00 a.m.–noon	CyberQuad 314
The Supervisor's Role in Improving Employee Job Performance	Tuesday, January 11	10:00 a.m.–noon	E. H. Butler Library 210
Writing Your Web Site*	Tuesday, January 11	1:30–3:30 p.m.	E. H. Butler Library 210
What to Do after You've Taken a Digital Photo	Wednesday, January 12	10:00 a.m.–noon	CyberQuad 318
Getting More out of Life	Wednesday, January 12	10:00 a.m.–1:00 p.m.	CyberQuad 316
Self-Protection: The Mind and the Hand	Wednesday, January 12	2:00–3:30 p.m.	Campbell Student Union Assembly Hall
Introduction to Personal Coaching: What It Is and Why You Might Want to Have a Personal Coach	Thursday, January 13	10:00–11:30 a.m.	Cleveland Hall 205
Improving Your Golf Game: Golf Clinic by Jim Horn	Thursday, January 13	3:00–5:00 p.m.	Caddyshack Golf Dome, 8230 Wehrle Dr., Williamsville
Discover the Burchfield-Penney Art Center	Friday, January 14	10:00 a.m.–noon	Rockwell Hall, third floor
Yoga for Stress Management	Friday, January 14	11:00 a.m.–1:00 p.m.	Houston Gym
Wine Tasting	Friday, January 14	1:00–3:00 p.m.	Campus House
Introduction to Outlook 2003	Tuesday, January 18	9:00–11:00 a.m.	CyberQuad 318
Using the Web Template System: Administrative Offices*	Wednesday, January 19	9:30–11:00 a.m.	CyberQuad 318

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 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. Employees also may register for courses on the site.

This month's SkillSoft courses may be taken in CyberQuad's Faculty/Staff

The Buffalo State Bulletin, a publication for official campus announcements

Workroom, E. H. Butler Library 310, by appointment only; call Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

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Webmaster Training and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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 - Call for Nominations: Outstanding Master's
 - Theses and Projects
 - Provost's Incentive Grants
 - for Faculty Research, Scholarship, and Creativity
- From the Vice President for Institutional Advancement and Development
 - A Night in Nantucket
- From the Chair of the College Senate
 - Curricular Items

From the President

Curricular Approvals

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Courses:

BUS 366 Management Information Systems
SLP 607 Dysphagia across the Life Span

Course Revision:

SLP 608 Neuromotor Speech Disorders across the Life Span

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From the Provost and Vice President for Academic Affairs

Call for Nominations: Outstanding Master's Theses and Projects

The Graduate Advisory Council announces a call for nominations for awards for Outstanding Master's Thesis and Outstanding Master's Project. The purpose of these awards is to recognize outstanding student research and applied scholarship. Up to three thesis awards and three project awards will be made. Eligible students must have completed the thesis or project in spring, summer, or fall 2004. Nominations may be made by students' thesis or project advisers, or students may self-nominate. Additional reviews are required from the department chair and one external evaluator.

Guidelines and forms are available on the Graduate Studies and Research Web site at www.buffalostate.edu/graduatestudies/forms/index.asp?sub=forms. The deadline for submission of nominations and evaluation forms is Friday, February 25. Please direct questions to Richard Podemski, dean of graduate studies and research, at podemsrs@buffalostate.edu or ext. 5609.

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Provost's Incentive Grants for Faculty Research, Scholarship, and Creativity

Applications are now being accepted for the 2004-2005 Provost's Incentive Grants for Faculty Research, Scholarship, and Creativity. Awards of up to \$1,000 are available for tenured and tenure-track faculty members to assist with travel, research, exhibitions, and other scholarly activities. Preference will be given to those projects that result in refereed publications, juried exhibitions or invitational solo showings, and/or presentations at professional conferences.

A selection committee of Buffalo State faculty members will read and evaluate all applications. An important consideration in the selection of grant awardees will be the likelihood that the applicant will benefit professionally. Awardees will be asked to participate in the 2005-2006 Faculty and Staff Scholarship and Creativity Celebration.

Application information is available in the Academic Affairs Office, Cleveland Hall 519; applications must be returned to that office by Monday, January 31. Please call Janet Ramsey, ext. 4554, with questions.

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From the Vice President for Institutional Advancement and Development

A Night in Nantucket

Experience the charm and flavors of New England at the eighth annual Buffalo State College Foundation Scholarship Gala, A Night in Nantucket, on Saturday, April 16, at the Connecticut Street Armory. Tickets are \$175. Purchase a ticket or submit a completed payroll-deduction form by Tuesday, February 1, and be entered in a drawing for a free guest ticket. Why not invite your colleagues, friends, and family members and purchase a table of eight? Remember, all proceeds benefit the Buffalo State College Scholarship Fund. Payroll-deduction forms are available in Cleveland Hall 511 and 516. For more information, call Pamela Voyer, Corporate and Foundation Relations, at ext. 4318.

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From the Chair of the College Senate

Curricular Items

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

Minor Revision:

Coaching

New Courses:

- FTT 100 Construction Fundamentals
- FTT 200 Introduction to Hand Knitting
- FTT 329 Designing Knit Apparel
- HEW 203 Introduction to Sport Facilities Administration
- HEW 380 Ethical Considerations in Sport Administration

Course Revisions:

- FTT 109 Design Room Techniques
- FTT 110 Survey of Fashion/Textile Industry (formerly FTT 107)
- FTT 150 Introduction to Fashion Merchandising
- FTT 206 Introduction to Textiles
- FTT 208 Introduction to Fashion Technologies
- FTT 250 Fashion Buying and Merchandising Principles

FTT 300 Knit Technology I (formerly FTT 414)
 FTT 303 Fashion Illustration or Drawing I
 FTT 326 Apparel Design I: Flat Pattern
 FTT 327 Apparel Design II: Computerized Flat Pattern
 FTT 348 History of Costume
 FTT 349 History of Textiles
 FTT 350 Fashion Merchandising Application
 FTT 412 CAD: Apparel/Textile Design for Industry
 FTT 413 CAD Weave for Industry
 FTT 451 Senior Project
 FTT 488 Internship/Field Experience
 HEW 303 Legal Foundations of Sport Administration

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- From the Provost and Vice President for Academic Affairs
 - SUNY Chancellor's Award for Internationalization
 - Faculty/Staff Scholarship and Creativity Celebration
 - Nominations for Distinguished Professorships, Chancellor's and President's Awards
- From the Vice President for Finance and Management
 - Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates
- From the Vice President for Institutional Advancement and Development
 - A Night in Nantucket
- From the Vice President for Student Affairs
 - Call for Nominations: Student Awards
- From the Senior Adviser to the President for Equity and Campus Diversity
 - Equity and Campus Diversity Minigrant Applications
 - Buffalo State College General Policy against Discrimination and Harassment

From the President

Curricular Approvals

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

Minor Revision: Coaching

New Courses:

- FTT 100 Construction Fundamentals
- FTT 200 Introduction to Hand Knitting
- FTT 329 Designing Knit Apparel
- HEW 203 Introduction to Sport Facilities Administration
- HEW 380 Ethical Considerations in Sport Administration

Course Revisions:

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FTT 350 Fashion Merchandising Application
FTT 412 CAD: Apparel/Textile Design for Industry
FTT 413 CAD Weave for Industry
FTT 451 Senior Project
FTT 488 Internship/Field Experience
HEW 303 Legal Foundations of Sport Administration

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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 will be held at 12:15 p.m. Thursday, February 17, at the Saturn Club, 977 Delaware Avenue.

This annual event serves to honor our colleagues for their years of service and dedication to Buffalo State. The following 13 employees crossed the 25-year mark this year:

Tracey L. Anderson, Institutional Advancement and Development
VickyAnn L. Arent, Intercollegiate Athletics
Kathleen M. Babcock, E. H. Butler Library
Peter M. Carey, University Police
John J. Earshen, Technology
Katherine B. Hartman, Art Education
John D. Lysek, Campus Services and Facilities
Thomas R. McCray, Communication
Barbara A. Meyer, Finance and Management
Albert F. Riess, E. H. Butler Library
Evelyn Rosario, Educational Opportunity Program
Jonathan L. Thornton, Art Conservation
Cynthia A. Wong, Social Work

If you wish to attend the luncheon, please contact Melissa Slisz or Ginny Bolz in the President's Office at ext. 4101. Reservations will be accepted through Monday, February 14.

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From the Provost and Vice President for Academic Affairs

SUNY Chancellor's Award for Internationalization

Proposals for the SUNY Chancellor's Award for Internationalization to fund

short-term international programs during the 2005–2006 academic year (including summer 2006) will be accepted until Monday, February 28.

Twelve grants of \$8,000 each are available for the development and implementation of innovative study-abroad projects. Full- and part-time faculty and staff members may apply for the awards, whose primary goal is to provide students with new opportunities for academic experience in a country that is less commonly visited for academic purposes. In general, this excludes Western Europe and Australia. Study-abroad programs that exist as of the beginning of the 2005–2006 academic year and programs that have previously received support through this award also are ineligible.

For more information, please visit
www.sysadm.suny.edu/international/studyabroad/internal.htm.

Those considering submitting proposals should call Lee Ann Grace, assistant dean of international and exchange programs, at ext. 4620 as soon as possible.

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Faculty/Staff Scholarship and Creativity Celebration

The sixth annual Faculty/Staff Scholarship and Creativity Celebration will be held from 10:30 a.m. to 2:30 p.m. Tuesday, February 8, in Houston Gym. More than 100 faculty and staff members will share information about their current scholarship. Provost Dennis Ponton will open the celebration. This is a great opportunity to network with colleagues from across campus and explore areas of mutual interest. Faculty are encouraged to invite students to attend the celebration. Refreshments will be served.

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

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 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 7, 2005 (academic year 2004–2005)
March 6, 2006 (academic year 2005–2006)
March 5, 2007 (academic year 2006–2007)

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

October 17, 2005 (academic year 2005–2006)
October 16, 2006 (academic year 2006–2007)
October 15, 2007 (academic year 2007–2008)

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From the Vice President for Finance and Management

Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

Class Registration

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

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Password: your password

Mac Users

User ID: your user ID (e.g., publicj)
Password: your password
Domain: bsclogon

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February Classes

Advance registration is required. Student assistants, work-study students, and graduate assistants may also attend these workshops. Please inform students that TASC also offers "Basic Workshops for Students," classes in Word, Excel, and PowerPoint.

Turnitin: Plagiarism Software (This workshop is offered multiple times. Please register for only one workshop.)	Wednesday, February 2	3:00–4:00 p.m.
	Thursday, February 3	12:15–1:30 p.m.
	Monday, February 7	11:00 a.m.–noon
	Tuesday, February 8	9:30–10:30 a.m.
Mail Merge	Wednesday, February 23	9:00–11:00 a.m.

Creating Pivot Tables	Friday, February 25	9:00–11:00 a.m.
Introduction to Excel	Monday, February 28	1:00–3:00 p.m.

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program that offers more than 800 courses and a variety of certificate programs that allow participants to demonstrate mastery of a set of skills.

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From the Vice President for Student Affairs

Call for Nominations: Student Awards

- Who's Who among Students in American Universities and Colleges
- Mildred Campbell Leadership Award
- Minnie and Joe Engel Student Humanitarian Award

Who's Who among Students in American Universities and Colleges

Since 1934, Who's Who among Students in American Universities and Colleges has had a tradition of furthering the aims of higher education by recognizing and rewarding academic excellence, student leadership, and service on a national level. This year, Buffalo State will be among the more than 2,300 institutions participating in the program nationwide.

The campus selection committee—composed of faculty, staff, and students—asks faculty and staff to encourage students to apply for this honor.

Criteria for Selection

- Juniors, seniors, and graduate students matriculated in a curriculum.
- Minimum cumulative grade point average of 3.0 for undergraduate students and 3.5 for graduate students.
- Evidence of scholastic achievements.
- Evidence of participation and leadership in extracurricular activities.
- Evidence of service to the college and community.

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 Buffalo State 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. The Student Life Office created the Mildred Campbell Leadership Award in her honor.

Criteria for Selection

- Undergraduate student.
- Minimum of 24 credit hours completed at Buffalo State.
- Minimum cumulative grade point average of 2.5.
- Strong record of leadership at Buffalo State, demonstrated through personal development, organizational leadership, citizenship, and community building.

Applications for the Who's Who and Mildred Campbell Leadership awards are available online at www.buffalostate.edu/studentlife/x575.xml or in any of the locations listed below. Students may self-nominate for these awards or may be nominated by a faculty or staff member. Applications and supporting documentation must be forwarded to Timothy Ecklund, associate vice president for residence life and auxiliary services, Campbell Student Union 222, by Friday, February 11.

Minnie and Joe Engel Student Humanitarian Award

The Minnie and Joe Engel Student Humanitarian Award was created to recognize a Buffalo State undergraduate student who has demonstrated personal character through altruism, volunteer service, and the giving of oneself to the campus and the larger community. The Engel Humanitarian Award recognizes the full measure of a person's worth, not only as a scholar but also as someone whose efforts on behalf of others define a quality of character that embodies core values that merit recognition and that support and enhance the quality of life in our communities.

The recipient of the Engel Humanitarian Award will receive an unencumbered monetary award of \$2,500. His or her name will be inscribed on a plaque that lists each year's award recipient. An individual plaque citing the recipient's distinction will be presented at a ceremony on campus in spring 2005.

Criteria for Selection

There is no minimum grade point average for this award.

- Undergraduate sophomore, junior, or senior enrolled full time (minimum 12 credit hours) at Buffalo State during the academic year in which the award is made.
- Evidence of exemplary personal character and altruism.
- Evidence of volunteer service on campus and within the larger community while a student at Buffalo State.

Students may self-nominate or may be nominated by a faculty or staff member for the Engel Award. Application forms are available online at www.buffalostate.edu/studentlife/x575.xml or in any of the locations listed

below. Applications and supporting materials should be delivered to Charles Kenyon, associate vice president for student affairs, Cleveland Hall 513, by Friday, March 4.

Applications/Nomination forms for each award are available in the following locations:

- The Career Development Center, Cleveland Hall 306
- E. H. Butler Library Information Commons
- The Intercollegiate Athletics Office, Sports Arena
- The Residence Life Office, Porter Hall
- The Student Life Office, Campbell Student Union 400
- The Student Union Information Desk, Campbell Student Union lobby
- The United Students Government Office, Campbell Student Union 402
- The Vice President for Student Affairs Office, Cleveland Hall 513
- The Weigel Health Center

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From the Vice President for Institutional Advancement and Development

A Night in Nantucket

Experience the charm and flavors of New England at the eighth annual Buffalo State College Foundation Scholarship Gala, A Night in Nantucket, on Saturday, April 16, at the Connecticut Street Armory. Tickets are \$175. Purchase a ticket or submit a completed payroll-deduction form by Tuesday, February 1, and be entered in a drawing for a free guest ticket. Why not invite your colleagues, friends, and family members and purchase a table of eight? Remember, all proceeds benefit the Buffalo State College Scholarship Fund.

Payroll-deduction forms are available in Cleveland Hall 511 and 516. For more information, call Pamela Voyer, Corporate and Foundation Relations, at ext. 4318.

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

Equity and Campus Diversity Minigrant Applications

The deadline for applications for the spring 2005 Equity and Campus Diversity Minigrants is Friday, February 25. Applications may be submitted anytime and will be considered depending on available funds. Early submission is encouraged. Information about the minigrant program can be found at www.buffalostate.edu/equity/x557.xml. Applications are available online at www.buffalostate.edu/equity/documents/miniapp.dot. For more information,

contact Michelle Douglas, assistant director of equity and campus diversity, Cleveland Hall 415, ext. 6235, or douglamb@buffalostate.edu.

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Buffalo State College General Policy against Discrimination and Harassment

Buffalo State College is committed to the need for 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 or 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 discrimination and illegal discrimination of any kind limit the opportunity for individuals to realize their potential and deny 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 College 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 the terms of employment, education, or benefits of any program or activity at Buffalo State College.

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.
- 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 go to the Equity and Campus Diversity Office and, if need be, to offer personal assistance to that person in making the visit to the Equity and Campus Diversity Office.

- All supervisory and management staff have a 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.
 - Monitor their behavior to ensure that they offer an appropriate model regarding the policy for employees and students under their supervision.
 - Promptly and thoroughly respond to all reports or incidents of invidious discrimination or harassment in their area 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 area of responsibility or if they have concerns about appropriate response to a concern or complaint.

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 can be found at www.buffalostate.edu/equity/x460.xml.

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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.

2004–2005 publication schedule:

Fall 2004	Spring 2005	Summer 2005
August 12, 19, 26	January 6, 13, 20, 27	June 16
September 2, 9, 16, 23, 30	February 3, 10, 17, 24	July 21
October 7, 14, 21, 28	March 3, 10, 17, 24	
November 4, 11, 18	April 7, 14, 21, 28	
December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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Vol. L, No. 22
February 3, 2005

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From the President

Notice of the Board of Trustees Public Hearing Announcement of Public Hearing The Board of Trustees of the State University of New York

To: All Concerned Individuals

From: Thomas F. Egan, Chairman, Board of Trustees
State University of New York

Date, Place, and Time
Tuesday, March 1, 2005 (in conjunction with the March 1, 2005, Board of Trustees meeting)
Federal Court Room, Third Floor, State University Plaza, Albany, N.Y.
(This facility permits barrier-free access to the physically handicapped.)
3:00 p.m.

Purpose
The purpose of the State University of New York Board of Trustees Public Hearing is to receive testimony and statements from concerned

individuals about *university issues*.

In Order to Register to Speak at the Hearing:

1. Those who wish to present prepared testimony to the board are requested to *write* to Mr. John J. O'Connor, Vice Chancellor and Secretary of the University, State University Plaza, Albany, N.Y. 12246; such communication is to be received no later than noon on Thursday, February 24. In their letters, presenters should identify in a brief fashion the subject of their testimony and provide Mr. O'Connor with a telephone number, as well as an address, so that he can confirm that they have a reserved place on the agenda. Such testimony will be limited to five minutes, and the speakers will be requested to provide six copies of their written testimony to the hearing registration officer on the day of the hearing.
2. Those who wish to make brief extemporaneous comments (no more than three minutes) are requested to file their names with the hearing registration officer on the day of the hearing. Time for such comments will be set aside at the end of the hearing, and individuals will be called upon in the order in which they register with the hearing registration officer.

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From the Provost and Vice President for Academic Affairs

Sabbatical Leaves 2005–2006

It is my pleasure to announce the following sabbatical leaves for 2005–2006:

Fall 2005

Lucy Andrus, Art Education
Carol Beckley, Performing Arts
Leonard Graziplene, Business
Andrea Guiati, Modern and Classical Languages
Rafika Merini, Modern and Classical Languages
Jill Norvilitis, Psychology
Abdul Raoof, Political Science
Tao Tang, Geography and Planning

Spring 2006

Christopher Aviles, Social Work
Marion Barnett, Elementary Education and Reading
Harriet Blitzer, Fine Arts
Cheryl Hamilton, Art Education

Karen Sands-O'Connor, English
Zhang Jie, Sociology

Fall 2005–Spring 2006

Michael MacLean, Psychology
Kerran Sanger, Communication

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Scholarship Support Program

Faculty and staff members who need assistance with their research can now receive help from the Scholarship Support Program at the Center for Health and Social Research (CHSR). The center will provide consultation in project design, qualitative and quantitative methodology, questionnaire development, program evaluation, data management and analysis, and statistical design. This service is supported by the Graduate Studies and Research Office, Academic Affairs, and the Research Foundation

The goal of the Scholarship Support Program is to increase scholarship in areas such as conference presentations, articles, project reports, evaluations, and grant and contract applications. Staff members from CHSR will provide one-on-one assistance and will broker specialized expertise with on-campus and off-campus consultants and, in the case of potential grant possibilities, with the Pre-award Office of the Research Foundation as needed. To arrange a meeting regarding your research interests, please contact William Wiczorek, director of CHSR, at ext. 6137 or wiczowf@buffalostate.edu.

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From the Vice President for Finance and Management

Policy on Alcohol and Drug Use in the Workplace

In compliance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, employees of Buffalo State College should be aware of and must adhere to the policy stated below:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all Buffalo State College work locations is prohibited. The term "controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21USC812).
- Employees who unlawfully manufacture, distribute, dispense, possess, or use a controlled substance will be subject to

disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements.

- 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 will be required to satisfactorily participate in a state-approved drug-abuse assistance or rehabilitation program as a condition of continuing employment.
- No employee will report for work or will work impaired by any substance, drug or alcohol, lawful or unlawful. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, or reflex) or judgment either are or may be reasonably presumed to be affected.
- Medical testing may be done if the college has a reasonable suspicion that an employee is unable to perform job duties due to the misuse of alcohol, controlled substances, or prescription drugs.

The Employee Assistance Program (EAP) is available on campus for employees who wish to seek assistance in dealing with drug- or alcohol-related problems as well as a variety of other concerns. A current list of EAP coordinators can be found at www.buffalostate.edu/offices/hr/eap.asp.

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

January 2005

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From the Vice President for Student Affairs

Grant Allocation Committee Program Funding Applications

The Auxiliary Services Grant Allocation Committee is accepting applications for funding of program proposals for the 2004–2005 academic year. Proposals should contribute to the college's vision, mission, core values, and strategic directions, as presented in the 2003–2008 Strategic Plan for Buffalo State College.

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 Student Union Information Desk.

The committee welcomes submissions from all campus departments and offices but will likely be able to fund only one proposal from each area or from one submitter due to the limited availability of funds. Please coordinate with colleagues who might also be submitting proposals to the Grant Allocation Committee for this round.

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Deadlines

Proposals will be reviewed once each semester during 2004–2005. In general, requests for funding made during the fall semester should be for programs taking place the following spring, and requests for funding made during the spring semester should be for programs taking place the following summer or fall; however, the committee will consider proposals that fall outside these general parameters. The next application deadline is Friday, February 25.

Programs that received funding during the fall 2004 review include:

- 2005 Chemistry Seminar Series
- Increasing School Spirit: The Continuing Work of the Student Booster Club
- Energy and Its International Peace Implications
- *Art on the Hyphen: Cuban-American Artists of Western New York State*
- Non-profit and Government Careers: Bigger Than You Think
- Association of North American Graduate Programs in the Conservation of Cultural Property (ANAGPIC)
- Take Back the Night
- Eating Disorders Awareness Week 2005
- Homecoming: The Tradition Returns to Buffalo State
- Twenty-first-Century Milestones in Science
- Women in Science and Mathematics Speaker Series
- German Experimental Cinema: Myth and Fairy Tale
- A Day of Caribbean Experiences
- Animal Behavior and Conservation Series
- Ulali Performance
- Buffalo State College/Bufalo Community Service Day

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Home Athletic Events

Friday, February 4

Men's Hockey

Buffalo State vs. Potsdam

"CSEA Night"

7:00 p.m.

Ice Arena

Saturday, February 5

Men's Hockey
Buffalo State vs. Plattsburgh
7:00 p.m.
Ice Arena

Sunday, February 6

Women's Hockey
Buffalo State vs. Brockport (Club)
7:00 p.m.
Ice Arena

Tuesday, February 8

Women's Basketball
Buffalo State vs. Brockport
6:00 p.m.
Sports Arena

Men's Basketball
Buffalo State vs. Brockport
8:00 p.m.
Sports Arena

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From the Chair of the College Senate

College Senate Meetings

College Senate meetings for the spring 2005 semester will be held at 3:00 p.m. Fridays, February 11, March 11, April 15 (changed from April 1 to avoid conflict with Spring Break), and May 6, in E. H. Butler Library 210.

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Curricular Proposal Deadline

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 11, to allow sufficient time for spring-semester processing. Proposals received after that date are not guaranteed action before the end of the semester.

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Kaleidoscope Correlating Table

This table is for correlating selections in *Kaleidoscope*, tenth edition, to specific chapters in both *Those Who Can, Teach*, tenth edition, by Ryan/Cooper (Houghton Mifflin Company, ©2004) and *Foundations of Education*, eighth edition, by Ornstein/Levine (Houghton Mifflin Company, ©2003).

Topic	Author	Abbreviated Title	Kaleidoscope (pages)	Those Who Can, Teach (chapters)	Foundations of Education (chapters)
Accountability	Raywid	<i>Accountability: What's Worth Measuring?</i>	375-380	11	8, 16
After-school activities	Hofferth & Jankuniene	<i>Life After School</i>	140-144	3	10, 11
Assessment	Guskey	<i>Making the Grade</i>	235-242	4, 5, 6	14
	Stiggins	<i>Assessment Crisis</i>	258-266	4, 10, 11	14
Bilingual education	Minicucci, et al.	<i>School Reform and Student Diversity</i>	443-448	2, 9	12, 16
Brain research	Hardiman	<i>Connecting Brain Research with Dimensions of Learning</i>	273-279		10
Character education/Values	Elkind	<i>The Cosmopolitan School</i>	108-115	11	10, 11, 12, 13, 14, 16
	Lickona	<i>The Return of Character Education</i>	330-342	11	14
	Noddings	<i>Teaching Themes of Care</i>	190-197	11	14
	Nord	<i>The Relevance of Religion to the Curriculum</i>	185-189	7, 11	3, 9
	Ryan	<i>Mining the Values in the Curriculum</i>	198-201	11	14
Child abuse	Cates, et al.	<i>At Risk for Abuse</i>	87-93	3, 7	9, 10
Choice	Carper	<i>The Changing Landscape of U.S. Education</i>	310-316	3, 9, 11	8, 16
	Levin	<i>Bear Market</i>	399-404	11	16
	McDonald	<i>The False Promise of Vouchers</i>	393-398	3, 11	8, 16
	Viteritti	<i>Coming Around on School Choice</i>	387-392	3, 11	8, 16

Classroom management	Wasicsko & Ross	<i>How to Create Discipline Problems</i>	81-86	1, 5	16
Constructivism	Perkins	<i>The Many Faces of Constructivism</i>	228-234	6, 8, 11	4, 14
Cooperative learning	Johnson & Johnson	<i>Making Cooperative Learning Work</i>	243-251	4	14
Curriculum	Adler	<i>The Paideia Proposal</i>	166-172	4, 8	4, 14
	Elkind	<i>The Cosmopolitan School</i>	108-115	2, 4, 6, 11	10, 11, 12, 13, 14, 16
	Haycock	<i>Closing the Achievement Gap</i>	210-216	4, 5, 9, 11	11, 12, 16
	Hirsch	<i>Seeking Breadth and Depth in the Curriculum</i>	173-177	4, 8, 11	4, 13, 14, 16
	Nord	<i>The Relevance of Religion to the Curriculum</i>	185-189	4, 7, 11	3, 9
Ethics of teaching	Strike	<i>The Ethics of Teaching</i>	325-329	7	4, 9
	Miles	<i>Putting Money Where It Matters</i>	381-386	10	8, 16
	Kirby	<i>What Does the Research Say about Sexuality Education?</i>	202-209	3	
Gender issues	Bailey	<i>Shortchanging Girls and Boys</i>	449-453	3	10
	Woods	<i>Hostile Hallways</i>	77-80	3, 7	6, 9
Harassment	Woods	<i>Hostile Hallways</i>	77-80	3, 7	6, 9
Home schooling	Lines	<i>Home Schooling Comes of Age</i>	145-151	7, 11	9
Homework	Hofferth & Jankuniene	<i>Life After School</i>	140-144	3	10, 11
Inclusion	Kluth, et al.	<i>"Our School Doesn't Offer Inclusion"</i>	459-463	2	12
	Merritt	<i>Clearing the Hurdles of Inclusion</i>	454-458	2	12
Instruction	Tomlinson	<i>Mapping a Route Toward Differentiated Instruction</i>	467-472	4	14

Law and the teacher	McDaniel	<i>The Teacher's Ten Commandments</i>	330-342	7	9
Multicultural education	Banks	<i>Multicultural Education in the New Century</i>	435-438	2, 4	11, 12
	Minicucci, et al.	<i>School Reform and Student Diversity</i>	443-448	2, 4, 11	11, 12, 16
	Ravitch	<i>A Considered Opinion</i>	432-434	2, 4	11, 12
	Stotsky	<i>Multicultural Illiteracy</i>	439-442	2, 4, 9	6, 11, 12
Parental involvement	Finders & Lewis	<i>Why Some Parents Don't Come to School</i>	134-139	2, 10, 13	10, 11, 16
	Loveless	<i>The Parent Trap</i>	464-469	1, 2, 4, 11	10, 11, 16
Philosophy of education	Adler	<i>The Paideia Proposal</i>	166-172	4, 8	4, 14
	Boyer	<i>The Educated Person</i>	302-309	4, 8	2, 4, 5, 14
	Dewey	<i>My Pedagogic Creed</i>	280-286	1, 4, 8	4, 5, 14
	Glickman	<i>Dichotomizing Education</i>	317-324	1, 4, 7, 11	4, 5, 14, 16
	Hirsch	<i>Romancing the Child</i>	295-301	4, 8	4, 5, 14
	Hutchins	<i>The Basis of Education</i>	287-291	4, 8	4, 5, 14
	Rogers	<i>Personal Thoughts on Teaching and Learning</i>	292-294	8	4, 5, 14
	Cohen	<i>Schools Our Teachers Deserve</i>	121-128	1, 11, 14	12, 13, 16
Reforming education	Darling-Hammond	<i>What Matters Most</i>	352-365	5, 11, 12, 14	1, 13, 16
	David	<i>The Who, What, and Why of Site-Based Management</i>	405-411	10, 11	2, 16
	Eisner	<i>The Kind of Schools We Need</i>	366-374	1, 4, 11, 14	2, 13, 16
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	Miles	<i>Putting Money</i>	381-386	10	8

		<i>Where It Matters</i>			
	Viteritti	<i>Coming Around on School Choice</i>	387-392	3	8, 16
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	Cohen	<i>Schools Our Teachers Deserve</i>	121-128	1, 5, 11, 13, 14, 15	1, 2, 13, 14, 16
	Cuban	<i>A Tale of Two Schools</i>	116-120	1, 11	14, 16
	Elkind	<i>The Cosmopolitan School</i>	108-115	2, 4, 6, 11	10, 11, 12, 13, 14, 16
	Wasley	<i>Small Classes, Small Schools</i>	129-133	1, 11	7, 11, 16
Sex education	Kirby	<i>What Does the Research Say About Sexuality Education?</i>	202-209	3	
Site-based management	David	<i>The Who, What, and Why of Site-Based Management</i>	405-411	10, 11	2, 16
Standards movement	Haycock	<i>Closing the Achievement Gap</i>	210-216	4, 5, 9, 11	11, 12, 16
	Thompson	<i>The Authentic Standards Movement and Its Evil Twin</i>	158-165	4, 10, 11	13, 14, 16
Student motivation and engagement	Clifford	<i>Students Need Challenge</i>	221-227	5, 11	14, 16
	Csikszentmihalyi & McCormack	<i>The Influence of Teachers</i>	2-8	5, 11, 15	1, 16
	Dodd	<i>Engaging Students</i>	217-220	5, 11	14, 16
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	Edelman	<i>Leaving No Child Behind</i>	66-69	2, 3	10, 11, 12
	Eitzen	<i>Problem Students</i>	70-76	2, 3	10, 11, 12
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	Mietzger	<i>Calling in the Cosmos</i>	55-59	5, 15	1, 16
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	Ness	<i>Lessons of a First-Year Teacher</i>	42-45	12, 13, 14	1, 2, 11
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	Means	<i>Technology Use in Tomorrow's Schools</i>	424-429	6	14, 16
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From the Provost and Vice President for Academic Affairs

Strategic Planning Reassignment

The Strategic Planning Office has been reassigned from the president to the provost and vice president for academic affairs, effective January 24. Dorcas Colvin retains responsibility for assisting the Vice Presidents Council with strategic-plan implementation and for facilitating the work of the College Planning Council. In addition, Colvin coordinates follow-up for Mission Review II activities, provides oversight for the leadership development initiative, and assists the provost with a number of key initiatives and projects including outreach and community-based research, distinctiveness, reorganization, and senior administrative search processes.

Marie Mance coordinates leadership development and is responsible for working in partnership with the Creative Studies Department and other faculty members to design, deliver, and manage the leadership-development initiative. Mance continues to assist with strategic planning and related initiatives.

The office will remain in Cleveland Hall 512 until other elements of the reorganization are finalized.

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Mission Review II

Buffalo State's Mission Review II document, submitted to SUNY in December 2004, addresses campus goals for 2005–2010 in academic areas such as enrollment; undergraduate and graduate program directions; faculty; student outcomes, including retention and graduation; facilities; and technology. We expect that dialogue with SUNY in spring 2005 will lead to a mutually acceptable memorandum of agreement. The Mission Review II document is available on the strategic planning Web site and on the Academic Affairs Web site. Printed copies will be provided to academic departments. Printed copies also may be requested from Academic Affairs; send requests to Carolyn Martino at martinc@buffalostate.edu.

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Appointment: CEURE

John Siskar, associate professor of art education, has been appointed interim director of the college's Center for Excellence in Urban and Rural Education (CEURE). He replaces Diane Truscott, who took a new position at Georgia State University. A Buffalo State faculty member since 1992, Siskar served as chair of the Art Education Department for the past three years. His appointment to CEURE was effective January 1.

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From the Vice President for Finance and Management

Receipt of Legal Papers Served on the College

The SUNY Office of University Counsel 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 Office of University Counsel for the purpose of receipt of service of legal papers on the college, notification of the area of the college affected (required to respond), and 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 or the college, the campus liaison should

be contacted immediately and the legal papers should be 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 request personnel files or information on students or are requests made under the USA Patriot Act. Various other 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 those situations.

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UUP Individual Development Awards 2003–2005

The campus Individual Development Awards Committee is pleased to announce that all applications for 2003–2005 awards received by the January 7 deadline that met the eligibility requirements have been approved. The total amount requested was less than the two-year campus allocation of \$43,335.

Applications will now be accepted for the modest amount of remaining funds. The award period covers professional development activities commenced on or after September 1, 2003, and completed on or before June 30, 2005. The maximum award is \$1,000 (\$5,000 when a salary replacement is required). Please refer to the guidelines in the November 11, 2004, college *Bulletin* for more details.

Application Procedure

Applications for these remaining funds must be received by the Individual Development Awards Committee, in care of the Human Resource Management Office, Cleveland Hall 403, by 4:30 p.m. **Tuesday, March 1**. Applications are available at www.buffalostate.edu/offices/hr/ida.asp or in the Human Resource Management Office. The committee strongly encourages the electronic submission of applications to fortunkm@buffalostate.edu. Questions regarding the application process should be directed to Kathy Fortune at ext. 3042. Along with the completed application, applicants must submit the following:

- A current curriculum vitae.
- An official job description (professional staff).
- 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.

The remaining funds will be distributed according to these priorities:

- Untenured faculty engaged in scholarship.
- Papers accepted at professional conferences and ongoing projects.
- Professional development of job-related skills.
- Travel to participate in professional conferences.

In addition, as stated in the guidelines, part-time employees will be given preference for 15 percent of the funds available if sufficient applications from part-time employees are received.

Applicants who apply by March 1 will be notified of award decisions by March 31.

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Internal Control Standards and Public Officers Law

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.

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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.

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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.

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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 that 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 in which that employee is 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.

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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.

Call Gary Phillips, associate vice president for finance and management and comptroller, at ext. 4312 with questions about the Internal Control Act or Public Officers Law.

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

Buffalo State 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 College faculty, staff members, and supervisors exercise power and authority over Buffalo State College students and employees over 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 which 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 Buffalo State College, to possible legal charges and liability.

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Therefore, to avoid the breakdown of mutual trust and respect, this may result within the academic community from such sexual or amorous 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 College faculty or staff member who nevertheless engages in a sexual or amorous relationship shall be required to remove him or herself from any evaluation of the student and from any activity or decision which 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 from any such sexual or amorous relationship. It shall also 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 made aware of the relationship, to assure that the foregoing steps are taken.
- In addition to being required to take the foregoing steps, any faculty or staff member who engages in a sexual or amorous relationship with a student or student employee shall be subject to but not limited to, counseling, reprimand, probation, suspension, and 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 the position to a similar position, without demotion or other adverse effect on the benefits, terms, or conditions of employment and making alternative arrangements, if feasible, to prevent interference with educational opportunities, which gives 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 she/he 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.

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- **Sexual or amorous relationships between a faculty or staff member and a student to whom the faculty or staff member does not have a current professional responsibility are *strongly discouraged*.**
- **Sexual or amorous relationships between a supervisor and a non-student employee to whom such supervisor has current or reasonable foreseeable professional responsibility are *strongly discouraged*.** Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor and their supervisor, to remove the supervisor from any evaluation of the employee, and from any activity or decision which 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.
- **Sexual or amorous relationships between a faculty or staff member and a student to whom the faculty or staff member does not have a current professional responsibility are *strongly discouraged*.**
- **Sexual or amorous relationships between a supervisor and a non-student employee to whom such supervisor has current or reasonable foreseeable professional responsibility are *strongly discouraged*.** Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor and their supervisor, to remove the supervisor from any evaluation of the employee, and from any activity or decision which 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 from any sexual or amorous relationship. 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) which 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 which 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 a preponderance of the 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 who is not the complainant, 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.

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Grievance Procedure

- **This policy with respect to sexual and amorous relations 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 in Section A above, as they apply to the particular circumstances being considered.
- **Any person may make an inquiry or request for consultation to the Office of Equity and Campus Diversity 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.**

Approved July 29, 1997

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From the Chair of the College Senate

Curricular Items

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

Program Revision:

Fashion and Textile Technology (0401)

New Courses:

CSP 670 The College Student Movement 1955-1975

FTT 355 Research in Fashion Merchandising

FTT 455 Issues in Merchandising and Fashion Retailing

Course Revisions:

FTT 304 Print Rendering for Industry

FTT 306 Textile Evaluation
 FTT 308 Fashion CAD
 FTT 310 Sewn Products Industry
 FTT 325 Pattern Drafting and Grading
 FTT 328 Apparel Design III: Draping
 FTT 358 Fashion Forecasting and Consumer Issues
 FTT 400 Knit Technology II: Commercial Software
 FTT 410 Advanced Product Development
 FTT 411 CAM: Apparel Manufacturing Software Systems
 FTT 450 Issues in Fashion/Textile Industry
 FTT 452 Fashion Show Production

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

New Program:

Blended Program in Early Childhood Special Education

Program Revision:

Childhood Education (Grades 1-6) Initial Certification (6212)
Early Childhood Education (Birth-Grade 2) (6521)

New Courses:

CHE 530 Advanced Environmental Chemistry. Study of the chemistry of the environment, air, water, soil, living environments, and the effects of technology thereon. Discussion on the atmosphere, industrial ecosystems, phase interactions, water pollution and treatment, air pollution, global warming and green chemistry, smog, hazard wastes, soil chemistry, and toxicological chemistry.

THA 327 Acting III: Advanced Scene Study. Students learn how to apply previously learned acting skills to a variety of acting styles in a variety of environments. Student actors will specifically address the demands of physically, intellectually, and emotionally adapting their acting and artistic process. Student actors will also be expected to further define and identify themselves in each new style.

Course Revisions:

EDU 626 Integrating the Content Areas in the Teaching of Young Children. This course examines current theory and practice of instruction across the curriculum emphasizing constructivist methods. Particular attention is given to teaching young children Pre-K through third grade, adhering to the principles of developmentally appropriate practices. A field experience is required.

THA 226 Acting I. Students are introduced to the fundamental demands of the acting process. Student actors will engage in focus and concentration development, improvisation, scene work, and performance as they identify and develop themselves in the artistic process of acting.

THA 227 Acting II: Scene Study. Students are engaged in the fundamental demands of preparing, rehearsing, and performing scenes from contemporary plays. Student actors will focus on character development, research, and script analysis as they synthesize concepts from Acting I. Students are challenged to apply previously learned acting skills to the preparation, rehearsal, and performance of scenes. Students will further

identify themselves as young theater artists and their personal place in the creative process of making theater.

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From the President

From the Chair of the College Senate

State of the College Address

We are pleased to invite you to attend the annual State of the College address on Tuesday, March 1, from 12:15 to 1:15 p.m. in Warren Enters Theatre in Upton Hall.

At the conclusion of the president's remarks, there will be a brief presentation on the college's facilities master plan and the new five-year capital plan.

This annual event provides an opportunity for the campus to hear a concise overview of plans and ongoing initiatives, as well as challenges at the college, in an interactive format. We encourage all members of the faculty and staff to attend. Refreshments will be provided before the presentation from 11:45 a.m. until 12:15 p.m. in Upton Gallery.

Muriel A. Howard
Susan M. Leist

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From the President

Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

Program Revision:

B.S. Fashion and Textile Technology (0401)

New Courses:

FTT 355 Research in Fashion Merchandising

FTT 455 Issues in Merchandising and Fashion Retailing

Course Revisions:

FTT 304 Print Rendering for Industry

FTT 306 Textile Evaluation

FTT 308 Fashion CAD

FTT 310 Sewn Products Industry

FTT 325 Pattern Drafting and Grading

FTT 328 Apparel Design III: Draping

FTT 358 Fashion Forecasting and Consumer Issues

FTT 400 Knit Technology II: Commercial Software

FTT 410 Advanced Product Development

FTT 411 CAM: Apparel Manufacturing Software Systems

FTT 450 Issues in Fashion/Textile Industry

FTT 452 Fashion Show Production

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From the Provost and Vice President for Academic Affairs

Degree Navigator Training Sessions

Introduction for New Faculty and Staff

This course is for new faculty and staff members who want to learn the basics of Degree Navigator.

Tuesday, February 22	12:15–1:15 p.m.	CyberQuad (Butler Library) 316
Wednesday, February 23	10:00–11:00 a.m.	CyberQuad 316
Thursday, February 24	12:15–1:15 p.m.	CyberQuad 318
Friday, February 25	2:00–3:00 p.m.	CyberQuad 318

Refresher for Audit Administrators

Each department has one or two audit administrators. This class is a refresher on making exceptions, placing notes, and various other functions you might be asked to do in your daily role as your department's audit administrator.

Thursday, March 3	12:15–1:15 p.m.	CyberQuad 318
Friday, March 4	2:00–3:00 p.m.	CyberQuad 316

To Enroll

Go to <http://bscintra.buffalostate.edu/registration>, and click on Enter. Under Class Listings, choose the February or March 2005 link, find the class you want, and click on Register for This Class. Your logon is bsclogon\your NT username and your NT password.

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Research Stakeholders Meeting

The Research and Creativity Council is in the process of making recommendations to update the Buffalo State College Research Strategic Plan. We invite all faculty and staff members to help identify ways to improve support for research in all disciplines throughout the college. The stakeholders meeting will be held from 12:15 to 1:30 p.m. Tuesday, March 8, in E. H. Butler Library 210. Refreshments will be served. For more information, contact James Maxwell, chair of the Research and Creativity Council, at ext. 5338 or maxweljr@buffalostate.edu, or Richard Podemski, dean of graduate studies and research, at ext. 5601 or podemsr@buffalostate.edu. The most recent Research Strategic Plan is posted at www.rf.buffalostate.edu/rf/administration/research_council.

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From the Vice President for Student Affairs

Position Announcement: Programmer Analyst, Residence Life Office

Applications are now being accepted for the position of programmer analyst in the Residence Life Office. Details may be found at www.buffalostate.edu/offices/hr/jobs.asp#professional.

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Home Athletic Events

Saturday, February 19

Women's Basketball
Buffalo State vs. Oswego
6:00 p.m.
Sports Arena

Men's Basketball

Buffalo State vs. Oswego
Coach Dick Bih's final home game on the bench
8:00 p.m.
Sports Arena

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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 approval:

Program Revisions:

Early Childhood Education (Birth-Grade 2) Initial Certification (6211)
B.S. in Mathematics Education with Adolescent Certification (0721)

New Course:

MED 300 Field Experience: Methods in the Teaching of Secondary Mathematics. Supervised field experience at the middle and/or high school level. Emphasis on classroom implementation of knowledge, understanding, and practice consistent with state and

national mathematics teaching standards discussed in MED 308.

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From the President

Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Course:
CSP 670 The College Student Movement 1955-1975

Course Revisions:
ANT 305 Peoples of Africa
ANT 307 Urban Anthropology

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From the Provost and Vice President for Academic Affairs

Appointments

I am pleased to announce two tenure-track faculty appointments, effective spring 2005:

Lloyd M. Elm Sr. has been appointed associate professor in the Elementary Education and Reading Department. His previous appointments were with the U.S. Department of Education, Native American Magnet (Buffalo Public School 19), American Indian Magnet School (Minnesota), and Cornell University. Elm holds a doctorate from the Pennsylvania State University.

Stephen E. Gareau accepted appointment as assistant professor with the Computer Information Systems Department. Gareau held past appointments with McNeese State University, North Carolina A&T State University, and Mississippi State University, as well as with industry and government organizations. Gareau's doctorate was awarded by Mississippi State University, and his research interests are in technology and food security.

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TASC Open House

TASC (Technology and Application Support Collaboration) is a collaborative group of campus professionals who work with students, faculty, and staff to provide expert assistance, training, and support for a wide range of technology and software application needs. Join the TASC team for refreshments, handouts, and lots of information from 12:15 to 1:30 p.m. Thursday, March 3, in E. H. Butler Library 208. For more about TASC, visit www.buffalostate.edu/library/tasc.

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Rescheduled: Research Stakeholders Meeting

Because of a conflict, the research stakeholders meeting has been rescheduled to Wednesday, March 16, from noon to 1:30 p.m. in E. H. Butler Library 210. The purpose of the meeting is to identify ways to improve support for research in all disciplines throughout the college. Refreshments will be served. For more information, contact James Maxwell, chair of the Research and Creativity Council, at ext. 5338 or maxweljr@buffalostate.edu, or Richard Podemski, dean of graduate studies and research, at ext. 5601 or podemsr@buffalostate.edu. The

most recent Research Strategic Plan is posted at www.rf.buffalostate.edu/rf/administration/research_council.

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Correction: Curricular Approval

The January 27, 2005, *Bulletin* should have listed **FTT 349 History of Textiles**, a course revision approved by the president, as **FTT 349 History of Textiles (formerly FTT 449)**.

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From the Vice President for Finance and Management

Buffalo State Emergency Response Plan

Portions of the Buffalo State College Emergency Response Plan are available at www.buffalostate.edu/offices/police/safety/default.asp?sub=erp&sec=apdx.

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University Policy on Fees, Charges, and Deposits

University policy prohibits the assessment of general science fees, laboratory fees, and fees for course materials, i.e., texts and/or supplies. These fees are prohibited, as university tuition guarantees students access to the facilities and supplies considered necessary for their courses. However, campuses may establish deposits in science courses requiring laboratory work as collateral against which replacement costs for damage may be assessed.

University policy also requires that students purchase supplies and materials necessary for credit-bearing courses at the campus store or other appropriate commercial outlet. When this is not feasible in terms of efficiency, cost containment, or method of distribution, a request may be submitted to establish a course-related fee if students will retain the end product of the laboratory course work, e.g., sculpture/ceramics, photography.

Please review your department fee schedule for compliance with university fee policy. Fees not in accordance with the above directives should be discontinued. Contact Gary Phillips, associate vice president and comptroller, at ext. 4312 with questions concerning this policy.

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Policy Governing Use of College Resources

College resources, including equipment, supplies, services, and facilities, shall be used for official college business only. Use of college resources for commercial purposes or for personal gain is prohibited. Any loan of college property (other than library materials) to any party for personal use is prohibited. Please direct questions regarding this policy to Gary Phillips, associate vice president and comptroller, at ext. 4312.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

Student Workshops

All computer training classes are now open to students. In addition, TASC offers student-only workshops on certain Tuesdays during Bengal Pause, from 12:30 to 1:30 p.m. Announcements for these classes are made through student e-mail and/or flyers distributed on campus.

To register, students should contact Paul Reynolds at reynolap@buffalostate.edu or ext. 3361 with the following information: name, e-mail address, telephone number, and name(s) and date(s) of desired workshops.

Class Registration

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

PC Users

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

Mac Users

User ID: your user name (e.g., publicjg)
Password: your password
Domain: bsclogon

March Workshops

Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops.

Please inform students that TASC also offers "Basic Workshops for Students," classes in Word, Excel, and PowerPoint.

Introduction to PowerPoint	Tuesday, March 1	1:00-3:00 p.m.
Degree Navigator: For Audit Administrators	Wednesday, March 2	10:00-11:00 a.m.
Degree Navigator: For Audit Administrators	Thursday, March 3	12:15-1:15 p.m.
Degree Navigator: For Audit Administrators	Friday, March 4	2:00-3:00 p.m.
Introduction to Access	Monday, March 7	1:00-3:00 p.m.
Basic Word for Students (Students only, please)	Tuesday, March 8	12:30-1:30 p.m.
Creating Envelopes and Labels Using Word	Wednesday, March 9	9:00-11:00 a.m.
Introduction to Publisher	Thursday, March 10	9:00-11:00 a.m.
Writing for Your Office's Web Site*	Thursday, March 10	3:00-4:30 p.m.
Intermediate PowerPoint	Friday, March 11	1:00-3:00 p.m.
Intermediate Access	Monday, March 14	1:00-3:00 p.m.
Creating Tables of Contents and Indexes	Friday, March 18	9:00-11:00 a.m.
Getting More Out of Life	Monday, March 21	noon-3:00 p.m.
Basic Excel for Students (Students only, please)	Tuesday, March 22	12:30-1:30 p.m.
Using the Web Template System: Administrative Offices*	Thursday, March 24	9:30-11:00 a.m.
Introduction to HTML*	Friday, March 25	9:00-11:00 a.m.

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program of more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

Webmaster Training and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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From the Vice President for Student Affairs

Summer and Part-Time Job Fair

The 23rd annual Summer and Part-Time Job Fair will be held from 11:00 a.m. to 1:30 p.m. Thursday, March 3, in the Campbell Student Union Social Hall.

The job fair provides a significant opportunity for students to meet with employers and learn about summer and part-time employment opportunities. Employers representing summer camps, business, industry, and educational and community-service organizations will be accepting applications and conducting informal interviews. This event is sponsored by the Career Development Center (CDC). A list of employers attending the fair is available on the CDC Web site at www.buffalostate.edu/offices/cdc/sptparticipants.html. Please announce information about this event to students.

Human Services Career Fair

The Career Development Center, in cooperation with the Niagara Frontier College Placement Association, will sponsor the 16th annual Human Services Career Fair on Tuesday, March 8, from 5:30 to 7:30 p.m. in the Student Union Social Hall of the **University at Buffalo** North (Amherst) Campus. The event is free and open to all Buffalo State students. Human-service agencies throughout Western New York will be represented. The event is informational; however, many employers are recruiting for full-time, part-time, summer, volunteer, and internship opportunities. It is appropriate for students attending the event to 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.

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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.

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December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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College Policy on the Use of Electronic Resources

Introduction

Buffalo State electronic resources (including such services as e-mail, Internet access, and file and print services) are made available to employees to facilitate the official work of the college. These electronic resources are provided for employees and persons legitimately affiliated with the college for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the college.

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

Principles of Acceptable Use

Buffalo State users of campus electronic resources are required:

- To respect the privacy of other users: for example, users shall not intentionally seek information on, obtain copies of, or modify files or data belonging to other users unless explicit permission to do so has been obtained.
- To respect the legal protection provided to programs and data by copyright and license.
- To protect data from unauthorized use or disclosure as required by state and federal laws, and SUNY and college regulations.
- To respect the integrity of computing systems: for example, users shall not use or develop programs that harass other users or infiltrate a computer or computing system or damage or alter the software components of a computer or computing system.
- To safeguard their accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

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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 materials or correspondence.
- For unauthorized distribution of NYS data and 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.

E-mail Privacy and Access

E-mail messages are not personal or private. E-mail system administrators will not routinely monitor individual staff members' e-mail and will take reasonable precautions to protect the privacy of e-mail; however, program managers and technical staff may access an employee's e-mail:

- For a legitimate business purpose (e.g., the need to access information when 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.

Staff members are prohibited from accessing another user's e-mail without his or her permission.

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

- Be releasable to the public under the Freedom of Information Law.

- Require special measures to comply with the Personal Privacy Protection Law.

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

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Management and Retention of E-mail Communications

Applicable to all e-mail messages and attachments:

Since e-mail is a communication system, messages should not be retained for extended periods of time. If a user needs to retain information in an e-mail message for an extended period, the message should be transferred from the e-mail system to an appropriate electronic or other filing system.

Applicable to records communicated via e-mail:

E-mail created in the normal course of official business and retained as evidence of official policies, actions, decisions, or transactions are records subject to records management requirements under the New York State 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 is available at <http://www.buffalostate.edu/collegerelations/x547.xml> and should be used in Word or e-mail documents that are to be distributed in electronic format only. Questions regarding electronic letterhead usage should be directed to the College Relations Office: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

Examples of messages sent by e-mail that typically are 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.
- Any document that initiates, authorizes, or completes a business transaction.
- Final reports or recommendations.

Some examples of messages that typically do not constitute records are:

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

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Record Retention

Records communicated using e-mail need to be identified, managed, protected, and retained as long as they are needed to meet operational, legal, audit, research, or other requirements. Records needed to support program functions should be retained, managed, and accessible in existing

filing system outside the e-mail system in accordance with the appropriate program unit's standard practices.

Users should:

- Dispose of copies of records in e-mail after they have been filed in a record-keeping system.
- Delete records of transitory or little value that are not normally retained in record-keeping systems as evidence of college activity.

Agency Rights

Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications.

The college reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files lost due to violation of file server space allotments.

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

The college will not be responsible for any damages that result from the use of campus electronic resources. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained is at the user's risk.

Enforcement and Violations

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the electronic facilities 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 your supervisor.

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

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Honoraria Reporting

To comply with the New York State Ethics Commission regulations (Title 19 NYCRR Part 930 of the Public Officers Law), the college is required to annually report honoraria received by full-time faculty and professional and management/confidential employees. An honorarium is defined as "a payment, fee, or other compensation given to an individual for services rendered not related to the individual's official state duties." It also includes payment for travel expenses when the expenses incurred are unrelated to

the employee's duties.

Examples of honoraria include compensation for delivering a speech, writing an article, or attending a meeting. Salary, wages, or fees earned from outside employment are not considered honoraria. Faculty members are not required to declare honoraria received within their academic disciplines.

Reporting honoraria is required. Obtaining prior approval of requests to receive honoraria is optional; however, the college encourages employees to seek prior approval from their respective vice presidents (who act as the president's designees) before engaging in activities that lead to the receipt of honoraria.

Faculty and staff members who receive honoraria from April 1, 2004, through March 31, 2005, and do not request prior approval from their vice presidents will be required to report the source, date, and amount of honoraria received to their vice presidents by May 15, 2005.

More information regarding honoraria reporting can be found at www.dos.state.ny.us/ethc/rules/Part930.htm. Questions should be directed to Susan Earshen, director of human resource management, at ext. 3042.

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Paid Leave for Prostate and Breast Cancer Screening

Civil Service Law has been amended to allow employees to take up to four hours of paid leave annually for screening for prostate cancer. Employees who charged leave credits for prostate cancer screening on or after October 25, 2004, are entitled, upon submission of satisfactory documentation that the employee's absence was for purposes of prostate cancer screening, to paid leave for such absence and to have credits for that purpose restored.

Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. Reasonable travel time is included in the four-hour cap. Employees who undergo screenings outside their regular work schedules do so on their own time.

Remember, all employees are similarly entitled to take up to four hours of paid leave annually for breast cancer screening.

These leaves are not cumulative and expire on the last day of the calendar year. Please direct questions about these paid leaves to the Payroll Office at ext. 4124, or to Emmanuel J. Hillery, employee relations manager, at ext. 4822.

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Policy Governing Use of College Resources

College resources, including equipment, supplies, services, and facilities, shall be used for official college business only. Use of college resources for commercial purposes or for personal gain is prohibited. Any loan of college

property (other than library materials) to any party for personal use is prohibited. Please direct questions regarding this policy to Gary Phillips, associate vice president and comptroller, at ext. 4312.

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Position Announcement: Director, Academic Computing and Technical Services

Reporting to the associate vice president for computing and technology services, the director of academic computing and technical services will provide vision and leadership for academic technology initiatives to improve the teaching/learning experience at Buffalo State. The director will have primary responsibility for working with the deans, faculty, students, and staff to identify, promote, and support the development and use of leading-edge technologies in instruction, research, and management.

The director is responsible for planning, organizing, and directing the efforts of the Academic Computing and Technical Services staff; providing support for all general access and curriculum-specific computer labs; assessment of lab and classroom needs and utilization; planning and implementing campus technical training programs; and providing support for student, faculty, and staff users of the institution's Web-based applications. The director will be involved in campuswide academic technology planning activities and advisory committees, and will work directly with the other CTS directors and the Information Commons leadership in the planning and implementation of campuswide technology initiatives that support the academic mission of the college.

Applications are now being accepted for the position of director of academic computing and technical services in the Computing and Technology Services Office. Details may be found at www.buffalostate.edu/offices/hr/jobs.asp#professional.

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

Students' Award for the Promotion of Respect for Diversity and Individual Differences

The President's Council on Equity and Campus Diversity seeks nominations from students to recognize faculty, librarians, and professional staff who have embraced the college's core value of respect for diversity and individual differences. The awards recognize faculty and staff who have taken steps beyond their usual job descriptions to increase students' awareness of

diversity and pluralism in the United States and/or have explored prejudice, bigotry, and stereotyping in an academic classroom or out-of-classroom forum or experience.

Nomination forms may be obtained at www.buffalostate.edu/equity/documents/Nominationform.doc.

Nominations will be accepted until Friday, March 11. Award recipients and their nominators will be recognized at a special program on Tuesday, April 12. Please contact Estelle Hofschneider in the Equity and Campus Diversity Office at ext. 6235 or hofsea43@buffalostate.edu with questions.

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2003-2004 Affirmative Action Report and Plan

The 2003-2004 Affirmative Action Report and Plan is available for review in the Equity and Campus Diversity Office, Cleveland Hall 415, during normal business hours. A copy of the report is also on reserve at the Circulation Desk in E. H. Butler Library.

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From the Chair of the College Senate

College Senate Meeting

The next meeting of the College Senate will be held at 3:00 p.m. Friday, March 11, in E. H. Butler Library 210.

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Curricular Proposal Deadline

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 11, to allow sufficient time for spring-semester processing. Proposals received after that date are not guaranteed action before the end of the semester.

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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:

Minor Revision:
Biology (1725)

New Courses:
GEG 521 Watershed Analysis
GEG 525 Fundamentals of GIS
GEG 528 Environmental Assessment and Planning Applications in GIS
GEG 575 Principles of Hydrology

Course Revision:
PSY 450 Research Methods in Psychology I: Introduction to Research Methods

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

Program Revision:
B.S. Dietetics: Didactic Program (0410)

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

Students' Award for the Promotion of Respect for Diversity and Individual Differences

The President's Council on Equity and Campus Diversity seeks nominations for a Students' Award for the Promotion of Respect for Diversity and Individual Differences. The award is given annually to a student who has demonstrated exceptional commitment and leadership in promoting diversity and individual differences on campus. Nominations should be submitted to the Council on Equity and Campus Diversity by the deadline of March 1, 2005. For more information, please contact the Council on Equity and Campus Diversity at (716) 875-4201 or ecdc@buffalostate.edu.

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 - Correction: Call for Nominations

From the Provost and Vice President for Academic Affairs

Summer Session Informational Meeting and Ice Cream Social

Summer Scoop, featuring ice cream sundaes and Summer Session information for faculty and staff, will be held from 2:00 to 4:00 p.m. Monday, March 21, in E. H. Butler Library 210. Enrolling in Summer Session enables students to continue making academic progress, to focus on particular courses, and to complete general education requirements. Learn more about how Summer Session benefits Buffalo State, and pick up posters and bookmarks to encourage students to register for summer classes.

Summer Scoop is sponsored by the Graduate Studies and Research Office.

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From the Vice President for Finance and Management

Latest Version of SABRE Is Live

The latest version of SABRE went live this month. This version, known as version L, incorporates the most recent upgrades to the Oracle Student System (OSS). Version L also lays the foundation for future releases. Updates to the system are transparent for most users, and procedures for use remain largely unchanged.

The following SABRE sessions will be available for faculty, staff, and students in CyberQuad, E. H. Butler Library 318:

Faculty and Staff Sessions

Contact Kari D'Amico (SABRE Support) at ext. 3434 or sabresupport@buffalostate.edu for reservations.

Wednesday, April 6	11:00 a.m.–noon
Monday, April 11	2:00–3:00 p.m.
Tuesday, April 19	12:30–1:30 p.m.
Thursday, April 28	12:30–1:30 p.m.

Student Sessions (also open to faculty and staff)

No reservations necessary.

Thursday, April 7	12:30–1:30 p.m.
Monday, April 11	1:00–2:00 p.m.

If you experience any problems with SABRE, please contact SABRE Support at ext. 3434 or sabresupport@buffalostate.edu. If you have questions about the SABRE Project, ideas, concerns, or suggestions, please contact Don Erwin, SABRE project manager, at ext. 3424 or erwindf@buffalostate.edu.

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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 in part by any federal loan or grant.

Questions on the above may be referred to Susan Earshen, director of human resource management, at ext. 3042.

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Guidelines for Maintaining the Security, Confidentiality, and Integrity of Customer Information

In compliance with the Gramm-Leach-Bliley Act and the rules promulgated therein by the Federal Trade Commission, Buffalo State College requires that all employees receive the following guidelines to ensure the security and confidentiality of customer records and information:

Control access to rooms and file cabinets where paper records are kept:

- All doors to office areas must be locked during nonbusiness hours.
- Work areas where customer information is processed must be behind locked doors or otherwise secured during business hours.
- Guests should be escorted in areas where customer information is being processed.
- Guests should be restricted to areas that do not have customer information in plain view. Conversely, customer information should be kept out of areas accessible to students and the public.
- File cabinets used to store customer information must be secured in locked areas.
- The fireproof cabinets used to store promissory notes must be locked during nonbusiness hours.
- Records containing customer information are to be retained only as long as they are valid, useful, and required to be retained. When no longer needed, paper, microfilm, and microfiche records must be destroyed by shredding. Electronic records must be destroyed according to current guidelines available from

Computing and Technology Services. Retention guidelines are available from the Campus Services and Facilities Office.

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Control access to information stored electronically:

- Workstations should be behind locked doors or otherwise secured.
- Employees should "minimize" any computer windows not in use, to prevent inadvertent breaches.
- Employees are encouraged to password-protect their workstations when not in use.
- Employees should use strong passwords for all systems (at least eight characters, alphanumeric).
- Employees should change their passwords every 60 days or less.
- Employees must not post passwords on or near their computers.
- Access to student and employee records systems will be granted only to those employees whose job duties require them to access customer information.

Protect our customers' information:

- Employees should respond to requests for customer information in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA questions or potential violations should be referred to the Registrar's Office.
- Refer to the appropriate security policies as needed to ensure compliance.
- Employees must report any fraudulent attempt to obtain customer information to management, who should then report the attempt to the Vice President for Finance and Management's Office.

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From the Chair of the College Senate

College Senate Meeting

The next meeting of the College Senate will be held at 3:00 p.m. Friday, March 11, in E. H. Butler Library 210.

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April College Senate Meeting Rescheduled

The College Senate meeting previously scheduled for Friday, April 1, has been moved to Friday, April 15, because of a conflict with spring recess. The time and location remain the same: 3:00 p.m., E. H. Butler Library 210.

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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 Courses:

GEG 565 Soil Science and Management
PLN 560 Environmental Impact Assessment

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Correction: Course Titles

Courses previously listed as **FTT 109 Design Room Techniques** and **FTT 304 Print Rendering for Industry** should be titled **FTT 109 Apparel Assembly Processes** and **FTT 304 Pattern Development for Industry**.

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Senate Vacancies: Call for Nominations

Four at-large Senate positions and one SUNY senator position will become vacant on September 1. A call for nominations has been mailed to eligible campus voters and is posted on the College Senate Web site. Candidates' statements will be posted beginning March 18.

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. Names of nominees should be submitted to Judy Janus in the College Senate Office—Cleveland Hall 211, ext. 5139, or janusjl@buffalostate.edu—between March 14 and April 5.

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Correction: Call for Nominations

The "Call for Nominations" recently distributed via campus mail from the College Senate Office contained errors on lines 3 and 6-7. Line 3

should read "Four At-Large Senators....," and lines 6-7 should read "... (four vacancies) and SUNY Senator (one vacancy), each with a three-year term."

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From the Chair of the College Senate

College Senate Meeting

The next meeting of the College Senate will be held at 3:00 p.m. Friday, March 15, in the Buffalo Library 210.

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Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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March 17, 2005

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From the President

Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

Minor Revision: Biology (1725)

New Courses:
GEG 521 Watershed Analysis
GEG 525 Fundamentals of GIS
GEG 528 Environmental Assessment and Planning Applications in GIS
GEG 575 Principles of Hydrology

Course Revision:
PSY 450 Research Methods in Psychology I: Introduction to Research Methods

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From the Provost and Vice President for Academic Affairs

Zoology Lecture

The Women in Science and Mathematics Committee is pleased to announce that Maria González, assistant professor of zoology at Miami University of Ohio, will give two presentations at Buffalo State. The first, "Biotic Interactions among Native and Exotic Species in Macrophyte and Dreissenid Habitats in Western Lake Erie," will be held at 3:00 p.m. Monday, March 21, in Bulger Communication Center South. A reception will follow. The second, an informal talk with faculty and students about her career in science, will be held at 12:15 p.m. Tuesday, March 22, in the Classroom Building's fourth-floor lounge. Refreshments will be served. All members of the campus community are invited to attend.

González's visit is sponsored by grants from the Auxiliary Services Grant Allocation Committee and the Equity and Campus Diversity Minigrant Program.

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Summer Session Informational Meeting and Ice Cream Social

Summer Scoop, featuring ice cream sundaes and Summer Session information for faculty and staff, will be held from 2:00 to 4:00 p.m. Monday, March 21, in E. H. Butler Library 210. Enrolling in Summer Session enables students to continue making academic progress, to focus on particular courses, and to complete general education requirements. Learn more about how Summer Session benefits Buffalo State, and pick up posters and bookmarks to encourage students to register for summer classes.

Summer Scoop is sponsored by the Graduate Studies and Research Office.

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From the Vice President for Finance and Management

Purchase Requisition Deadlines

Requisitions for supplies, materials, services, and equipment from fiscal year 2004-05 funds must be received in the Purchasing Office by close of business the following dates:

\$20,000 or more (noncontract)	Monday, May 2
\$20,000 or more (contract)	Wednesday, June 1
Less than \$20,000	Friday, June 10

Purchase requisitions for computer equipment and equipment replacement requirements, as well as purchases through Office Max for office supplies and copier paper, also must adhere to these deadlines.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2004-05 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.

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From the Chair of the College Senate

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:
ENG 346 Non-Western Literature after 1945

Course Revisions:
ENG 260 Children's Literature
ENG 461 Young Adult Literature

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

Program Revisions:
B.A. History (0716)
B.S. Electrical Engineering Technology: Power and Machines (0820)
B.S. Electrical Engineering Technology: Electronics (0821)
B.S. Mechanical Engineering Technology (0822)

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New Courses:

BIO/CHE 631 Environmental Toxicology. Fundamental principles of environmental toxicology including major environmental pollutants, their sources, toxic effects, mechanism of action, and factors that influence the toxicity of a chemical. Processes that govern the fate of a chemical in biological systems.

ECO 370 Technical Analysis of Financial Markets. Study of financial markets using technical indicators. Methodology assumes that quantifiable movements in the price and volume of financial products reflect and influence market activity and the psychology of market participants. Strategies and tools for forecasting market and broad economic trends.

ENT 101 Technical Drawing. Survey of projection theory; multiview projection, spatial relationships, and visualization of point, lines, planes, and solids; size and shape description through sketching and computer aided drawing; standards and conventions, auxiliary views, revolutions, tolerance dimensions, geometric tolerances, and pictorials. Required for all mechanical engineering technology majors and technology education majors.

ENT 445 Power Electronics. Advanced topics and system design, the design process, and project management; entails a major design project that includes preliminary analysis, working drawings or schematics, and fabrication and testing of a prototype. Required for electrical engineering technology students.

ENT 465 Electrical Design. The operation of modern high-power electronic devices as applied to controls, electric machines, and power systems; power diodes, silicon-controlled rectifiers, thyristors, BJTs, MOSFETs, and IGBTs; applications to rectifiers, inverters, controlled rectifiers, AC voltage control, DC step-up and step-down systems, high voltage DC (HVDC), and flexible AC transmission systems (FACTS); includes laboratory experiments using electrical instrumentation and computer analysis tools. Required for electrical engineering technology: power and machines majors.

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GEG 619 Wetland Hydrology and Ecology. Introduction to physical, chemical, and ecological processes in wetlands. Impact of wetlands on watershed hydrology and nutrient cycling. Management approaches for wetlands and key regulations that protect wetlands.

GES 513 Advanced Forensic Geoscience. Application of the principles of earth science to the law. Hands-on approach includes details from actual criminal cases. Forensic application of a variety of geological subjects, such as rock and mineral types, geological and topographical maps, fossils, sand, and soil.

GES 521 Advanced Environmental Geochemistry. The chemical nature of the earth. Emphasis on how natural systems work and the fundamental geochemical processes that affect the fate and transport of inorganic and organic pollutants in the environment.

GES 525 Advanced Hydrogeology. The interaction of groundwater and geologic material. Occurrence and movement of groundwater,

assessment of aquifer properties, and chemical interactions between groundwater and rock. Includes groundwater protection and remediation strategies, as well as mathematical principles of groundwater flow.

GES 529 Advanced Environmental Field Methods and Analysis. Environmental detection of contaminants. Applied study of contaminant distribution and movement. Emphasis on environmental law and regulations, hazardous chemicals, and remediation approaches used by environmental professionals.

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HIS 300 Research and Writing Seminar. In-depth instruction on the historical methods of research and writing according to the standards of the profession. Students research, analyze, and interpret historical materials, provide documentation, and communicate lucidly and effectively in writing. Should be taken before enrolling in other upper-division history courses.

HTR 330 Fundamentals of Bakeshop Production. Overview of bakeshop concepts including knowledge base and production skills necessary to create fundamental bakery products.

HTR 375 Events Management. Best practices in modern events management. Events administration, terminology, and industry certification standards. Overview of events projects, new product developments, business meetings, seminars and conferences, and exhibitions. Field-work opportunities for involvement in special events on and off campus.

MAT 491 Senior Seminar. Independent research of a mathematical problem or topic under the direction of the instructor. Each student selects a mathematical problem to investigate, composes a research paper, and presents his or her results at a seminar for faculty and students.

SCI 125 Math and Science Enrichment Summer Program. Six-week residential program in which high school students are initiated into a learning community and taught skills necessary for success at the postsecondary level. Richly diverse curriculum built on a theme of aquatic ecology.

SCI 640 Creativity and the Science Teacher. Examination of the creativity literature for connections to science inquiry and processes of science. New strategies to make lessons more interesting. How brain-based teaching affects learning, and how teaching philosophy can be extended via study of scientific creativity.

SOC 250 Sociology of Buffalo, New York. The city of Buffalo from the perspectives of sociohistorical development, socioeconomic conditions, environmental conditions, and neighborhood development. Students use secondary data and field experiences to better understand the condition of the city and its neighborhoods. Includes a field component as part of regular class time and outside assignments. Students complete term papers based on readings, research, and field work.

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Course Revisions:

DES 250 Design in Wood. Introduction to the design and fabrication of wooden objects. Emphasis on employing the physical and emotional properties of wood to communicate concepts.

DES 350 Design in Wood II. Exploration into the design and fabrication of wooden objects. Emphasis on developing students' design and craftsmanship skills through assigned problems.

DES 351 Junior Studio in Wood Design. The design and creation of major projects in wood approached from the viewpoint of the designer/craftsperson using a range of techniques and hand, power, and machine tools as needed.

HIS 623 Problems in U.S. History. Critical and in-depth examination of specific topics or periods in United States history within the context of larger interpretations of American historical development. Course may be used to explore subjects for an eventual master's project. May be taken more than once.

HTR 110 Introduction to Hospitality and Tourism. Overview of the hospitality-tourism industry: hotels, resorts, tourism and travel, convention management, casino and gaming, food service (commercial and noncommercial), and culinary arts. Emerging trends in the industry and available career opportunities.

HTR 200 Sanitation and Safety in Food Services. Causes of and conditions leading to foodborne illness. Evaluation of food service operations for potential hazards and implementation of measures to control them. At the end of the course, students take the SERVSAFE certification exam offered through the National Restaurant Association Education Foundation (NRAEF).

HTR 300 Food and Beverage Management. Students work in a commercial food service facility, applying various food production, purchasing, and sanitation principles while participating in the labs. Emphasis on preparing and providing highest quality products and service.

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HTR 361 Principles of Management in Food Service. Application of management principles in food service systems.

HTR 363 Quantity Food Production. Application of food-preparation principles to quantity food production, use of standardized recipes, concept-theme menu design and implementation, use and care of commercial equipment, and food cost analysis. Opportunity for applied learning experiences at Campus House facilities.

HTR 370 Cost Controls in Hospitality. Accounting and financial concepts and procedures. Interrelationships between costs, gross margins, and net incomes. Strategies to control fixed and variable costs in hospitality industry.

HTR 390 Strategic Marketing in Hospitality. Principles and concepts of marketing in the hospitality industry. Theories of market segmentation and positions. Price, promotion, and consumer behavior. Students develop a marketing plan and analyze hospitality case studies.

HTR 480 Practicum in Hospitality Operations. Role of the strategic management process in modern hospitality organizations. Lab and service learning experiences provide a realistic, balanced approach to learning multicultural human resources management, financial analysis, operations planning, and market research.

TEC 101 AutoCAD Technical Drawing. Drawing techniques and production of technical drawing using the AutoCAD industry standard drafting system. Multiview projections using 2- and 3-D geometry, drawing annotation including text, dimensioning, and layouts of a variety of drawing types conforming to industry standards, suitable for plotting to scale. Required for industrial technology and electrical engineering technology: power and machines majors.

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From the Chair of the College Senate

May College Senate Meeting Rescheduled

At the request of the FASE Bylaws Committee and because of the postponement of the SUNY Mission Review II visit until May 6, the final College Senate meeting and caucus has been rescheduled to Friday, May 13, from 1:00 to 5:00 p.m., in E. H. Butler Library 210.

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Curricular Items

Correction:

ECO 370 Technical Analysis of Financial Markets, a new course listed in the March 17 *Bulletin*, should have been listed as **FIN 370 Technical Analysis of Financial Markets**.

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

New Courses:

HTR 335 Wine Essentials. The origins and history of wines; wine making, wine service, and wine tasting. Students learn to evaluate variations and quality of wines.

HTR 468 Hotel Management. Duties, responsibilities, problems, and opportunities encountered by top management in the lodging industry. Emphasis on current global issues facing hotel managers today, linking advanced theory with real-world problems and solutions. Explores the diversity in management through cultural differences and leadership styles.

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Course Revisions:

CRJ 303 Crime, Ideology, and the Administration of Justice (formerly CRJ 203). The social, political, cultural, and economic forces that shape the historical and contemporary ideologies of crime. The influences of different ideologies of crime on the policies and practices of the criminal justice system.

HTR 100 Multicultural Foods. Cultural overview of the foods and food habits of selected groups and their impact on American lifestyle. Common foods, meal patterns, special occasion foods, and the role of food in society.

HTR 340W Industry Experience. Integration of academic and technical knowledge with industry experience in hospitality-tourism enterprises. Includes supervised field experience, meeting with instructor, and structured written assignments. May be taken for a maximum of 6 credit hours.

HTR 348 Tourism and World Travel. Overview of world tourism and travel; the impact of tourism on world trade, geopolitical understandings, and cultural exchange; career opportunities in the world travel and tourism industry.

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HTR 350 Computer Applications in Hospitality. Computer technology and applications in the hospitality industry. Emphasis on computer hardware, software, and the impact technology has played in the industry. A thorough exploration of Web-based information enhances real-world applications.

HTR 368 Hotel Operations. Organization, function, and management of the operation of hotels, resorts, and other lodging facilities. Focus on Rooms Division Management, with an overview of all departments within the various classifications of hotels.

HTR 380 Training for Hospitality. Review of training principles used to design, implement, and evaluate administrative programs for the hospitality industry. Application of theoretical concepts to hospitality-tourism related situations.

HTR 408 Convention and Meeting Management. Essentials of the meeting and convention industry. Provides broad, thorough knowledge of sales and service component and the framework for planning a meeting or convention.

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HTR 418 Tourism Management. In-depth study of tourism as a world export industry and its importance to the economy. Tourist behavior, including motivation and decision making; the interrelationship of recreation and tourism and the system used to deliver tourism services; the products and services of the tourism industry.

HTR 455 Advanced HRM in Hospitality. Strategies used by hospitality managers to create a more effective work environment. Application of advanced human resource concepts useful in problem solving and decision making needed in a diverse and competitive hospitality industry.

HTR 470 Legal Issues in Hospitality. Overview of local, state, and federal laws and regulations that promote policies for effective hospitality organization. Multiple case-study analyses.

HTR 485 Seminar in Hospitality. Contemporary issues relevant to the hospitality industry. Students research and present a topic of their choice, and participate in postgraduation career-planning activities.

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From the President

College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Tuesday, April 19, in Cleveland Hall 518.

Agenda

1. Call to Order
2. Action Items
 - Approval of Minutes: March 15, 2005
3. Council Chair's Report
4. President's Report

5. Reports by College Council Committees
6. Announcements
7. Adjournment

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Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Courses:

ENG 346 Non-Western Literature after 1945
GEG 565 Soil Science Management
PLN 560 Environmental Impact Assessment

Course Revisions:

DES 316 Design in the Nineteenth Century
DES 317 Design in the Twentieth Century
ENG 260 Children's Literature
ENG 461 Young Adult Literature

Trustees' Designations:

Social Sciences: ANT 303 Anthropology of Europe and ANT 305 Peoples of Africa
Western Civilization: ANT 303 Anthropology of Europe
Other World Civilizations: ANT 305 Peoples of Africa

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From the Provost and Vice President for Academic Affairs

Scholarship of Teaching and Learning Fellowships

Buffalo State's Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) Advisory Committee announces three one-year, \$3,000 faculty development fellowships to promote the scholarship of teaching and learning on campus. All tenured and tenure-track Buffalo State faculty members are eligible to apply. Research studies may be empirical (quantitative or qualitative studies, measurement of student learning or teaching effectiveness, etc.) or conceptual (design of educational innovations, curriculum development, pedagogical problem analysis, etc.). The advisory committee welcomes all proposals that represent the scholarship of teaching and learning; however, the committee will prioritize projects that focus on the following subject areas:

1. Integrating Inquiry and Action—This fellowship is focused on the interplay between theory and practice. Faculty across the disciplines create learning environments grounded in the belief that understanding an issue, problem, situation, or phenomenon leads to plans for action, and similarly, that engaging in action inevitably raises new questions and ideas that require further investigation. Studies in this area will identify and promote learning strategies or curriculum, such as problem based or service learning, that exemplify the cyclical and ongoing integration of inquiry and action.
2. Supporting the Learning of First-Year Students—This fellowship is focused on contributing to our understanding of ways to support students' successful transition from high school to college. Studies in this area might focus on the development or evaluation of programs or strategies that facilitate integration of students into the values and ethics of academic culture. Specific programs such as learning communities or curriculum reforms such as Intellectual Foundations, an Introduction to College course, or departmental initiatives are examples of first-year-student initiatives.
3. Intellectual Foundations: Understanding the Liberal Arts—This fellowship is focused on the impact of liberal arts on the student experience. These projects can examine the effect of the liberal arts on learning and/or thinking in a major. Projects in this area can also focus on pedagogical strategies for maximizing learning in general education, particularly critical thinking, writing across the curriculum, or integrative learning.
4. Assessment—This fellowship is focused on promoting effective student and teacher assessment. It encompasses both the criteria applied to determining the quality of instruction, as well as a description of the process through which such determinations are made. Scholarship in this area might involve designing effective course and student assessment, or working with departments to institute guidelines for promoting and evaluating faculty's teaching and learning scholarship.
5. Research as Pedagogy—This area is focused on effective ways to maximize learning by engaging students in original research or creative projects. Student projects should transcend assigning the traditional library paper. The outcome of this fellowship is analysis and dissemination of the impact of research as a teaching tool, not merely the outcomes of the students' projects.

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CASTL fellows will conduct research related to their specialty areas during the 2005–2006 academic year. They also will work closely with Janet Ramsey, associate vice president for undergraduate education and dean of University College, to promote faculty-development efforts related to their fellowship. In addition, fellows are required to serve as members of the CASTL Advisory Committee.

Application instructions can be picked up at University College, 100 Twin Rise, or received electronically by calling ext. 5906. Applications will be accepted until Friday, May 6. Questions about applications should be

directed to Scott L. Johnson, interim coordinator for the campus programs for the Carnegie Academy for the Scholarship of Teaching and Learning (CASTL), at ext. 5906 or johnsosl@buffalostate.edu.

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Card Catalog Poetry Project

Call for poets! In celebration of National Poetry Month in April, E. H. Butler Library invites students, faculty, and staff to participate in the Card Catalog Poetry Project by writing a poem on a catalog card for display in the library's exhibit case. Interested? Stop by the Reference Desk to pick up a card and instructions. For more information, visit the Web site of the original project by Buffalo State librarian and poet Lisa Forrest, www.geocities.com/karenchopra/about.htm, or the E. H. Butler Library Web site, www.buffalostate.edu/library/news/poets.html, or contact Forrest at forresla@buffalostate.edu or ext. 6312.

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From the Vice President for Finance and Management

Position Announcement: Programmer Analysts, Computing and Technology Services

Applications are now being accepted for three programmer analysts in Computing and Technology Services. Details may be found at www.buffalostate.edu/offices/hr/jobs.asp#professional.

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Fire Evacuation Drill Schedule

In compliance with New York State Education Law 807, fire evacuation drills will be held in various buildings throughout the campus April 18–22. 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 college personnel conducting the drill.

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 those people is also 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. Thank you for your cooperation.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

Student Workshops

All computer training classes are now open to students. In addition, TASC offers student-only workshops on certain Tuesdays during Bengal Pause, from 12:30 to 1:30 p.m. Announcements for these classes are made through student e-mail and/or flyers distributed on campus.

To register, students should contact Paul Reynolds at reynolap@buffalostate.edu or ext. 3361 with the following information: name, e-mail address, telephone number, and name(s) and date(s) of desired workshops.

Class Registration

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

PC Users

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

Mac Users

User ID: your user name (e.g., `publicjq`)

Password: your password
Domain: bsclgon

April Workshops

Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops. Please inform students that TASC is offering "Basic PowerPoint for Students" this month.

SABRE for Students	Thursday, April 7	12:30–1:30 p.m.
Adobe GoLive	Friday, April 8	9:00–11:00 a.m.
SABRE for Students	Monday, April 11	1:00–2:00 p.m.
SABRE: Upgraded	Monday, April 11	2:00–3:00 p.m.
Hardware 101	Tuesday, April 12	9:00–11:00 a.m.
Writing for Your Office's Web Site* (Note: Meets in CyberQuad 316)	Tuesday, April 12	10:00–11:30 a.m.
Using the Web Template System: Administrative Offices*	Wednesday, April 13	9:30–11:00 a.m.
Introduction to Outlook 2003	Thursday, April 14	1:00–3:00 p.m.
SABRE: Upgraded	Tuesday, April 19	12:30–1:30 p.m.
Getting More Out of Life	Thursday, April 21	noon–3:00 p.m.
Creating Macros	Tuesday, April 26	1:00–3:00 p.m.
SABRE: Upgraded	Thursday, April 28	12:30–1:30 p.m.
Creating Forms with Word	Thursday, April 28	9:00–11:00 a.m.

*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program of more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

Webmaster Training and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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

Students' Awards for the Promotion of Respect for Diversity and Individual Differences

The President's Council on Equity and Campus Diversity is pleased to announce the recipients of the 2004–2005 Students' Awards for the Promotion of Respect for Diversity and Individual Differences. The award recognizes faculty and staff who have gone beyond their usual duties to promote respect for diversity and individual differences in the classroom or through extracurricular activities. Awards will be presented to the following individuals at a special recognition luncheon during Bengal Pause on Tuesday, April 12, in E. H. Butler Library 210:

James R. Maxwell, Professor, Business
Carol L. Patitu, Associate Professor, Educational Foundations
Tia Peters, Residence Hall Director
Amy L. Reynolds, Staff Psychologist, Counseling Center
Lynne C. Sommerstein, Lecturer, Exceptional Education

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Spring 2005 Equity and Campus Diversity Minigrant Recipients

The following programs have been awarded support from the Equity and Campus Diversity Minigrant Program. The program provides awards of up to \$1,500 to assist with projects, workshops, and activities that strengthen excellence in diversity as described in the college mission, strategic directions, initiatives, and priorities.

Successful Women's Empowerment Forum: Self-Empowerment for Women

Recipients: Yanick Jenkins, director, Educational Opportunity Program;

Maria Brickhouse, coordinator, Academic Resource Center, Educational Opportunity Program; Tami Heflin, counselor, Educational Opportunity Program; Heather Maldonado, assistant to the dean, Academic Standards; Eileen Merberg, director, Orientation Office; Amitra Hodge, assistant professor, Sociology; and Beth Holleran, lecturer, Sociology. The program will provide students with opportunities to develop mentoring relationships with women leaders on the campus and the community.

Women in Science and Mathematics Speakers Forum and Program

Recipient: Karen O'Quin, associate dean, Natural and Social Sciences. The project will bring three women scientists to campus to present workshops on opportunities for women in science and mathematics careers: Dr. Maria González, assistant professor of zoology, Miami University; Dr. Norma Nowak, director of the DNA Microarray and Genomics Facility, Roswell Park Cancer Institute; and Dr. Jill Schneiderman, professor of geology, Vassar College.

During 2004–2005, the Equity and Campus Diversity Minigrant Program has provided \$5,000 to support five programs that addressed strategic direction 4.2, strengthen excellence in diversity. Applications for summer and fall 2005 programs are available from Cleveland Hall 415 or www.buffalostate.edu/equity/x557.xml.

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From the Chair of the College Senate

College Senate Elections

College Senate elections will be conducted April 8–22 using paper and electronic ballots. Those who wish to use a paper ballot must request one by April 7 from the College Senate Office, ext. 5139 or janusjl@buffalostate.edu.

Those who wish to vote electronically must have an NT account (the account used for Outlook). If you do not have an NT account or have not used your NT account in some time, call the Computing Support Center at ext. 4357. Paper ballots will be tallied after electronic ballots; thus, if a member should accidentally vote twice, only the electronic vote will be recorded.

Contact Mark Warford, ext. 4814 or warfordmk@buffalostate.edu, or Judy Janus, ext. 5139 or janusjl@buffalostate.edu, with questions. We look forward to your participation in this vital process of campus governance.

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Clarification: May College Senate Meeting

The final College Senate meeting for the spring semester is scheduled from 1:00 to 5:00 p.m. Friday, May 13. Please note that there will be a caucus from 1:00 to 2:00 p.m., and the business meeting will be held from 2:00 to 4:00 p.m. so that meeting attendees may also attend departmental graduation receptions held that day.

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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 Program:

M.S. Foreign Language Teaching K–12 (1199)

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New Courses:

FLE 500 Teaching a Second Language in Middle and High Schools.

Study of advanced pedagogical approaches, methodologies, and techniques that apply the findings of current research to teaching practices in order to incorporate present standards for second language learning into the classroom; emphasis on practical application and focus on the learner.

FLE 540 Second Language Acquisition. Important trends in second language acquisition research and their implications for foreign language teaching.

FLE 600 Integrating Technology in the Second Language Classroom.

Survey of innovations in computer-assisted foreign language learning. Students gain the knowledge and skills of accomplished foreign language teachers to integrate technology into the classroom and to manage educational innovation in general.

FLE 680 Seminar: Special Topics in Research on Foreign Language Learning. Survey of current research on foreign language learning. Students gain the knowledge and skills of accomplished foreign language teachers to accommodate language learners.

FLE 690 Master's Project. Development and implementation of an applied project that requires problem solving and that builds on foundations constructed in EDF 689. Production of a curriculum- or research-based project on a topic of special interest to the student, under the guidance of a graduate adviser. The graduate adviser must approve the topic and methodology prior to execution. The student is required to successfully defend the project upon completion.

FLE 695 Master's Thesis. Individual investigation of an original problem under the guidance of a graduate adviser. The graduate adviser must approve the topic and methodology prior to execution. The student is required to successfully defend the thesis upon completion.

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FRE 610 The Age of Enlightenment. Detailed text-based study of works by Montesquieu, Voltaire, Diderot, and Rousseau that characterized and shaped the Age of Enlightenment.

FRE 620 George Sand Seminar. Detailed study of a selection of George Sand's romantic, feminist, pastoral, and socialist novels; excerpts from Sand's autobiography and correspondence; major critics of her works.

FRE 630 French and Francophone Popular Novel since the Nineteenth Century. Extensive reading of selected French and/or Francophone popular novels; in-depth study of how they reflect their society, epoch, and author.

FRE 640 Experimental Literature of the Twentieth Century. Detailed study of experimental literature of the twentieth century, especially surrealism, the theater of the absurd, and the *nouveau roman*.

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SPA 606 Contemporary Civilization and Cultures of Spain. Development of cultures in Spain since the country's emergence as a modern nation state; their implications for Spain's future within the European community.

SPA 609 Civilizations and Cultures of Latin America. Challenges faced by the emerging nations of Latin America from the nineteenth century to the present; emphasis on the relationships between these diverse cultures and the rest of the world.

SPA 617 Don Quixote. Cervantes's *Don Quixote* in its historical context; multiple levels of interpretive reading; questions of genre relationships.

SPA 631 Cinema of Spain. Aspects of the cinema of Spain as a reflection of Spanish cultures; individual directors, periods of film production; influence of politics and culture on the cinema.

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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.

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October 7, 14, 21, 28	March 3, 10, 17, 24	
November 4, 11, 18	April 7, 14, 21, 28	
December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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From the President

Responses to Senate Recommendations

At its March 11, 2005, meeting, the Buffalo State College Senate voted to recommend the following resolutions and motions to the president for approval:

Resolution on minimum number of credits required for a baccalaureate degree at Buffalo State College:

The minimum number of credits required for a baccalaureate degree at Buffalo State is 120, assuming all department, college, and SUNY requirements are met in those 120 credits, for students graduating after September 1, 2005.

I accept the recommendation of the College Senate to change the minimum number of credits required for a baccalaureate degree at Buffalo State College to 120, assuming all department, college, and SUNY requirements are met in those 120 credits. This policy will take effect for all students graduating after September 1, 2005.

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Resolution to have campus university senator(s) and the campus governance chair or designees represented and consulted during the SUNY Mission Review II team campus visit:

Whereas, some of the various SUNY campuses have not had faculty or campus governance leaders represented during the Mission Review II team visitation from System Administration,

Be it resolved that Buffalo State will have campus university senator(s) and the campus governance chair or designees represented and consulted during the SUNY Mission Review II team campus visit, spring 2005.

I accept the recommendation of the College Senate to have university senator(s) and the campus governance chair or designees represented and consulted during the SUNY Mission Review II team campus visit in spring 2005. Upon completion of the College Senate process to identify representatives, the provost and vice president for academic affairs will inform SUNY and the Buffalo State College campus community of the names of the Mission Review II team members.

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Motion to appoint an ad hoc committee on alternative scheduling and course planning:

The College Senate requests that the provost charge a task force composed of key members of the college most involved in course scheduling and time planning, including but not limited to the Registrar's Office, persons currently charged with SABRE support, the associate deans for the three faculties, a representative from University College, the chair of the Student Welfare Committee, and a representative from the College Senate Instruction and Research Committee, to investigate appropriate data on course-taking patterns, course planning, student preferences, and enrollment data, and to prepare a report to the College Senate that informs the body and may result in further study or recommendations to the Senate. We recommend that this group be prepared to report to the Senate by the final meeting of the 2004–2005 academic year.

I hereby authorize the provost and vice president for academic affairs to appoint and charge a task force to investigate appropriate data on course-taking patterns, course planning, student preferences, and enrollment data, using the selection criteria listed above. The work of this ad hoc committee will conclude with a report to the College Senate, and may result in further study or recommendations to the Senate to be delivered at the final Senate meeting of the 2004–2005 academic year.

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Revisions to Pass-Fail and Leave of Absence Document

The College Senate also approved at its March 11, 2005, meeting the following revisions to the college policy on the Pass-Fail Option and Leave of Absence:

The bold text represents a revision of current text as it appears in the 2003–05 college catalog.

Pass-Fail Option

The pass-fail option permits any matriculated student who has accrued at least 15 credit hours and a minimum cumulative GPA of 2.0 to take a course for credit without receiving a letter grade of A, B, C, D, or E. Students may enroll in one course each semester or summer on a pass-fail basis. All sessions combined make up the summer semester. A P grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. An F grade is treated as a failure, although the hours are not used in computing the cumulative average.

A pass-fail credit may be applied toward a degree. Courses required for the student's major and minor cannot be taken on a pass-fail basis. Courses taken as part of early childhood and childhood education program concentrations and distributions may not be taken pass-fail.

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Any course, except English composition 100-level courses and those required for completion of a major or a minor, may be taken on a pass-fail basis. **Students must declare their intention to do so by the end of the 10th week of classes in any semester or after two-thirds of a summer session or intersemester.** After receiving the approval signature of the student's adviser, a declaration of intent must be filed with the Registrar's Office, Moot Hall, by the published deadline. An instructor may choose to substitute a letter grade for the pass if written consent from the student is received and the form is submitted with final grades. Once an application for pass-fail has been submitted, the pass-fail option for that semester has been exhausted. Subsequent filing of a substitution form to receive a letter grade does not allow submission of another pass-fail application for that semester.

Students may not use pass-fail to repeat a course for which a grade of C- or below was earned.

Note: Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement.

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Withdrawal from Courses

Instructors are required to notify students of their academic

standing no later than the end of the ninth week of the semester, or after two-thirds of a summer session or intersemester. If a student does not officially withdraw from a course and stops attending, a grade of E will be recorded.

Students who wish to leave a course after the drop/add period and before the final withdrawal date (the end of the 10th week of the semester, or after two-thirds of a summer session or intersemester) may file withdrawal forms signed by the appropriate instructor or designee. Nonattendance at the first class meeting does not withdraw a student from a class.

Students withdrawing from some coursework may be eligible for a refund in accordance with the college refund schedule, which is published each term in the course schedule. Beyond the end of the refund schedule's time limit, full charges are assessed. Student-teaching courses have different deadlines. Students should check with their departments.

Withdrawals remain on the transcript and are recorded as W's but do not count in credit hours or GPAs. Withdrawal from a course may affect eligibility for financial aid in the current semester and in future semesters. For additional information about financial aid eligibility, refer to the financial aid section of this catalog, or online at www.buffalostate.edu/offices/finaid.

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Leave of Absence

Matriculated students who wish to leave the college for personal or financial reasons may be granted leaves of absence of two full years (four fall/spring semesters) beyond the semester in which they were last registered, as long as they are in good academic standing with a minimum GPA of 2.0. A leave will not be granted to study at another college or university.

An application for a leave during a semester already in progress must be received in the Registrar's Office, Moot Hall, no later than the last working day before the Critique and Evaluation Period. These approved leaves will begin at the date the request is received in the Registrar's Office.

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Withdrawal from College

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Failure to file for withdrawal will result in the recording of an E grade in each course in which the student is registered. When it is impossible to withdraw in person, it must be done in writing from the student to the dean. Students withdrawing officially with no outstanding obligations or commitments to the college are considered to be in good academic standing.

The chair and associate dean must sign the Withdrawal from College form. A request to withdraw from the college must be

received in the Registrar's Office, Moot Hall, no later than the last working day before the Critique and Evaluation Period.

I hereby approve the revisions to the college policy on the Pass-Fail Option and Leave of Absence and authorize the new policy to become effective with the fall 2005 semester.

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From the Provost and Vice President for Academic Affairs

Honors Convocation

The campus community is invited to attend Honors Convocation at 12:15 p.m. today in Rockwell Hall Auditorium. Please join us as we recognize the academic excellence of our students. A light reception will immediately follow.

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Awards Ceremony for Outstanding Master's Thesis and Outstanding Master's Project

The Graduate Advisory Committee is pleased to announce the 2005 award winners for the Outstanding Master's Thesis and Outstanding Master's Project. This award recognizes excellence in the completion of this significant master's culminating activity. Please join the Graduate Advisory Committee members at 4:00 p.m. Thursday, May 5, in the Margaret Grant Lounge, Caudell Hall 115, as they present the 2005 awards to the following recipients:

2005 Outstanding Master's Thesis

Elizabeth Marie McLean
Examining the Relationship between Individuals' Creative Products and their Creativity Styles
Gerard J. Puccio, Thesis Adviser

Sabrina E. Redwing-Saunders
Native Perceptions of Curriculum: Embracing One Worldview of Native Curriculum
Lori V. Quigley, Thesis Adviser

Yanqing Wang
Analysis of the Role of HSP110 in the Development and Physiology of Caenorhabditis elegans
Gregory J. Wadsworth, Thesis Adviser

2005 Outstanding Master's Project

Christopher W. Gosling
Challenges Facing High School Physics Students: An Annotated Synopsis of Peer-Reviewed Literature Addressing Curriculum Relevance and Gender
 Dan L. MacIsaac, Project Adviser

Patrick C. Root
One Size Really Doesn't Fit All: Differentiated Instruction and Art Education at the Sixth-Grade Level
 Mary Wyrick, Project Adviser

Donna M. Sylvester
Can Internet-Based Activities Be Successfully Incorporated into the Foreign Language Curriculum on a Regular Basis?
 Eliane McKee, Project Adviser

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From the Vice President for Finance and Management

Purchase Requisition Deadlines

Requisitions for supplies, materials, services, and equipment from fiscal year 2004-05 funds must be received in the Purchasing Office by close of business the following dates:

\$20,000 or more (noncontract)	Monday, May 2
\$20,000 or more (contract)	Wednesday, June 1
Less than \$20,000	Friday, June 10

Purchase requisitions for computer equipment and equipment replacement requirements, as well as purchases through Office Max for office supplies and copier paper, also must adhere to these deadlines.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2004-05 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.

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From the Vice President for Institutional Advancement and Development

Faculty and Staff Annual Appeal

The 2004-2005 Faculty and Staff Annual Appeal asks you to help make Buffalo State a better place for all members of the campus community.

Your gift to a departmental or program fund provides resources to celebrate student achievements, underwrite conference travel costs for students, and defray the costs of departmental functions. Your gift to a scholarship fund provides students with the financial assistance needed to complete their education. Your gift to other funds improves the campus community for yourself, your colleagues, and the students.

When you receive this year's appeal letter, please take a moment to complete and return the payroll-deduction form. Your gift, whatever amount, will make a difference in the lives of our students, in the opportunities for your department or program, and for each of us at Buffalo State.

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From the Vice President for Student Affairs

Service Learning Faculty Fellowships

The Volunteer and Service Learning Center has awarded Faculty Fellowships for the 2005-2006 academic year to following faculty members:

Cynthia Argona, lecturer, Creative Studies
 Barbara Bontempo, professor, English
 Stephen Burgeson, lecturer, Hospitality and Tourism
 Stephen Gareau, assistant professor, Computer Information Systems
 Rebecca Geraghty, lecturer, Design
 William Lin, associate professor, Computer Information Systems
 Maureen Lindner, lecturer, Exceptional Education
 Susan McMillen, associate professor, Mathematics
 Wende Mix, associate professor, Geography and Planning
 Tao Tang, associate professor, Geography and Planning

Fellows will be instructed and mentored through the process of developing a service learning course, and will convert an existing course or create a new course for the 2005-2006 academic year. Service learning is a form of experiential education that links classroom learning with activities that serve the needs of the surrounding

community. As an instructional approach, service learning enhances students' knowledge, increases self-exploration, and links learning to community needs. For more information about service learning or the VSLC fellowship program, contact Laura Hill Rao at hillla@buffalostat.edu or ext. 5811.

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Position Announcement: Associate Director of Student Life and Activities

Applications are being accepted for the position of associate director of student life and activities. Details may be found at www.buffalostat.edu/offices/hr/jobs.asp#professional.

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Auxiliary Services Grant Allocation Funding

Programs that received funding during the spring 2005 review include:

- Arts and Humanities Month
- Engaging Leaders: A Fall Leadership Series
- Homecoming: The Tradition Returns to Buffalo State College
- Recreation and Intramurals (Floor Hockey/Flag Football)

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Home Athletics Events

Sunday, April 17

Softball
Buffalo State vs. Penn State Behrend
2:00 and 4:00 p.m.
Bengal Field

Tuesday, April 19

Softball
Buffalo State vs. Rochester
3:00 and 5:00 p.m.
Bengal Field

Lacrosse
Buffalo State vs. Brockport
4:00 p.m.
Coyer Field

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From the Chair of the College Senate

College Senate Meeting

The next meeting of the College Senate will be held at 3:00 p.m. Friday, April 15, in E. H. Butler Library 210.

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College Senate Elections

Voting is now open for the 2005 College Senate Elections. To vote electronically, go to <http://bscintra.buffalostat.edu/vote>. In the "User name" field, enter bscintra/your user name; in the "Password" field, enter your NT (Outlook) password. Do **not** select "Remember my password." If you wish to vote by paper ballot, please call the College Senate Office at ext. 5139.

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Curricular Items

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

New Courses:

ADE/CTE 675 Postsecondary Teaching Practicum. Promotes expertise in teaching in such settings as human resource development, adult continuing education, workforce training, community colleges, and GED and career technical education programs. Students arrange their own extended teaching assignment, which they complete with the assistance of a coach/mentor; participate in seminar-type discussions, reflecting on the learning and development of the learners they taught, the principles of teaching, their teaching behaviors, and strategies for promoting their continuing growth as teachers; and analyze significant issues in teaching such as diversity, technology, exceptionality, and promotion of social justice.

BUS 330 Marketing Management. Marketing-oriented thinking in today's competitive environment; analyzing needs, identifying opportunities, and bringing valued offers to targeted customer groups; analyzing, planning, implementing, and controlling marketing strategies. Includes recent themes: customer relationship management, technology/Internet revolution, brand building, and global marketing from a marketing manager's perspective.

BUS 369 Organizational Change and Development. The process of organizational change; conceptual foundation, principles, and practical applications for use in the design and development of organizations to improve organizational effectiveness in dynamic and competitive

environments.

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

Program Revision:

B.S. in Mathematics Education with Adolescent Certification (0721)

New Course:

MED 300 Field Experience: Methods in the Teaching of Secondary Mathematics

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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:

Promotion to *professor*, effective September 1, 2005:

James Hamm (Art Conservation)
Donna McCarthy (Performing Arts)
Carol Patitu (Educational Foundations)
Elaine Polvinen (Technology)
Crystal Hearne Reinoso (Performing Arts)

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Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

Program Revision:

B.S. in Mathematics Education with Adolescent Certification (0721)

New Course:

MED 300 Field Experience: Methods in the Teaching of Secondary Mathematics

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From the Provost and Vice President for Academic Affairs

Reorganization Update

School of the Professions

The School of the Professions will be fully operational by September 2005. The following departments and centers will compose the school:

Business
Computer Information Systems
Creative Studies
Criminal Justice
Dietetics and Nutrition
Health and Wellness
Hospitality and Tourism
Social Work
Speech-Language Pathology
Technology
The Small Business Development Center

The master's degree program in student personnel administration, now assigned to the Educational Foundations Department, will also be affiliated with the School of the Professions pending clarification of the administrative structure.

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Interim Dean, School of the Professions

I'm pleased to announce that, following extensive consultation with

department chairs in the School of the Professions, Gary Jones, associate professor of speech-language pathology, will be appointed interim dean of the School of the Professions, effective June 1. Jones has been a member of the Buffalo State community since 1992 and is the current chair of the Speech-Language Pathology Department. The June 1 appointment date will provide time to work with department chairs to ensure that all arrangements are made for operation of the School of the Professions in September. A national search for a permanent dean will be implemented in fall 2005.

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Dean of Graduate Studies and Research

Richard Podemski, dean of graduate studies and research, announced that he has accepted an administrative appointment at the University of West Florida. He will be associate vice president for research and dean of graduate study at the Pensacola campus. His appointment is effective July 1.

Dean Podemski's leadership in research and graduate affairs in the five years he has served at Buffalo State advanced many campus strategic initiatives. Sponsored-program funding has continually increased. Numerous new programs were implemented to support and provide incentives to expand research. As operations manager for the Research Foundation, Podemski facilitated decentralization of research program management and resolved numerous problematic operational issues. His accomplishments in advancing graduate study include renewing the Graduate Advisory Council, updating graduate student policies, strengthening recognition for graduate students and graduate faculty, and collaborating with other deans and faculty to further graduate education at Buffalo State.

A plan will be implemented to ensure continuation of our many successful efforts during this time of transition of leadership to our research and graduate efforts. I thank Dean Podemski for his extensive contributions to Buffalo State and wish him the best for continued success in his new appointment.

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Women in Science Lecture

Dr. Jill Schneiderman, chair and professor of geology at Vassar College, will present a lecture titled "Justice, Leadership, and Integrated Science" at 12:15 p.m. Thursday, April 28, in Science Building 213. A reception will follow; all faculty, staff, and students are welcome and encouraged to attend.

Schneiderman was a Fulbright fellow at the Centre for Gender and Development Studies, University of the West Indies in Trinidad and Tobago, where she pursued research on women and water resources on the islands. Her interests include geology and environmental issues, feminism, and the history of science.

This event is sponsored by the Women in Science and Mathematics Committee, with grants from the Auxiliary Services Grant Allocation

Committee and the Equity and Campus Diversity Minigrant Program.

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From the Vice President for Student Affairs

Student Employee of the Year

In recognition of the contributions and accomplishments of students who work while they attend college, the Career Development Center and the Financial Aid Office are pleased to announce Buffalo State's 14th annual Student Employee of the Year celebration.

This year's winner is **Amy Chase**, an English education major. Chase is the program manager of the Campus-Based Transition Program/Young Adult Life Transitions at Buffalo State. The CBTP/YALT program allows young people ages 18-23 with significant disabilities to participate in an inclusive, age-appropriate learning environment. The program is a partnership between the Buffalo Public Schools, People Inc., Parents for Public Schools, and Buffalo State College. As program manager, Chase oversees the day-to-day operations of the Buffalo State YALT site, supervises all program staff, and is responsible for the safety and educational needs of all participants.

She was recognized April 6 at the annual Student Employee of the Year Luncheon given by the Niagara Frontier College Placement Association (NFCPA), along with recipients from 11 other local colleges and universities.

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The following students also were nominated for the Student Employee of the Year award by their supervisors for the excellent work they perform both on and off campus. The award winner and all nominees will be honored at a campus reception on Thursday, April 28, in E. H. Butler Library 210 during Bengal Pause. All members of the campus community are welcome to attend; R.S.V.P. to the Career Development Center at ext. 5811 by Thursday, April 21.

Cara Angie (design, interior design concentration), employed by the Design Department

Starlynn Ferguson (student personnel administration), employed by the Equity and Campus Diversity Office

Lakeia Gooley (hospitality administration), employed by the Holiday Inn downtown

Ashley Melendez (pre-forensic chemistry), employed by the Equity and Campus Diversity Office

Yakima Melton (criminal justice), employed by the Campbell Student Union/Student Life Office

Erica Newton (social work), employed by People Inc. Individual Residential Alternatives

Meagan Sabatini (exceptional education and elementary education),

employed by the Center for Health and Social Research
Ellen Segool (music), employed by People Inc. Service Coordination
Lianna Zullich (social work), employed by People Inc. At-Home Respite Habilitation

The Student Employee of the Year award is also sponsored by the Northeast Association of Student Employment Administrators (NEASEA).

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Home Athletics Events

Friday, April 22

Softball

Buffalo State vs. Potsdam

3:00 and 5:00 p.m.

Bengal Field

Saturday, April 23

Softball

Buffalo State vs. Plattsburgh

1:00 and 3:00 p.m.

Bengal Field

Tuesday, April 26

Lacrosse

Buffalo State vs. Geneseo

4:00 p.m.

Coyer Field

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

Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program

The State of New York/United University Professions Affirmative Action/Diversity Committee is accepting applications for the Dr. Nuala McGann Drescher Affirmative Action/Diversity Leave Program for leaves commencing spring 2006. The deadline for applications is Monday, August 1.

The program is designed to enhance employment opportunities for minorities, women, persons with disabilities, and Vietnam-era veterans who are full-time employees preparing for permanent or continuing appointments.

The types of support available include payment of an employee's regular salary by the campus, salary for a replacement, tuition and fees for coursework, research support, and other expenses necessary to support an eligible project. Funds are used to support a proposed project or activity that assists the employee in meeting one or more of the criteria established in Article XII, Evaluation and Promotion of Academic and Professional Employees, of the Policies of the Board of Trustees. Consideration will be given to areas of scholarship and mastery of specialization, including but not limited to pure, applied, and historical research; preparation of manuscripts or other materials for publication; invention or innovation in professional, scientific, or technical areas; coursework not covered by Article 46 Program for Tuition Assistance; curriculum development; grant proposal development; or internships, workshops, and conferences specifically related to the applicant's approved activity.

More information about the award, including guidelines and application, can be obtained from the UUP Web site at www.nysuup.lmc.state.ny.us/diversity/drescher.html. Contact Kathy Seney, UUP staff assistant, at (518) 457-1198 or nysuuplmc@goer.state.ny.us.

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From the Chair of the College Senate

College Senate Meeting

The final College Senate meeting for the academic year will be held at 2:00 p.m. Friday, May 13, in E. H. Butler Library 210.

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College Senate Elections

The deadline for voting in the 2005-2006 College Senate elections is Friday, April 22. Please vote electronically at <http://bscintra.buffalostate.edu/vote>. In the "User name" field, enter `bsclogin/your user name`; in the "Password" field, enter your NT (Outlook) password. Do not select "Remember my password." Click OK. Those who do not wish to vote electronically may pick up a paper ballot from the College Senate Office, Cleveland Hall 211. Your participation in this important process is appreciated.

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Curricular Items

The following have been approved by the College Senate Curriculum Committee and have been forwarded to the president for review and

approval:

New Course:

CHE 530 Advanced Environmental Chemistry

Course Revision:

EDU 626 Integrating the Content Areas in the Teaching of Young Children

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From the President

Promotion Decision Appeals

Negative decisions on promotion appeals are made by the College Senate. If you are dissatisfied with a negative decision, you may appeal. The deadline for filing an appeal is 30 days after the date of the negative decision. Appeals should be filed with the Office of the President, Cleveland Hall 211. For more information, contact the Office of the President at (518) 457-1198 or office@buffalostate.edu.

From the Provost and Vice President for Academic Affairs

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About the *Bulletin*

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October 7, 14, 21, 28	March 3, 10, 17, 24	
November 4, 11, 18	April 7, 14, 21, 28	
December 2, 9, 16	May 5, 12, 19	

Please contact the College Relations Office with any questions or concerns regarding the *Bulletin*: Cleveland Hall 307, ext. 4201, or collrel@buffalostate.edu.

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April 28, 2005

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- From the Vice President for Student Affairs
 - VSLC Celebration of Service Awards
- From the Chair of the College Senate
 - Open Forum
 - College Senate Meeting

From the President

Promotion Decision 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 Wednesday, May 11.

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From the Provost and Vice President for Academic Affairs

Critique and Evaluation Period (CEP)

Critique and Evaluation Period (CEP) for spring 2005 is Monday, May 9; Tuesday, May 10; Wednesday, May 11; and Thursday, May 12. A study day will be held Friday, May 6.

CEP provides students and faculty with an extended period of uninterrupted time to conduct appropriate end-of-course activities. CEP is designed for classes that meet more than once a week during the semester. Classes (evening or day) that meet only once a week have sufficient time for final evaluation; therefore, they follow their regular schedules and hold exams during CEP.

The following regulations govern CEP:

- A. A study day will be held the weekday immediately prior to the start of CEP. Evening classes that meet only once a week will not have a study day.
- B. All instructors are expected to meet their classes at the scheduled time during CEP and to choose an appropriate activity that reflects the academic goals of the course and the intent of CEP (e.g., an exam, a review, critique of papers, course summation, or individual presentations or demonstrations).
- C. Instructors will not schedule a final exam prior to CEP. Instructors may not change the date or time of their final class period during CEP. In case of emergencies, confer with the appropriate dean and notify the vice president for academic affairs.
- D. CEPs will be scheduled for one-hour-and-50-minute periods. Instructors may not increase or decrease the scheduled CEP time.
- E. In case of an emergency that would close the school, CEPs scheduled during the time of the closing will be rescheduled as appropriate.
- F. Faculty members must post office hours during which they will be available to meet with students during CEP.

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From the Vice President for Finance and Management

Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates
Computing and Technology Services and the Technology and

Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

Student Workshops

All computer training classes are now open to students. In addition, TASC offers student-only workshops on certain Tuesdays during Bengal Pause, from 12:30 to 1:30 p.m. Announcements for these classes are made through student e-mail and/or flyers distributed on campus.

To register, students should contact Paul Reynolds at reynolap@buffalostate.edu or ext. 3361 with the following information: name, e-mail address, telephone number, and name(s) and date(s) of desired workshops.

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Class Registration

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

PC Users

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

Mac Users

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

May Workshops

Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops.

Spam Control with Barracuda: Hands-On	Monday, May 16	1:30–2:30 p.m.
Using the Web Template System: Administrative Offices*	Tuesday, May 17	9:30–11:00 a.m.
Mail Merge	Wednesday, May 18	1:00–3:00 p.m.
Writing for Your Office's Web Site* (Note: Meets in CyberQuad 316)	Wednesday, May 18	2:00–3:30 p.m.
Creating Macros	Friday, May 20	9:00–11:00 a.m.
Excel Functions	Tuesday, May 24	1:00–3:00 p.m.
Creating Grade Books and Budgets	Thursday, May 26	9:00–11:00 a.m.
Creating Pivot Tables	Friday, May 27	9:00–11:00 a.m.
	Tuesday, May	1:30–2:30

Impatica Demo	31	p.m.
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*Webmaster Certification course

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program of more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

Webmaster Certification and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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From the Vice President for Student Affairs

VSLC Celebration of Service Awards

Please join the Volunteer and Service-Learning Center in congratulating this semester's Celebration of Service award recipients. Awards were presented for outstanding commitment to the principles of service learning or volunteerism in a ceremony at the Burchfield-Penney Art Center on Tuesday, April 26.

Outstanding Faculty Commitment to Service Learning

Lin Xia Jiang, chair and professor, Fine Arts Department, for commitment and dedication to the completion of an 8-by-16-foot mural for Roswell Park Cancer Institute with students from FAR 313, FAR 410, and FAR 499.

Outstanding Service-Learning Course

AED 302: Functions and Practice in Art Education, for providing art education activities for after-school program participants at West Side Community Services. Phyllis Thompson, assistant professor, Art Education Department; Julia Finucane, Kelly McDonald, Kelly O'Connell, John Schlia, Chad Shoales, and Veronica Zaenglein, students.

Outstanding Student Academic Achievement in a Service-Learning Course

Joshua Oliver, for SWK 495: Adventure-Based Counseling, completed in conjunction with Berkshire Farm Center and Services for Youth.

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Outstanding Student Community Service in a Service-Learning Course

Sherry Brinser-Day, DES 461: Interior Design V, for service to the West Side Community Collaborative and work on the West Side Cultural Trail. Special recognition also was given to Jason Michael Callopy, Sociology 486: Sociology Practicum, for service with the West Side Community Collaborative, and to Anthony Conrad, FAR 499: Independent Study Advanced Painting; Justin Dahl, FAR 499: Independent Study Advanced Painting; and Matthew Johnston, FAR 313: Advanced Painting, for their work on a mural of Niagara Falls for Roswell Park Cancer Institute.

Outstanding Service-Learning Community Partner

College-Based Transition Program. Sharon Morrissey, Mary Lou Vaughn, Amy Chase, and Kristy Weber for their partnership with HTR 380: Training for Hospitality; Lori Till, associate professor, Hospitality and Tourism Department.

Outstanding Student Volunteer

Karl Calhoun for service with the American Red Cross Lifeline to Independence for the Elderly project.

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From the Chair of the College Senate

Open Forum

The College Senate Bylaws and Elections Committee will host a forum from 12:15 to 1:30 p.m. today in Cleveland Hall 418 on the recent organizational changes and preparation of an amendment to the bylaws that will restructure the composition of the Senate to reflect these organizational shifts. Your attendance and participation are strongly encouraged. If you are unable to attend but have comments for the committee, please send your thoughts to Mark K. Warford,

bylaws and elections committee chair, at warformk@buffalostate.edu.

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College Senate Meeting

The final College Senate meeting for the academic year will be held at 2:00 p.m. Friday, May 13, in E. H. Butler Library 210.

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From the Vice President for Student Affairs

VLC Celebration of Service Awards

The Vice President for Student Affairs is pleased to announce the VLC Celebration of Service Awards. This year, we will be honoring several individuals who have made significant contributions to the college community. The awards will be presented at a special ceremony on Friday, May 13, at 2:00 p.m. in E. H. Butler Library 210. We encourage all students, faculty, and staff to attend and celebrate the achievements of these outstanding individuals.

The College Senate is pleased to announce the results of the 2004-2005 election. The new members of the Senate are: [List of names]. We congratulate all candidates and thank you for your participation in the election process. The Senate will meet on Friday, May 13, at 2:00 p.m. in E. H. Butler Library 210.

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ACADEMIC CALENDAR
ACADEMIC YEAR 2004-2005

Fall 2004	Monday, August 23
Classes begin	Monday, September 5
Labor Day (no classes)	Monday, September 13
Classes resume	Monday, September 13

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Vol. L, No. 34
May 5, 2005

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From the President

Responses to Senate Recommendations

Academic Calendars
At its April 15 meeting, the Buffalo State College Senate voted to recommend the proposed academic calendar for 2007-2008 and tentative academic calendar for 2006-2007 as follows. The final academic calendar for 2005-2006, approved in May 2004, is also listed for informational purposes.

ACADEMIC CALENDAR ACADEMIC YEAR 2007-2008

PROPOSED

Fall 2007	
Classes Begin	Monday, August 27
Labor Day (no classes)	Monday, September 3
Columbus Day Observed (no classes)	Monday, October 8

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2004-2005 publication schedule:

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August 12, 19, 26	January 9, 16, 23, 30	June 1, 8, 15, 22
September 5, 12, 19, 26	February 6, 13, 20, 27	July 6, 13, 20, 27
October 3, 10, 17, 24	March 6, 13, 20, 27	
November 7, 14, 21, 28	April 7, 14, 21, 28	
December 5, 12, 19	May 5, 12, 19	

Veterans Day Observed (no classes)	Monday November 12
Thanksgiving Recess (no classes)	Wednesday, November 21– Saturday, November 24
Study Day	Friday, December 7
Critique and Evaluation Period	Monday, December 10– Thursday, December 13
Final Day of Fall 2007 Semester	Thursday, December 13
Emergency CEP Day	Friday, December 14
Spring 2008	
Martin Luther King Jr. Day	Monday, January 21
Classes Begin	Tuesday, January 22
Presidents Day Recess (no classes)	Monday, February 18 and Tuesday, February 19
Spring Recess (no classes)	Monday, March 24– Saturday, March 29 (Easter: Sunday, March 23)
Study Day	Friday, May 2
Critique and Evaluation Period	Monday, May 5– Thursday, May 8
Final Day of Spring 2008 Semester	Thursday, May 8
Emergency CEP Day	Friday, May 9
Commencement	Saturday, May 10

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ACADEMIC CALENDAR
ACADEMIC YEAR 2006–2007

TENTATIVE

Fall 2006	
Classes Begin	Monday, August 28
Labor Day (no classes)	Monday, September 4
Columbus Day Observed (no classes)	Monday, October 9
Veterans Day Observed (no classes)	Saturday, November 11
Thanksgiving Recess (no classes)	Wednesday, November 22– Saturday, November 25
Study Day	Friday, December 8
Critique and Evaluation Period	Monday, December 11– Thursday, December 14
Final Day of Fall 2006 Semester	Thursday, December 14
Emergency CEP Day	Friday, December 15
Spring 2007	
Martin Luther King Jr. Day	Monday, January 15
Classes Begin	Monday, January 22
Presidents Day Recess (no classes)	Monday, February 19 and

	Tuesday, February 20
Spring Recess (no classes)	Monday, April 2– Saturday, April 7 (Easter: Sunday, April 8)
Study Day	Friday, May 4
Critique and Evaluation Period	Monday, May 7– Thursday, May 10
Final Day of Spring 2007 Semester	Thursday, May 10
Emergency CEP Day	Friday, May 11
Commencement	Saturday, May 12

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ACADEMIC CALENDAR
ACADEMIC YEAR 2005–2006

FINAL

Fall 2005	
Classes Begin	Monday, August 29
Labor Day (no classes)	Monday, September 5
Columbus Day Observed (no classes)	Monday, October 10
Veterans Day Observed (no classes)	Friday, November 11
Thanksgiving Recess (no classes)	Wednesday, November 23– Saturday, November 26
Study Day	Friday, December 9
Critique and Evaluation Period	Monday, December 12– Thursday, December 15
Final Day of Fall 2005 Semester	Thursday, December 15
Emergency CEP Day	Friday, December 16
Spring 2006	
Martin Luther King Jr. Day	Monday, January 16
Classes Begin	Tuesday, January 17
Presidents Day Recess (no classes)	Monday, February 20 and Tuesday, February 21
Spring Recess (no classes)	Monday, March 20– Saturday, March 25 (Easter: Sunday, April 16)
Study Day	Friday, April 28
Critique and Evaluation Period	Monday, May 1– Thursday, May 4
Final Day of Spring 2006 Semester	Thursday, May 4
Emergency CEP Day	Friday, May 5
Commencement	Saturday, May 6

I hereby approve the proposed academic calendar for 2007–2008 and tentative academic calendar for 2006–2007 as recommend by the College Senate.

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Honors Citation Eligibility

The Senate also voted to forward the following recommendation regarding eligibility for an honors citation:

To be considered for an honors citation, a student must complete a minimum of 54 credit hours at Buffalo State. This standard should take effect with the fall 2005 semester.

Degree candidates with a minimum GPA of 3.5 who have completed or have in progress 54 credit hours at Buffalo State may be eligible for academic honors.

Explanation: Many students transfer with 66 credits in their associate's degree. Therefore, they need only an additional 54 credits to complete requirements for the bachelor's degree. The previous standard of 60 credit hours at Buffalo State for eligibility to receive an honors citation at graduation resulted in the need for academic petitions, which were usually granted.

There is also some urgency to change this standard in order to make it into the 2005-07 catalog.

See pg. 28, Baccalaureate Academic Honors/Gold Honors Cord

I hereby approve the recommendation of the Buffalo State College Senate that in addition to all other criteria, students must complete a minimum of 54 credits at Buffalo State College in order to be eligible for an honors citation.

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Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Course:

CHE 530 Advanced Environmental Chemistry

Course Revision:

EDU 626 Integrating the Content Areas in the Teaching of Young Children

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From the Provost and Vice President for Academic Affairs

Fronczak Room Endowment Lecture

The Fronczak Room Endowment and E. H. Butler Library present the lecture "When Did Poland Become Independent? A Reconsideration of the Last Century" by M. B. Biskupski, Ph.D., at 4:00 p.m. Saturday, May 7, in E. H. Butler Library 210. Biskupski is the Stanislaus A. Blejwas Endowed Chair in Polish and Polish American Studies at Central Connecticut State University. R.S.V.P. to Wanda Slawinska, curator of the Fronczak Room, at ext. 6208. Refreshments will be served.

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From the Vice President for Finance and Management

SABRE Support: Grading Assistance Available

SABRE support will be available in CyberQuad during the grading period as follows to assist with questions and issues associated with faculty grading:

Monday, May 9	noon-3:30 p.m.	Butler Library 318
Tuesday, May 10	noon-4:00 p.m.	Butler Library 318
Wednesday, May 11	9:00 a.m.-noon	Butler Library 318
Thursday, May 12	9:00 a.m.-4:00 p.m.	Butler Library 318
Friday, May 13	9:00 a.m.-4:00 p.m.	Butler Library 316
Monday, May 16	9:00 a.m.-3:30 p.m.	Butler Library 318

Please check the SABRE Faculty/Staff Web site for grading instructions and other SABRE documentation and information:
www.buffalostate.edu/sabre/facstaff.

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From the Chair of the College Senate

Election Results

The following people were elected in the recent College Senate election:

David Carson, SUNY Senator
Sharon Cramer, At-Large Senator
Douglas Koritz, At-Large Senator
Heather Maldonado, At-Large Senator
Gary Solar, At-Large Senator

Congratulations to all.

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College Senate Meeting

The final College Senate meeting for spring 2005 will be held at 2:00 p.m. Friday, May 13, in E. H. Butler Library 210.

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Curricular Items

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

Program Revisions:

B.S. Electrical Engineering Technology: Power and Machines (0820)
B.S. Electrical Engineering Technology: Electronics (0821)
B.S. Mechanical Engineering Technology (0822)

New Courses:

GEG 619 Wetland Hydrology and Ecology
HIS 300 Research and Writing Seminar

Course Revision:

HIS 623 Problems in U.S. History

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Vol. L, No. 35
May 12, 2005

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 - Curricular Actions
- From the Provost and Vice President for Academic Affairs
 - Policy on Multidisciplinary Studies Advisory Committees
 - Master's Project Guidelines
- From the Vice President for Finance and Management
 - Purchase Requisition Deadlines
- From the Vice President for Student Affairs
 - 2005 Undergraduate Student Award Winners

From the President

Curricular Actions

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

Program Revisions:

- B.S. Electrical Engineering Technology: Power and Machines (0820)**
- B.S. Electrical Engineering Technology: Electronics (0821)**
- B.S. Mechanical Engineering Technology (0822)**

New Courses:

- GEG 619 Wetland Hydrology and Ecology**
- HIS 300 Research and Writing Seminar**

Course Revision:

- HIS 623 Problems in U.S. History**

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From the Provost and Vice President for Academic Affairs

Policy on Multidisciplinary Studies Advisory Committees

Based on a recommendation from the Graduate Advisory Council and the dean of graduate studies, Richard Podemski, I have approved the following policy change related to the composition of the advisory committee in the multidisciplinary studies degree program:

"Each multidisciplinary student must convene an academic advisory committee for his or her multidisciplinary program consisting of a principal adviser and two additional graduate faculty advisers. At least two of the college's four academic schools must be represented on the committee."

This policy change reduces the number of advisory committee members by one and specifies the need to have representation from at least two of the four new schools. The policy is effective immediately.

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Master's Project Guidelines

The Graduate Advisory Council, responding to expressed concerns about the lack of uniform standards for and the inconsistent quality of master's projects across the campus, recently developed *Master's Project Guidelines*. In devising the guidelines, the council reviewed existing departmental project guidelines and requirements, as well as guidelines at other colleges and universities.

The guidelines are posted on the Graduate Studies Web site and are for use in departments as appropriate. For more information, please contact Richard S. Podemski, dean of graduate studies and research, at ext. 5601 or podemsr@buffalostate.edu.

Please note that E. H. Butler Library will archive properly bound master's projects. Contact the library archivist for questions relative to archiving.

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From the Vice President for Finance and Management

Purchase Requisition Deadlines

Requisitions for supplies, materials, services, and equipment from fiscal year 2004-05 funds must be received in the Purchasing Office by close of business the following dates:

\$20,000 or more (noncontract) Monday, May 2

20,000 or more (contract)
less than \$20,000

Wednesday, June 1
Friday, June 10

Purchase requisitions for computer equipment and equipment replacement requirements, as well as purchases through Office Max for office supplies and copier paper, also must adhere to these deadlines.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2004-05 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.

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From the Vice President for Student Affairs

2005 Undergraduate Student Award Winners

President's Medal for Outstanding Undergraduate Student SUNY Chancellor's Award for Student Excellence

Francisco A. Lopez

Francisco Lopez, a psychology major, has an overall GPA of 3.69. He is a recipient of the All College Honors Program Scholarship, has been inducted into the Chi Alpha Epsilon National Honor Society, and was elected to *Who's Who Among Students in American Universities and Colleges*. Lopez was selected to participate in the McNair Research Scholars Program, selected as a fellow in the National Institute of Mental Health's Regional Summer Institute, and was awarded a Minority Supplement Grant to the National Institute of Health Academic Research Enhancement Award Grant. He was also selected as a fellow on the Fogarty International Center of the National Institute of Health's Minority International Research and Training Grant in summer 2004, and as part of this program, he conducted research on public health issues related to smoking and HIV/AIDS in Dar Es Salaam, Tanzania. Lopez served as president of the Psychology Club, as a member of the President's Council on Equity and Campus Diversity, and as a peer adviser for the Psychology Department. He was also a member of the International Students Organization and the college chapter of Psi Chi, the national honor society for psychology students. Lopez volunteers with the Compeer Intense Mentoring Program and has served as a youth adviser to St. Joseph's Parish Catholic Youth Organization.

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Chancellor's Awards for Student Excellence

Nalini D. Goolsarran

Nalini Goolsarran majored in computer information systems, earning an overall GPA of 3.58. She received the 2004 Frances Siu Lan Tyau International Student Scholarship and was elected to *Who's Who Among Students in American Universities and Colleges*. She is very active in the Buffalo State College community, serving as a student ambassador in the Admissions Office, a peer mentor in the Nurturing Initiative and Achievement Mentoring Program, and a volunteer for the annual Buffalo State Bengal 5K Run and Fun Walk. She served as president of the International Students

Organization and was an active member of the International Students Advisory Council, the Caribbean Students Organization, the Information Processors Association, and the Union Bash Planning Committee. Goolsarran also volunteers with international student orientation programs, end-of-the-year international receptions, and Buffalo State's annual peace conferences.

William N. Hoffman

William Hoffman is a recipient of the David Vernon Bullough Memorial Award for achievement in anthropology and was elected to *Who's Who Among Students in American Universities and Colleges*. He completed two majors (anthropology and art) and two minors (art history and sculpture), with an overall GPA of 3.84. Hoffman took part in an overseas summer sculpture program and participated in iron casting and exhibitions in Estonia and Latvia. He served as president of the Anthropology Club and was a student participant in the college's strategic planning process. He has achieved the rank of Eagle Scout and is an assistant scoutmaster for the Boy Scouts of America. He also volunteers at the Buffalo Museum of Science's "Camp-In Program," an overnight program for youth groups to participate in science-based activities.

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Mary Jane Masiulionis

Mary Jane Masiulionis has an overall GPA of 3.97 and a 4.0 in her major, English. She has received several honors while at Buffalo State, including the Estelle M. Engel Memorial Scholarship for excellence in writing, the highly competitive Summer Research Fellowship, and election to *Who's Who Among Students in American Universities and Colleges*. As a summer research fellow, Masiulionis explored the blues aesthetics in Toni Morrison's fiction. She has presented at academic conferences, including Buffalo State's sixth annual Student Research and Creativity Celebration, the 12th annual Penn State McNair Summer Research Conference, and the annual conference of the National Association of African and African American Studies and its affiliates. Masiulionis is a member and active participant in the Student Council for Exceptional Children at Buffalo State, a member of the Polish Arts Club of Buffalo, a chorister at Blessed Sacrament Church, and a volunteer at Mount Mercy Academy.

Laticia G. McNaughton

Laticia McNaughton majored in English and minored in anthropology with an overall GPA of 3.78. She received several scholarships, including the Burrell Minority Scholarship and the Buffalo Bandits Lacrosse Scholarship for Community Involvement and Academic Excellence. McNaughton was elected to *Who's Who Among Students in American Universities and Colleges*, was one of just 10 students to receive the 2004 Buffalo State Undergraduate Summer Research Fellowship, and was also accepted into the McNair Scholars Program. She presented her research, "An Examination of the Nature of 'Otgont' Beings and Their 'Orenda,' as Seen in Variant Versions of the Iroquois Creation Epic and Stone Giants Stories," at several conferences, including the 13th annual Ronald E. McNair Research Conference and the annual Conference on Iroquois Research in New York. She was the first undergraduate scholar ever to present at the latter. As president of the Native American Students Organization, McNaughton coordinated many programs to raise awareness of Native American culture. She also volunteered at the Indigenous Women's Initiatives Program, Literacy Volunteers of Buffalo and Erie County, and Native American Community Services of Erie and Niagara Counties.

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Chantz B. Miles

Chantz Miles has an overall GPA of 3.12 and dual majors, business administration and economics. He received the Burrell Minority Scholarship for talented incoming students from traditionally underrepresented ethnic and

racial minority groups, was elected to *Who's Who Among Students in American Universities and Colleges*, and was named to the SUNYAC All-Academic Team in track and field in spring 2004. Miles served as treasurer of Black Active Minds and helped the organization grow from 20 members to 90 members. He also was a peer mentor in the Nurturing Initiative and Achievement Mentor Program, an orientation leader, a United Students Government senator, and a member of the selection committee for the President's Awards for Excellence in Academic Advisement and for Excellence in Research, Scholarship, and Creativity. Miles has put on programs dealing with racism, diversity, and college life and ran a clothing drive for a local church.

Crystal C. Rodriguez

Crystal Rodriguez is a criminal justice major with a 3.81 GPA. She was a member of the Collegiate Science and Technology Entry Program, inducted into the Chi Alpha Epsilon National Honor Society, elected to *Who's Who Among Students in American Universities and Colleges*, and recognized for outstanding academic performance in the Educational Opportunity Program and the McNair Scholars Program. Rodriguez has presented her research findings on Hispanic attitudes toward law enforcement at several symposia and national McNair research conferences. She held positions as a University Police safety assistant, a resident assistant, and an orientation leader. She also took on leadership roles in Lambda Theta Alpha Latin Sorority as academic chair, community service chair, and president. Through her sorority and the student organization Adelante Estudiantes Latinos, Rodriguez helped the local community. She has served at local soup kitchens; volunteered at the Delaware Heights Health Care Center and a camp for children with cancer; participated in sleep-outs to raise awareness of the homeless; and walked to raise money for multiple sclerosis, diabetes, and the March of Dimes.

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Pamela R. Shannon

Pamela Shannon is an outstanding role model and student who has earned an overall GPA of 3.90 and a 3.97 in her major, childhood education. She was elected to *Who's Who Among Students in American Universities and Colleges* and nominated for the Norma Munger Sutter Award for Excellence in Student Teaching. Shannon received the highest possible rankings in her field placement rubrics, the rankings primarily reserved for master teachers beyond initial certification. Before pursuing elementary education, she enjoyed a career in the computer industry. She helped to found a local technology trade association and served on its board of directors for five years. Shannon has been accepted into the educational computing graduate program at Buffalo State. She currently serves as a fifth- and sixth-grade multiage classroom teacher at Enterprise Charter School.

Sarah E. Wilson

Sarah Wilson achieved a perfect 4.0 GPA as a psychology major. She was elected to *Who's Who Among Students in American Universities and Colleges* and is a recipient of the All College Honors Program Scholarship and the Psychology Club's Eastern Psychological Association Conference Scholarship. She is a member of Psi Chi, the honor society for psychology, and served as the organization's secretary. She also was a teaching assistant for the Psychology Department's statistics classes, served as a student representative on two standing committees in the Psychology Department, and was active in the Psychology Club. Wilson worked with the Psychology Club Research Team and participated in their taste-test research presentation at the Student Research and Creativity Celebration in 2004. She has also volunteered at the Buffalo Psychiatric Center and is currently a member of Psychology Students Interested in Community Outreach.

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Mildred Keller Campbell Leadership Award

Todd V. Espinosa

Todd Espinosa is a communication major with a 3.30 GPA. He has served as president of the United Students Government 28th Legislature. Under his leadership, USG has had many achievements, including the opening of the USG Game Room and the adoption of the USG/NFTA Buffalo State Student Transit Pass Program. In addition to serving as president of USG, Espinosa has served as the student member of the Buffalo State College Senate and College Council. He has been instrumental in representing undergraduate students in the college's strategic planning process and has served on many other notable college committees. He is a mentor to first-year students in the Nurturing Initiative and Achievement Mentor Program and co-chair of the Springfest planning committee, and he received a commendation of achievement from the Communication Department.

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Minnie and Joe Engel Student Humanitarian Award

Eric Maldonado

Eric Maldonado plans to complete his second bachelor's degree at Buffalo State College next December, majoring in English secondary education. He completed a bachelor's degree in psychology through the University of Maryland University College in a program he began while on overseas duty with the United States Army. Maldonado has distinguished himself as an active volunteer in the region's Hispanic community. He is president of the Western New York alumni chapter of La Unidad Latina, treasurer of Los Tainos Senior Citizens Center, board member of Hispanos Unidos de Buffalo, and the founding organizer of the Puerto Rican Day Parade of Western New York. On campus, Maldonado has served as a resident assistant and as an EOP residence hall director and has organized a college visitation program, Latino Extravaganza, to introduce area Latino high school students to life on a college campus. His spirit of humanitarianism is also reflected in his work as a residential habilitation aide for Aspire of WNY and as a center manager and youth development counselor for the Buffalo Youth Opportunity Movement. Maldonado received the Martha J. Pierce Student Recognition Award in 2001 and the Soldier of the Year award in 1998.

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Who's Who Among Students in American Universities and Colleges

Steven Adams, Jonathan Dalbo, Patrice De Micco, Amanda Dietz, Todd Espinosa, Rachael Galus, Timothy Giagios, Nalini Goolsarran, Nancy Green, Kristin Gregoire, William Hoffman, Jaclyn Hutchinson, Kristen Kachurek, Maria Kilmer, Jeannine King, Katherine Koser, Brenda Kowalski, Matthew Levin-Stankevich, Francisco Lopez, Rose-Marie Mango, Mary Jane Masiulionis, Courtney McMann, Laticia McNaughton, Chantz Miles, Bruce Morrison, Marcia Nigro, Ying Nee Ooi, Jaime Panaro, Donald Pembleton, Tia Peters, Hector Ramos, Suzanna Ramos, Jennifer Recktenwalt, Crystal Rodriguez, Valerie Rossi, Pamela Shannon, Chadrick Shoales, Laura Shriver, Melissa Wannemacher, Sarah Wilson, Ruoqiu Wu.

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May 19, 2005

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- From the Provost and Vice President for Academic Affairs
 - Library Liaison Program
- From the Vice President for Finance and Management
 - Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

From the President

Commencement 2005

Many thanks to the Commencement Committee and to the faculty and staff who marched or volunteered for the 133rd Buffalo State College Commencement ceremonies on May 14, 2005.

Commencement is the most important ceremonial occasion of our academic year, and a large turnout of faculty and staff helped underscore the value we place on the event. I congratulate the Commencement Committee on a successfully planned and implemented weekend of activities and on three ceremonies that were meaningful and memorable for our graduates and their families. We are also grateful for the participation of student and alumni volunteers. Your demonstration of support for Buffalo State shows the community that ours is a highly esteemed institution. I wish everyone an enjoyable and productive summer.

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From the Provost and Vice President for Academic Affairs

Library Liaison Program

E. H. Butler Library is pleased to announce the implementation of a liaison program designed to foster communication about library resources and provide a link between the library and academic departments. This fall, each academic department will have a librarian designated as its departmental liaison. Liaisons will share customized, current information about library programs, resources, and services and will address faculty information needs in person, by e-mail, or by phone. For more information about the liaison program, visit www.buffalostate.edu/library/liaison.

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From the Vice President for Finance and Management

Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

Student Workshops

All computer training classes are now open to students. In addition, TASC offers student-only workshops on certain Tuesdays during Bengal Pause, from 12:30 to 1:30 p.m. Announcements for these classes are made through student e-mail and/or flyers distributed on campus.

To register, students should contact Paul Reynolds at reynolap@buffalostate.edu or ext. 3361 with the following information: name, e-mail address, telephone number, and name(s) and date(s) of desired workshops.

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Class Registration

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

PC Users

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

Mac Users

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

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June Workshops

Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops. **Please inform students that TASC is offering Intermediate PowerPoint for Students and Intermediate Excel for Students this month.**

Creating Macros	Monday, June 13	9:00–11:00 a.m.
Intermediate PowerPoint for Students	Thursday, June 16	12:30–1:30 p.m.
Impatica Demo	Tuesday, June 21	1:30–2:30 p.m.
Creating Pivot Tables	Thursday, June 23	9:00–11:00 a.m.
Creating Macros	Monday, June 27	9:00–11:00 a.m.
Advanced PowerPoint	Tuesday, June 28	9:00–11:00 a.m.
Adobe GoLive	Wednesday, June 29	9:00–11:00 a.m.
Intermediate Excel for Students	Thursday, June 30	12:30–1:30 p.m.

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SkillSoft E-Learning

Faculty, staff, and students also may participate in SkillSoft, an online learning program of more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from home.

Webmaster Certification and Web Templates

Web templates are now available for office and department use. TASC and the College Relations Office offer a five-course sequential training program especially for Web template users. The course lineup consists of Writing for the Web, Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Faculty and staff are welcome to take any or all of the five courses offered. Employees may review course descriptions and register at <http://bscintra.buffalostate.edu/registration>. Those who complete all five workshops will receive Webmaster Certification.

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Monday, June 13	8:00-11:00	Creating Macros
Tuesday, June 14	12:00-1:30	Intermediate PowerPoint for Students
Wednesday, June 15	1:30-3:00	Impacts Demo
Thursday, June 16	8:00-11:00	Creating Pivot Tables
Monday, June 27	8:00-11:00	Creating Macros
Tuesday, June 28	8:00-11:00	Advanced PowerPoint
Wednesday, June 29	8:00-11:00	Adobe GoLive
Thursday, June 30	8:00-11:00	Intermediate Excel for Students

The month's SkillSoft courses may be taken in CyberQuads' Faculty/Staff Workshop E.H. Butler Library 310. By appointment only, call Paul Reynolds at ext. 3287 for an appointment. Please check in at E.H. Butler Library 310 (CyberQuads) before starting SkillSoft courses also accessible from home.

www.buffalostate.edu/employees also may register for Advanced Human Resource Management as the SkillSoft E-Learning Program is available from the Human Resource Management Web site.

More information about the SkillSoft E-Learning Program is available from the Human Resource Management Web site.

Programs will allow participants to complete a number of SkillSoft courses and a variety of training modules. As a result, participants will be able to complete a number of SkillSoft courses and a variety of training modules.

Faculty, staff, and students also may participate in SkillSoft E-Learning Program. TASC, which makes no warranty for the SkillSoft E-Learning Program, is a registered provider of SkillSoft E-Learning Program.

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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, 2005:

Ron Stewart (Sociology)

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From the Vice President for Finance and Management

Animals Prohibited within State Facilities

There have been several recent reports of employees bringing dogs, cats, and other pets to their workplace. Please be advised that animals are prohibited within state facilities. New York State Codes, Rules, and Regulations § 300-3.1 (k) states:

"No person shall introduce or possess any animal within a state facility, except for guide dogs used by the visually or hearing impaired and police and fire dogs under the control of their handler, without authorization from the commissioner. No person shall abandon an animal on state property."

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Advance Directives Workshop

The Employee Assistance Program (EAP) at Buffalo State is pleased to sponsor "Advance Care Planning: A Gift," a free workshop on living wills and health-care proxies, at noon Wednesday, June 29, in Bulger Communication Center N2C.

Advance care planning enables you to receive medical care that respects your personal values, spiritual beliefs, and cultural background if you are unable to speak for yourself. It is also one of the greatest gifts you can give to your loved ones if they must speak for you.

This presentation offers a framework for clarifying these issues and choosing someone to carry out your wishes using materials developed by the Community-Wide End of Life/Palliative Care Initiative (www.compassionandsupport.org). Presenter Mary A. Durlak, College Relations, completed the Community Conversations on Compassionate Care facilitator training offered by Dr. Patricia Bomba, vice president and medical director of geriatrics for Excellus Inc.

This workshop is limited to 20 participants. Light refreshments will be available. Please contact Nancy Paschke, EAP chair, at paschknb@buffalostate.edu or ext. 4237 to reserve a seat.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

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

6/23/2005

Student Workshops

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To register, students should contact Paul Reynolds at reynolap@buffalostate.edu or ext. 3361 with the following information: name, e-mail address, telephone number, and name(s) and date(s) of desired workshops.

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Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops.

June 2005 Workshops

Accessing Your Office Computer Remotely	Friday, June 17	10:00–11:00 a.m.
Impatica Demo	Tuesday, June 21	9:00–10:00 a.m.
Writing for the Web*	Tuesday, June 21	1:30–2:30 p.m.
Creating Pivot Tables	Thursday, June 23	9:00–11:00 a.m.
Creating Macros	Monday, June 27	9:00–11:00 a.m.
Advanced PowerPoint	Tuesday, June 28	9:00–11:00 a.m.
Adobe GoLive	Wednesday, June 29	9:00–11:00 a.m.

*Webmaster Certification course

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July 2005 Workshops

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

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08/06 MAG 2480
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Accessing Your Office Computer Remotely	Thursday, July 7	10:00–11:00 a.m.
Introduction to Access	Tuesday, July 12	9:00–11:00 a.m.
Hardware 101	Wednesday, July 13	1:00–3:00 p.m.
Intermediate Access	Tuesday, July 19	9:00–11:00 a.m.
Spam Control with Barracuda: Hands-On	Thursday, July 21	1:30–2:30 p.m.
Outlook Web Access	Tuesday, July 26	9:00–11:00 a.m.
Impatica Demo	Wednesday, July 27	9:30–10:30 a.m.

[back to top](#)**SkillSoft E-Learning**

Faculty, staff, and students also may participate in SkillSoft, an online learning program of more than 800 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. 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 Paul Reynolds at ext. 3361 for an appointment. Please check in at E. H. Butler Library 315 (CyberQuad) before starting. SkillSoft courses also are accessible from your home.

Webmaster Certification, Web Templates, and Web Site Support

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The College Relations Office offers full-service Web development support for academic departments and administrative offices. Please contact Melissa Meehan at ext. 3903 or meehanme@buffalostate.edu for more information.

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From the Chair of the College Senate

Runoff-Election Results

The results of a recent runoff election are as follows:

Donn Youngstrom, Vice Chair, College Senate
Warren Gleckel, Chair, Instruction and Research Committee

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The following course revision was received in the College Senate Office and forwarded to the College Senate Curriculum Committee in March; however, it was erroneously omitted from the listing of revised courses in the March 17, 2005, *Bulletin*. The Senate Curriculum Committee has since approved the revision, and the course proposal has been forwarded to the president for review and approval (see Curricular Items, below).

Course Revision:

DES 451 Senior Studio in Wood Design. A concentration of studio work by the senior major in wood; student plans and executes a series of advanced problems and projects in consultation with his or her instructor.

[back to top](#)**Curricular Items**

The following curricular items have been approved by the College Senate Curriculum Committee and forwarded to the president for review and approval:

New Program:

B.S. Blended Program in Early Childhood Special Education

New Course:

HTR 335 Wine Essentials

Revised Courses:

DES 250 Design in Wood

DES 350 Design in Wood II

DES 351 Junior Studio in Wood Design

DES 451 Senior Studio in Wood Design

HTR 100 Multicultural Foods

HTR 340 Industry Experience

HTR 348 Tourism and World Travel

HTR 350 Computer Applications in Hospitality

HTR 368 Hotel Operations

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Bulletin

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July 21, 2005

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From the President

Curricular Approvals

I have approved the following curricular items, which have been recommended by the appropriate dean, the College Senate, and the provost and vice president for academic affairs:

New Program:

B.S. Blended Program in Early Childhood Special Education

New Course:

HTR 335 Wine Essentials

Course Revisions:

DES 250 Design in Wood

DES 350 Design in Wood II

DES 351 Junior Studio in Wood Design

DES 451 Senior Studio in Wood Design

HTR 100 Multicultural Foods

HTR 340 Industry Experience

HTR 348 Tourism and World Travel

**HTR 350 Computer Applications in Hospitality
HTR 368 Hotel Operations**

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From the Vice President for Finance and Management

Position Announcement: Systems Programmer, Computing and Technology Services

Applications are now being accepted for a Systems Programmer in Computing and Technology Services. Details may be found at:
www.buffalostate.edu/offices/hr/jobs.asp#professional.

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Fire Evacuation Drill Schedule

In compliance with New York State Education Law 807, fire evacuation drills will be held in various buildings throughout the campus August 1–5. 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 college personnel conducting the drill.

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 those people is also 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.

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

8/11/2005

Call David N. Miller, director of environmental health and safety, at ext. 6113 with questions. Thank you for your cooperation.

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Computer Training, SkillSoft E-Learning, Webmaster Training, and Web Templates

Computing and Technology Services and the Technology and Application Support Collaboration (TASC) 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, a pen, and paper. 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 with questions.

Student Workshops

All computer training classes are now open to students. In addition, TASC offers student-only workshops on certain Tuesdays during Bengal Pause, from 12:30 to 1:30 p.m. Announcements for these classes are made through student e-mail and/or flyers distributed on campus.

To register, students should contact Paul Reynolds at reynolap@buffalostate.edu or ext. 3361 with the following information: name, e-mail address, telephone number, and name(s) and date(s) of desired workshops.

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Class Registration

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

PC Users

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

Mac Users

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

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Advance registration is required. Student assistants, work-study students, and graduate assistants also may attend these workshops.

July 2005 Workshops

Spam Control with Barracuda: Hands-On	Thursday, July 21	1:30–2:30 p.m. 9:00–11:00
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Outlook Web Access	Tuesday, July 26	a.m.
Impatica Demo	Wednesday, July 27	9:30–10:30 a.m.
Writing for the Web*	Wednesday, July 27	1:30–2:30 p.m.

*Webmaster Certification course

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August 2005 Workshops

Customizing Your Site for Search Engines*	Tuesday, August 2	9:00–11:00 a.m.
Accessing Your Office Computer Remotely	Thursday, August 4	2:00–3:00 p.m.
Introduction to HTML*	Tuesday, August 9	2:00–4:00 p.m.
Understanding Site Traffic Logs*	Thursday, August 11	9:00–10:00 a.m.
Accessing Your Office Computer Remotely	Tuesday, August 16	9:00–10:00 a.m.
Introduction to File Management	Tuesday, August 23	9:00–11:00 a.m.

*Webmaster Certification course

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From the Vice President for Institutional Advancement and Development

Call for Nominations: 2005 Young Alumnus Achievement Awards

The Buffalo State College Alumni Association seeks nominations for the 2005 Young Alumnus Achievement Award, which will be presented at a special awards reception on October 21, 2005, during Homecoming Weekend.

Now in its fourth year, the award recognizes alumni of the last 20 years who have (1) achieved significant professional advancement; (2) provided outstanding service to the community; and (3) demonstrated loyalty and commitment to Buffalo State College.

The Alumni Association welcomes nominations from alumni, faculty, staff, emeriti, students, and friends of the college (self-nominations are also acceptable). The deadline for 2005 nominations is Wednesday, August 17; however, nominations are accepted year-round, and all nominations are active for three years. No posthumous awards are given. Award winners must be able to attend the awards ceremony.

For nomination forms or more information, contact Jennifer Small at ext. 6001 or smalljl@buffalostate.edu. Applications also may be submitted online.

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From the Chair of the College Senate

Curricular Items

The following have been approved by the College Senate Curriculum

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

8/11/2005

Committee and have been forwarded to the president for review and approval:

Program Revisions:

B.S. Dietetics: Didactic Program (0410)
M.S. Childhood Education (Grades 1–6) Initial Certification (6212)
M.S. Early Childhood Education (Birth–Grade 2) (6521)
M.S. Early Childhood Education (Birth–Grade 2) Initial Certification (6211)

New Courses:

ENT 101 Technical Drawing
ENT 445 Power Electronics
ENT 465 Electrical Design
HTR 330 Fundamentals of Bakeshop Production
HTR 375 Events Management
HTR 468 Hotel Management
THA 327 Acting III: Advanced Scene Study

Course Revisions:

HTR 110 Introduction to Hospitality and Tourism
HTR 200 Sanitation and Safety in Food Service
HTR 300 Food and Beverage Management
HTR 363 Quantity Food Production
HTR 370 Cost Controls in Hospitality
HTR 390 Strategic Marketing in Hospitality
HTR 408 Convention and Meeting Management
HTR 418 Tourism Management
HTR 455 Advanced HRM in Hospitality
HTR 470 Legal Issues in Hospitality
HTR 480 Practicum in Hospitality Operations
HTR 485 Seminar in Hospitality
THA 226 Acting I
THA 227 Acting II: Scene Study

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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 2005–2006 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.

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.

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.

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.

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